

<b>ADMINISTRATIVE DIVISION</b> Division of Administration and Finance	<b>POLICY NUMBER</b> VMPS 3.15 (formerly LESA 3.15)
<b>POLICY TITLE</b> Registration and Parking of Bicycles	
<b>SCOPE OF POLICY</b> USC System	<b>DATE OF REVISION</b> June 01, 2021
<b>RESPONSIBLE OFFICER</b> COO/Director of Parking & Transportation	<b>ADMINISTRATIVE OFFICE</b> Parking & Transportation Services

## **PURPOSE**

The purpose of this policy is to establish and inform the University of South Carolina Community of the guidelines governing registration and parking of bicycles on campus.

## **DEFINITIONS**

Parking & Transportation Services (PTS)

## **POLICY STATEMENT**

It is the policy of the University to require the registration of all bicycles on campus.

## **PROCEDURES**

- A. All bicycles parked on campus **MUST** be registered with Parking Services.
  1. Bicycles may be registered online at:  
[https://sc.edu/about/offices\\_and\\_divisions/parking/index.php](https://sc.edu/about/offices_and_divisions/parking/index.php)
  2. Bicycles may be registered at the Parking Services office.
- B. Bicycles found to be unregistered for over 72 hours are subject to confiscation.
- C. When unattended, all bicycles must be properly secured to a bicycle rack.
  1. Bicycles cannot be secured to objects such as handrails, meters, or street signs.
  2. Any bicycle attached to these, or similar objects will be subject to immediate confiscation.
- D. Confiscation by Parking and Transportation Services
- E. Parking and Transportation Services
  1. Reserves the right to remove:
    - a. Any bicycle meeting the above conditions; or

b. Any bicycle deemed unsafe or abandoned.

F. Parking and Transportation Services

1. is not responsible for any damage caused during the removal of a bicycle.
2. Confiscated bicycles will be held for 120 days. After 120 days, the bicycle will be considered abandoned property and may be disposed of in accordance with South Carolina Law.
3. Bicycles may be claimed by providing verification of ownership.
4. (PTS) and UofSC are not responsible for any damage or theft of registered and unregistered bicycles.

**HISTORY OF REVISIONS**

<b>DATE OF REVISION</b>	<b>REASON FOR REVISION</b>
November 1, 2006	New policy approval
February 18, 2016	Policy reviewed and updated to reflect current practice
June 1, 2021	Moved from LESA to VMPS