



POLICY

Title:	Bicycles on Campus Policy
Effective Date:	Nov. 10, 2015
Approved By:	President's Council
Responsible Party:	Safety and Security Department
History:	

I. PURPOSE

The purpose of this policy is to ensure the safe operation of bicycles on all Salus Campuses. Additionally, it is designed to help those that ride bicycles to work/school safeguard against theft and vandalism to the bicycle.

II. DEFINITIONS

Salus Campus means any property owned, leased, occupied, operated or otherwise controlled by Salus University.

Safe Operation means adhering to the guidelines set forth in this policy, along with compliance to the bicycle laws mandated under the State of Pennsylvania for the safe operation of bicycles. <http://www.pacommutes.com/biking/safety-and-laws/>

III. POLICY

Bicycles are not permitted to be brought inside any University owned or leased building.

For the safety of students, faculty, staff and guests, it is prohibited to ride bicycles on campus sidewalks, ramps or stairs.

IV. PROCEDURE

Bicycle racks are provided by Salus University to ensure a centralized, secured area for the parking of bicycles. These racks are the only authorized location to leave bicycles.

Any bicycle found to be secured to any railing, sign, fence, garbage can, bench, tree or post throughout the campus, will be relocated to a secure area by the Safety and Security Department.

Anyone riding a bike on campus is required to wear a helmet, use a light and wear appropriate reflective clothing after dark.

In an effort to allow fair access to bicycle racks and to maintain a clean campus environment, any bicycle that has not moved from a Salus bike rack for more than 14 days will be considered abandoned. Any bicycle deemed abandoned pursuant to the above will have a notice affixed to it which informs the bicycle's owner that the bicycle appears to be abandoned. Safety and Security Officers are authorized to affix such notices upon bicycles. This notice shall indicate: (1) the phone number and email address to contact Safety and Security so as to inform them that the bicycle is not abandoned; and (2) the date after which the bicycle may be removed if it is not claimed by its owner.

A bicycle shall not be deemed to be abandoned if the owner of the bicycle, within 3 days of the affixing of the notice of abandonment, notifies Safety and Security that the bicycle is not abandoned and/or relocates it.

If a bicycle is not relocated or claimed by its owner after the third day of affixing the notice of abandonment, the bicycle will be removed and retained by Safety and Security for a period of 7 days. If after being removed by Safety and Security, a bike is not claimed by its owner within the 7 day time period, it will be donated to charity.

The above policy also encompasses any parts of a bicycle on campus (i.e. a tire, frame without wheels, etc.) as well as the actual lock or chain that is affixed to a rack but is not presently secured to a bicycle.

If any student, faculty or staff is planning on leaving their bicycle on campus for an extended period of time due to travel, they must register their bike with Safety and Security, and indicate the time frame in which they will be away.