

ADMINISTRATIVE DIVISION Division of Administration and Finance	POLICY NUMBER VMPS 3.15
POLICY TITLE Registration and Parking of Bicycles	
SCOPE OF POLICY USC System	DATE OF REVISION November 12, 2025
RESPONSIBLE OFFICER Director of Parking & Transportation Services	ADMINISTRATIVE OFFICE 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)

Comprehensive universities: The University of South Carolina Aiken, the University of South Carolina Beaufort, and the University of South Carolina Upstate shall individually be referred to as a comprehensive university and shall collectively be referred to as Comprehensive Universities throughout all university policies

Regional Palmetto College: The University of South Carolina Lancaster, the University of South Carolina Salkehatchie, the University of South Carolina Sumter, and the University of South Carolina Union shall individually be referred to as a Regional Palmetto College and shall collectively be referred to as Regional Palmetto Colleges throughout all university policies.

System Campuses: The system campuses include the flagship University of South Carolina Columbia, the Comprehensive Universities (University of South Carolina Aiken, University of South Carolina Beaufort, and University of South Carolina Upstate) and Regional Palmetto College (University of South Carolina Lancaster, University of South Carolina Salkehatchie, University of South Carolina Sumter, and University of South Carolina Union) campuses.

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
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 USC are not responsible for any damage or theft of registered and unregistered bicycles.

G. System Campuses (excluding Columbia)

For University of South Carolina institutions other than Columbia, parking, vehicle, and transportation operations are managed locally under each institution's approved procedures.

The Director of Parking & Transportation Services at USC Columbia will coordinate with each institution's designated authority (e.g., Chief Business Officer, Campus Police Chief, or Facilities Director) to:

1. Ensure alignment with state and university requirements;
2. Share best practices for safety, insurance, and enforcement; and
3. Maintain systemwide consistency where feasible while allowing for campus-specific procedures and infrastructure differences.

Each institution must publish its local procedures on its official website.

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
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
July 24, 2025	Updated Responsible Officer Title
November 12, 2025	Include procedures for system campuses.