

## **BICYCLES ON UNIVERSITY OF NORTHERN COLORADO CAMPUS**

UNC has a bicycle registration program for anyone wishing to ride their bicycles on campus. Bicycles may be registered with Parking Services for a fee of \$5.00 for a four (4) year period. We do not archive bicycle registration records.

Parking Services will honor any currently valid city registrations or licenses, provided the owner re-registers the bicycle (free of charge) with the UNC Bicycle Program.

**This program has been implemented to help deter thefts and to aid in the location of missing or stolen bicycles.**

Bike path information can be accessed at <http://www.unco.edu/uncmap/> where one can select “Bike Path/Phones” from the pull-down view menu at the left side of the map legend. The default view is “Normal View”.

## ***Section 1 - Introduction***

### **A. The University Bicycle Program**

This program is a section of Parking Services, a division of the University Police Department.

### **B. Granting Authority - Colorado Revised Statute 23.5-107**

Authority of governing boards - parking. The regulations contained herein are established under the authority of the Board of Trustees granted in the Colorado Revised Statutes Section 23-5-106, 23-5-109 et. seq. to promulgate rules and regulations providing for the operation and parking of vehicles upon the grounds, driveways, or roadways within the property under the control of the Board.

### **C. Scope Of Regulations**

University Bicycle Regulations are in effect on a 24-hour basis throughout the year, including vacation and recess periods. It shall be the duty of the Parking Services Department, and all officers of the University Police Department, unless otherwise provided herein, to enforce these regulations.

### **D. Coverage**

The regulations contained herein shall apply to all bicycles, roller skates, roller blades, skateboards, scooters and users thereof, coming upon, or parking on, property of the University of Northern Colorado.

## **Section 2 – General Definitions**

The following words and phrases shall have the meanings ascribed except where the context clearly indicates a different meaning.

1. Bicycle - means a device upon which any person may ride, propelled by human power through a belt, chain, or gears, and having one or more wheels.
2. Roller blades and roller skates - means any device consisting of a shoe with three or more small wheels attached to it, upon which a person may ride, that is propelled by human power.
3. Scooter - means any device consisting of a long footboard mounted on wheels less than fourteen inches in diameter, controlled by an upright steering handle attached to the front wheel, upon which a person may ride, that is propelled solely by human power.
4. Skateboard - means any device consisting of a footrest mounted on wheels less than fourteen inches in diameter, upon which a person may ride, that is propelled solely by human power.
5. Walkway - means a route utilized primarily for pedestrian travel. Any surface not deemed bikeway or roadway shall be considered a "walkway."
6. Impoundment - means towing, storage, and/or booting of any vehicle.
7. Registration permit – means a University of Northern Colorado issued permit that is the uniquely numbered adhesive sticker supplied as evidence of bicycle registration, and designed for attachment to the registered bicycle as indication of its registration.
8. Motorized bicycles - for the purpose of these regulations, mopeds or motorized bicycles are considered motorcycles. See Parking Services Rules and Regulations.
9. Vehicle - means every mechanical device or animal upon, in, or by which any person or property is, or may be, transported or drawn.
10. Regulatory sign - means all traffic control devices, signs, signals, and markings, placed or erected for the purpose of regulating, warning or guiding traffic and parking.
11. School year - means the time period starting with the first day after summer classes end and ending with the last day of summer classes in the following year.

## ***Section 3 - Bicycle Registration***

### **A. Registration**

For security any bicycle parked on campus and operated by faculty, staff, student, or other member of the University community should be registered with the UNC Bicycle Program.

### **B. Permit Fees**

All sales of permits will be handled at the Department of Parking Services or through UNC Police Department.

An eligible person must pay his permit fee, present his bicycle serial number, description and address, and fill out a University of Northern Colorado bicycle registration card before the appropriate permit will be issued. University Parking Services will honor any currently valid city registration or license, provided the owner re-registers the bicycle with the UNC Bicycle Program. Any exceptions must be approved by the Director of Parking Services.

The registration fee is \$5.00 and is valid for four years.

### **C. Display Of Permits**

Registration permits shall be totally attached with all the supplied adhesive on the main frame, center post, below the seat post insert, and be totally visible.

