



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #3231

### USE OF BICYCLES, SKATEBOARDS AND PERSONAL TRANSPORT DEVICES ON UNIVERSITY PROPERTY

**Responsible Oversight Executive:** Vice President for Administration and Finance

**Date of Current Revision or Creation:** August 9, 2019

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#### A. PURPOSE

The purpose of this policy is to establish standards for the operation of bicycles, skateboards and other personal transport devices to promote the safety and security of individuals and University property and to support an active transportation system.

#### B. AUTHORITY

[Virginia Code Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Code of Virginia Section 15.2-1720, as amended](#). Localities authorized to license bicycles, electric power-assisted bicycles, mopeds, and electric personal assistive mobility devices; disposition of unclaimed bicycles, electric power-assisted bicycles, mopeds, and electric personal assistive mobility devices

[Code of Virginia Section 46.2-100, as amended](#). Motor Vehicles, Definitions

[Code of Virginia Section 46.1-1078, as amended](#). Unlawful to operate motor vehicle, bicycle, electric personal assistive mobility device, electric power-assisted bicycle, or moped while using earphones

[Code of Virginia Section 46.2-904, as amended](#). Use of roller skates and skateboards on sidewalks and shared-used paths; operation of bicycles, motorized skateboards or foot-scooters, motor-drive cycles, electric power-assisted bicycles, and electric personal assistive mobility devices on sidewalks and crosswalks and shared-use paths; local ordinances

[Board of Visitor Policy 1602, Disposition of Abandoned or Unclaimed Property](#)

## C. DEFINITIONS

Abandoned Property – Property voluntarily relinquished or left by a person.

ADA Accessibility Ramp – Any ramp or inclined path used instead of stairs as the primary access to University grounds or facilities by individuals with accessibility needs (in compliance with the 2010 Americans with Disabilities Act).

Bicycle - A device propelled by human power, upon which a person may ride either on or astride a regular seat attached thereto, having one or more wheels in tandem. A bicycle is a vehicle when operated on the highway [roadways] (Virginia Code § 46.2-100, & -800 et seq.).

BikeODU – Located in the Outdoor Adventure Center inside the Student Recreation Center, Bike ODU is Old Dominion University’s bike rental program that is open to all students, faculty and staff members. The program works via a loan system where University community members “check out” a bike for free for one week at a time or for an entire semester for a nominal fee.

Electronic Personal Assistance Mobility Devices (EPAMDs) – A self-balancing two-wheeled device with an electronic propulsion system, such as a Segway or a T-3.

Electric Power-Assisted Bicycle – A vehicle that travels on no more than three wheels in contact with the ground and is equipped with pedals that allow propulsion by human power and an electric motor with an input of no more than 1,000 watts that reduces the pedal effort required of the rider (Virginia Code § 46.2-100).

Electric Scooter- A narrow platform mounted on tandem wheels with a handle to steer by turning the front wheel and propelled with an electric propulsion system.

Inoperable – Any device covered by this policy that is not capable of functioning to the standard originally designed for the device due to the absence of parts or broken nature of those parts.

Lost – Property not voluntarily relinquished, but deemed lost due to accident, forgetfulness, negligence, or not knowing the property’s whereabouts on the part of the owner.

Moped — A motorized device with three wheels or less and a seat, with a motor rated at 1.5 horsepower or less with a cylinder displacement of less than 50CC’s, top speed of 35 mph and requiring a state-issued license plate (Virginia Code § 46.2-100). This includes gas power-assisted bicycles and motored scooters that meet these criteria.

Old Dominion University Property (University property) – Land and facilities that are owned by Old Dominion University or controlled by Old Dominion University via leases or other formal contractual arrangements to house ongoing University operations.

Pathways/Sidewalks – All outdoor paved, planked, graveled or other routes on University property or contiguous with University property that are not automobile right-of-ways, lots, garages or loading zones.

Personal Transport Device (PTDs) – Generic term used to identify EPAMDs, roller skates/in-line skates, scooters, electric scooters, recreational devices and other variations of these devices that do not fall under strict definitions of bicycles or skateboards, but must also abide by the rules set forth in this policy.

