



Document Number	Impoundment and Disposition of Abandoned and Improperly Parked Bicycles
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Related Policies and Procedures	<ul style="list-style-type: none"> • Regulations Governing Traffic, Parking, and the Registration of Vehicles for the University of North Carolina at Greensboro • Bicycles, Skateboards, Hoverboards, Roller Skates or Other Similar Devices Policy

1. Purpose/Introduction

The purpose of this Standard Operating Procedure is to outline the process and guidelines for the University Parking Operations and Campus Access Management office to remove and impound abandoned and improperly parked bicycles from University-controlled property and then dispose of those bicycles unclaimed by their owners.

2. Definitions

- 2.1. Bicycle:** a device propelled by human power or electrical power, upon which a person may ride. The device may have two tandem wheels either of which is more than 12 inches in diameter, with steering capability and brakes which operate on or upon the wheels. It also includes any device generally recognized as a bicycle, although equipped with more than one front or rear wheel. This definition is consistent with the [Bicycles, Skateboards, Hoverboards, Roller Skates or Other Similar Devices Policy](#).
- 2.2. Abandoned Bicycle:** a bicycle which has remained in the same location on University-controlled property for two weeks or more and which also has any combination of missing parts, cobwebs, flat tire(s), and/or a rusted chain.
- 2.3. Improperly Parked Bicycle:** a bicycle parked on University-controlled property which is not on a designated bicycle rack, including but not limited to bicycles attached to benches, light poles, sign posts, railings, stairwells or trees.
- 2.4. POCAM:** the UNC Greensboro Office of Parking Operations and Campus Access Management
- 2.5. Vehicle:** every device in, upon, or by which any person or property is or may be transported. For the purpose of this Article, bicycles shall be deemed vehicles and every rider of a bicycle shall be subject to the provisions of the regulations governing parking and traffic stipulated in the [Regulations Governing Traffic, Parking, and the Registration of Vehicles for the University of North Carolina at Greensboro](#).

3. Procedural Steps

- 3.1. POCAM shall survey University-controlled property routinely and systematically to identify Abandoned and Improperly Parked Bicycles to maintain a safe and orderly campus.
- 3.2. POCAM shall affix a tag to Abandoned Bicycles identified on University-controlled property notifying the bicycle owner that the bicycle will be impounded if the owner does not either remove the bicycle or contact POCAM to request an exemption within two weeks of the date indicated on the tag.
 - 3.2.1. Once the two-week period has expired, POCAM may remove and impound the bicycle if it remains in the same location and the owner has not received an exemption from POCAM.
- 3.3. POCAM, University Police and other designated agents have the authority under Article III Section 17 of the [Regulations Governing Traffic, Parking, and the Registration of Vehicles for the University of North Carolina at Greensboro](#) to remove and impound an Improperly Parked Bicycle on University-controlled property immediately without affixing a tag to the bicycle when it is parked in any area or space not lawfully designated for parking.
 - 3.3.1. If in the sole discretion of POCAM, an Improperly Parked Bicycle does not pose a safety risk, POCAM may elect to affix a tag to the bicycle notifying the bicycle owner that the bicycle will be impounded if the owner does not either remove the bicycle or contact POCAM to request an exemption within two weeks of the date indicated on the tag.
- 3.4. POCAM shall attempt to contact the owner of any tagged bicycle [Registered with POCAM](#) within three business days of affixing a tag to the bicycle. Further, POCAM shall attempt to contact the owner of any impounded bicycle [Registered with POCAM](#) within three business days of impounding the bicycle.
- 3.5. While POCAM, University Police, and other designated agents will attempt to handle bicycles with care during their removal and impoundment, damage may occur and securing devices (such as chains and u-locks) will often be destroyed. The University is not responsible or liable for bicycles, bicycle accessories, securing devices, or any other item that may be damaged or destroyed as a result of removing or impounding an Abandoned or Improperly Parked Bicycle.
- 3.6. POCAM shall transfer bicycles removed to a secure impound location designated by POCAM and hold them for a minimum of thirty (30) days from the date of removal or until a bicycle owner provides sufficient proof of ownership and claims the bicycle before the expiration of 30 days.
 - 3.6.1. A bicycle registration with POCAM in combination with the bicycle owner's UNCG Spartan Card constitutes sufficient proof of ownership. For an unregistered bicycle, sufficient proof of ownership will be determined on a case-by-case basis by POCAM, but may include 1) identifying the make, model and serial number of the bicycle, 2) providing a receipt bearing the bicycle's serial number or 3) identifying an owner-applied number or unique identifier.
- 3.7. Once the thirty (30) day holding period has expired, if a bicycle owner has not claimed the bicycle, POCAM may dispose of the bicycle by auction, destruction, donation, or sale. Once the disposition is finalized, the previous bicycle owner has no further right to possess the bicycle or the right to receive any compensation for the bicycle from POCAM, the University, the new owner of the bicycle, or any other party.
 - 3.7.1. Prior to disposal, POCAM will confirm with the UNCG Police Department that the bicycle has not been reported as lost or stolen. If the bicycle has been reported as lost or stolen, POCAM will attempt to return the bicycle to its rightful owner.

4. Forms, Tools, Etc.

- POCAM Website: [Using Your Bicycle on Campus](#)
- POCAM [Bicycle Registration Form](#)

5. Revision Table

Revision #	Section #	Summary of Changes	Approval Date
Document # plus sequential order of revision (D.01.01)	Procedural section or subsection that has changed.	Provide a brief summary of the procedural change including information about why the change is necessary.	Date approved by leadership team.