



Document Number	Impoundment and Disposition of Abandoned and Improperly Parked Micromobility Transportation Devices
Owner/Contact Information:	Desiree Coltrane/ dswwhiteh@uncg.edu
Effective Date:	October 25, 2021
Last Revised/Reviewed:	January 17, 2023
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 • Micromobility Transportation 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 Micromobility Transportation Devices (MTD's) from University-controlled property and then dispose of those devices unclaimed by their owners.

2. Definitions

- 2.1. Abandoned Device:** any Micromobility Transportation Device which has remained in the same location on University Property for two weeks or more and which also has any combination of missing or broken parts, cobwebs, flat tire(s), a rusted chain, or other indications of neglect or disrepair.
- 2.2. Bicycle:** a non-motorized vehicle with two (2) or three (3) wheels tandem, a steering handle, one (1) or two (2) saddle seats, and pedals by which the vehicle is propelled, or an electric assisted bicycle, as defined in [G.S. 20-4.01\(7a\). \(1977, c. 1123, s. 1; 2016-90, s. 13\(c\)\)](#). This definition is consistent with the [Micromobility Transportation Devices Policy](#).
- 2.3. Improperly Parked Device:** any Micromobility Transportation Device parked or left on University Property which is not located at a designated bicycle rack or in a Micromobility Service parking zone, including but not limited to devices impeding or interfering with access to or use of spaces, or devices attached to benches, light poles, signposts, railings, stairwells, or trees.
- 2.4. Micromobility Transportation Device (MTD):** any small, low-speed, human-or electric-powered transportation device or vehicle, including bicycles, scooters, electric-assisted bicycles, electric scooters (e-scooters), and other small, lightweight, wheeled conveyances or other devices given this designation by the University, including but not limited to hoverboards, skateboards, roller skates and inline skates. Wheelchairs and other mobility devices used by persons with disabilities are excluded from this definition.
- 2.5. POCAM:** the UNC Greensboro Office of Parking Operations and Campus Access Management

2.6. 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 MTDs to maintain a safe and orderly campus.

3.2. POCAM shall affix a tag to Abandoned Devices identified on University-controlled property notifying the MTD owner that the MTD will be impounded if the owner does not either remove the MTD 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 MTD 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](#) and/or the [Micromobility Transportation Devices Policy](#) to remove and impound an Improperly Parked Device on University-controlled property immediately without affixing a tag to the MTD 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 Device does not pose a safety risk, POCAM may elect to affix a tag to the MTD notifying the MTD owner that the MTD will be impounded if the owner does not either remove the MTD 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 MTD [Registered with POCAM](#) within three business days of affixing a tag to the MTD. Further, POCAM shall attempt to contact the owner of any impounded MTD [Registered with POCAM](#) within three business days of impounding the MTD.

3.5. While POCAM, University Police, and other designated agents will attempt to handle MTDs with care during their removal and impoundment, damage may occur and securing MTDs (such as chains and u-locks) will often be destroyed. The University is not responsible or liable for MTDs, MTD accessories, securing MTDs, or any other item that may be damaged or destroyed as a result of removing or impounding an Abandoned or Improperly Parked Device.

3.6. POCAM shall transfer MTDs 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 MTD owner provides sufficient proof of ownership and claims the MTD before the expiration of 30 days.

3.6.1. A MTD registration with POCAM in combination with the MTD owner's UNCG Spartan Card constitutes sufficient proof of ownership. For an unregistered MTD, 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 MTD, 2) providing a receipt bearing the MTD'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 MTD owner has not claimed the MTD, POCAM may dispose of the MTD by auction, destruction, donation, or sale. Once the disposition is finalized, the previous MTD owner has no further right to possess the MTD or the right to receive any compensation for the MTD from POCAM, the University, the new owner of the MTD, or any other party.

3.7.1. Prior to disposal, POCAM will confirm with the UNCG Police Department that the MTD has not been reported as lost or stolen. If the MTD has been reported as lost or stolen, POCAM will attempt to return the MTD to its rightful owner.

4. Forms, Tools, Etc.

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

5. Revision Table

Revision #	Section #	Summary of Changes	Approval Date
Document # plus sequential order of revision (D.01.01) POCAM_SOP_001.01	Revised throughout	Updated SOP to reflect the Micromobility Transportation Devices Policy, approved by the Chancellor on 09/19/2022, primarily broadening from bicycles only to all MTD's.	January 20, 2023