## ***Section 4 - Regulations***

### **A. General**

1. Pedestrians have the right-of-way on a walkway.
2. A bicyclist shall stay in the right lane when on a designated walkway.
3. On any walkway a bicyclist shall avoid weaving as he rides. When ready to pass or change direction of travel in any way, the bicyclist must check for other bicycles and pedestrians that could be affected by this change and notify them by the use of hand signals or other means as to the intent to change direction.
4. Every person riding a bicycle is required to obey the same traffic regulations as the driver of an automobile. This includes obeying all stop signs, yield signs, red lights, and other traffic signals specific to this campus.
5. Bicycle equipment shall comply with the Colorado State Vehicle Code. A light shall be used when a bicyclist is traveling at night.
6. No person shall park, store or leave a bicycle in such a manner as to cause said bicycle to block or otherwise impede normal entrance to or exit from any building on campus, or in a manner that constitutes a safety hazard.
7. No bicycle shall be parked, stored, or left in any lobby, hallway, or room of any building unless said area is specifically designated for bicycles. Designated areas must be in accordance with all federal, state, and local fire and safety regulations. This section is not intended to prohibit the storing or parking of a bicycle in any person's office or residence.
8. The riding of skateboards and rollerblades is permitted on campus for transportation purposes only. Pedestrian traffic on all campus walkways, roadways, patios and stairs have the right-of-way. Stunts and exhibition riding of skateboards, rollerblades or roller skates is prohibited on the University Campus.
9. The riding of skateboards, rollerblades or roller skates is prohibited in all University buildings on campus.

## **B. Activity Definitions**

1. Acrobatic skating occurs when all wheels of a skateboard or of both skates are simultaneously out of contact with the ground during skating. It also applies to, but is not limited to, the jumping onto or off of objects such as benches, hand-railings, and retaining walls. This definition applies except when skates or skateboards are being carried or when they are motionless. (5-4-20)
2. Careless skating occurs when a significant risk of injury to any person or damage to another person's/UNC property is created by skating, or when skating activity disrupts University operations. (5-14-18)
3. Skating of any kind is prohibited in any building. Skates must be removed prior to entering the building. (5-4-19)
4. Persons contacted in violation of these regulations may be issued citations and assessed a \$50 fine.
5. Please help reduce the risk of personal injury and property damage due to skating on campus. Skate safely! Thank you.

## **Section 5 - Traffic Violations**

The following are violations of the UNC Bicycle Regulations:

### **A. Class One Violations, \$50.00 Fines**

5-4-14 – Driving in a careless manner on walkways, bikeways, stairs and/or roadways, without due regard to safety with respect to visibility, local traffic, weather, and surface conditions, or in a manner that endangers the safety of any person or property.

5-4-18 – Careless Skating - riding a bicycle, roller skates, rollerblades, skateboards or scooters in a careless manner without due regard for the flow of existing pedestrian traffic, weather, visibility, and the surface and width of the walkway. Skaters must yield to pedestrians.

5-4-19 – Skating in Buildings - riding roller skates or roller blades inside buildings or on stairs. See Section 4 for more information.

5-4-20 – Acrobatic Skating - riding a bicycle, roller skates, roller blades, or skateboards, where all wheels of a skateboard, or of both skates, or both wheels of a bicycle are simultaneously out of contact with the ground during skating or riding. It also applies to, but is not limited to, the jumping onto or off of objects such as benches, hand-railings, and retaining walls. Acrobatic skating is prohibited on all UNC property.

5-4-21 – Non – Applicable

5-4-22 – Skating on UNC property – persons involved in repeated violation of sections 5-4-18, 5-4-19, 5-4-20 are subject to banning of all privileges to skate on UNC property. A UNC police officer may issue a persona non grata order on second or subsequent violation. The person is then prohibited from any skating activities on campus.

### **B. Class Two Violations, \$30.00 Fines**

5-3-11 – Driving 1-9 M.P.H. in excess of posted speed limit on campus streets.

### **C. Class Three Violations, \$18.00 Fines**

5-4-12 – Bike obstructing traffic

5-4-15 – Failure to yield the right-of-way to a pedestrian on a mixed use walkway or roadway.

5-4-16 – Riding a bicycle on any University property posted for no riding. Such areas are marked with “DISMOUNT” signs. (Dismount is defined as walking beside the bicycle with both feet off the pedals at the same time.)

5-4-17 – Failure to obey parking and traffic control devices, signs, and/or equipment.

## ***Section 6 - Impoundment***

Any University Police Officer, Bicycle Officer, or other person authorized specifically by the Chief of Police may move, relocate or impound any bicycle which is:

1. Blocking or otherwise impeding traffic in any street, highway, roadway, path or sidewalk.
2. Blocking or impeding normal entrance to or exit from any building on the University.
3. Appears to be abandoned.
4. Has been reported stolen to a law enforcement agency.
5. Is a safety hazard.
6. Is parked, stored, or left in any lobby, hallway, or room of any building unless said area is a private residence or office.  
Any University Police official authorized to so remove and impound a bicycle, skateboard or rollerblades in this manner, and the University, shall not be liable to the owner of the bicycle for the cost of repair or replacement of any securing device.
7. Any bicycle impounded pursuant to any section of this chapter shall be stored in a secure facility designated for such purpose by the Chief of Police.
8. Parking in a fire lane, and/or parking in violation of these regulations that creates a safety hazard or emergency situation will immediately subject a bicycle to impoundment.
9. The abandonment of a bicycle on the University of Northern Colorado property or the failure to respond either by a hearing or by payment to any parking reminder notices during the University's scheduled semester class sessions constitutes grounds for the impoundment of a bicycle and the payment of outstanding fines.
10. To insure proper crediting, anyone making payment to the University of Northern Colorado Parking Services Department, be it by mail or in person, must have a copy of his/her ticket to be paid, the citation number, the courtesy reminder or the customer account number enclosed before payment is accepted

## **Section 7- Penalties, Sanctions And Payments**

Any person or vehicle found in violation of these regulations shall be subject to one or more of the following sanctions:

1. Impoundment
2. Referral of the matter to the appropriate administrative officer of the University of Northern Colorado for disciplinary action.
3. Imposing of a fine. All fines shall be paid to the Parking Services Department. Any fine appearing on a University billing will be paid at the University Accounting Office in Carter Hall.

### **A. Penalties**

A citation is issued. The person receiving the citation has ten (10) calendar days from the date of issue to pay the fine, file for a hearing, or report any errors in determining the violation.

If no action is taken in the ten (10) calendar day period, a billing fee of \$10.00 PER NOTICE WILL BE ADDED AND the total amount due billed through normal Parking Services procedures.

Fines will be paid and hearings applied for at the Parking Services Office, in person. Refer to "Citations" web page on UNC Parking Services list of quick links for more information about paying citation fines.

### **B. Indebtedness**

In addition to any other provisions of these regulations, any violator who incurs any monetary indebtedness to the University of Northern Colorado will have that indebtedness treated as any other bill due and owing to the University.

Students will be billed for delinquent fines and billing fees by the Accounting Office. Students must clear their accounts before they are permitted to register for the next semester, or in the case of graduating students, before they receive their diploma or copies of their transcripts.

Faculty/staff members will be billed for delinquent fines and billing fees by the Parking Services Office and can expect to have any unpaid amounts withheld from their paychecks.

Unpaid parking charges and billing fees incurred by others may be turned over to the State Collection Agency following normal Parking Services billing procedures.

## **Section 8 - Hearings**

### **A. General**

Any person desiring to contest a ticket may request a hearing. The hearing request must be made by submitting a completed UNC Parking Services Hearing Petition form to Parking Services Office in person within ten (10) calendar days after the citation issuance.

All matters relating to a parking notice may be disputed, with the exception of the amount of the fine(s). The Parking Services Office will provide hearing request forms and will schedule hearings at the convenience of the Hearing Officer. Hearing Petition forms may be obtained via the quick link to "Forms" on UNC Parking Services web site. The petitioner must convey the completed Hearing Petition form to Parking Services Office in person within ten (10) calendar days after the citation issuance.

Any person who fails to request a hearing within the prescribed time waives his right to a hearing and subjects himself to the monetary fine and penalties.

The Hearing Officer will be scheduled, at his convenience, on a regular basis by the Parking Services Office. Any person who requests a hearing will be afforded the option to present evidence and witnesses. When a person requesting a hearing does not desire to be present, or cannot be present at the hearing, his case will be heard on the basis of his written statement only.

Witnesses, friends, spouses, children, and other family members shall remain in the waiting area until the Hearing Officer deems it necessary to see, and talk, to them.

The Parking Services Office shall administer the hearing program and may have a member of the Parking Services Department serve in a representative capacity. The Parking Services Department will provide notice to petitioners of the date, time and location of hearings and will provide the petitioner with a disposition notice of the findings of the Hearing Officer.

### **B. Upheld Appeals**

A \$10.00 hearing cost fee will be assessed to all parking notices that are upheld in the hearing process.

The amount of the fine on each parking notice upheld and due, as a result of a hearing, and the hearing cost fee, should be paid at the Parking Services Office within ten (10) calendar days of the date of the disposition notice. Any fines due and unpaid after ten (10) days from the date of the disposition notice will be increased by a \$10.00 PER PARKING NOTICE BILLING FEE AND billed through regular University of Northern Colorado Parking Services channels.

The Hearing Officer's decision is final.

### **C. Late Appeals**

If a hearing request is made after the time period prescribed, a hearing may be granted by the Director of Parking Services only after the person requesting the hearing signs an affidavit stating that he did not receive actual notice of either the parking notice or the courtesy reminder.

## **D. Hearing Officer**

The Hearing Officer may be a member of the University Community or of the community at large and will be approved by the Vice President for Administration. The Hearing Officer shall hear all classes of violations and shall have the authority to uphold or dismiss the fine.

## ***Section 9 - Use Of Revenue***

All revenues derived as a result of these regulations shall be paid into the Parking and Traffic Revenue Fund for the University of Northern Colorado to be used in meeting the costs of the bicycle parking and safety programs.