Recreational Use – Any use of a bicycle, skateboard or other PTD covered in this policy when operated for purposes other than commuter transit.

Roller Skates/In-Line Skates – Any set of wheels in tandem, or not, attached to footwear.

Scooter – A narrow platform mounted on tandem wheels with a handle to steer by turning the front wheel and propelled by human power. For electric scooters, see Electric Scooter definition.

Self-Balancing Electric Wheeled Board – A type of portable, rechargeable personal mobility device that uses gyroscopic technology to allow an operator to balance on a small-wheeled platform. These devices are commonly referred to as “Hoverboards,” but may also be referred to as Swagways, IO Hawks, and Skywalkers.

Site-furnishings – Elements of hardscape, paths, paving, foundations, trash receptacles, benches, landscaping, trees and vegetation, facilities, poles, posts, railings, ramps, artwork and uninhabited extensions of buildings.

Skateboard – A board of any length, regardless of the number of wheels in contact with the ground, that has no seat but is designed to be stood upon by the operator and propelled by human power.

#### **D. SCOPE**

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University’s programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University. Visitors also include riders on the portion of the Elizabeth River Trail that traverses University property.

This policy does not regulate golf carts, department cargo vehicles, any vehicle with a state-issued license plate or accessibility-dependent devices such as wheelchairs or motorized chairs. Mopeds are included in this policy only to address the extent to which they may not share routes and parking facilities with bicycles, skateboards and other PTDs covered by this policy.

This policy does not apply to ODU Police Department operated units in the line of duty or City of Norfolk Police and Emergency response operated units in the line of duty.

#### **E. POLICY STATEMENT**

Bicycles, skateboards and other personal transport devices must be operated and parked in a safe and responsible manner that prevents or mitigates personal injuries and promotes active transportation on University property.

Pedestrians always have the right of way. Bicycles, skateboards and other PTDs must not impede pedestrian right-of-way.

This policy is in addition to the motor vehicle rules and regulations issued by the ODU Police Department. Any questions regarding this policy should be directed to the Director of Transportation and Parking Services.

## F. PROCEDURES

### 1. Permitted and Prohibited Riding Areas and Behavior

#### a. Bicycles, Skateboards and PTDs

- i. Use on Roadways, Pathways and Sidewalks – Bicycle riding is permitted on all University roadways, pathways and sidewalks on or contiguous with University property, except where signs prohibit use. Skateboards and PTDs are not identified as vehicles permissible in roadways, and so must be ridden on pathways and sidewalks on University property. Riders are encouraged to dismount when entering crosswalks.
- ii. Use on Site-Furnishings - Bicycle, skateboard and PTD riding is prohibited on all site-furnishings, lawns, athletic fields and courts.
- iii. Use in Buildings - Bicycle, skateboard and PTD riding is prohibited in all University buildings, facilities, garages, parking lots and loading zones. These devices (with the exception of skateboards) may not be walked through these buildings or facilities, except for direct access to and from designated storage facilities or approved spaces.
- iv. Traffic Rules – Bicycles are considered vehicles when in roadways, and therefore must follow all Virginia Code vehicle rules and regulations (Virginia Code § 46.2-100, § 15.2-1720). Bicycles, skateboards and PTDs must follow all posted signage across University property and rules set forth in this policy. Bicyclists, skateboarders and PTD riders must abide by all Virginia Code Traffic rules and Police Department direction anywhere on University property.
- v. Lights, Headphones and Helmets – Virginia Code requires all bicycles to be equipped with and use front and rear lights between the hours of dusk and dawn (Virginia Code § 46.2-1015). Skateboard and PTD riders must also wear some functioning lighting device when riding between the hours of dusk and dawn. Headphones (earbuds and earphones) shall not be worn in more than one ear when riding any device on University property. Virginia Code prohibits bicycle riding with earphones in or on both ears on highways in the Commonwealth (Virginia Code § 46.2-1078). Bicyclists, skateboarders and PTD riders shall not use any handheld device in-hand while riding on University property. Although helmet use is not required when riding on University property, riders are strongly encouraged to wear a helmet whenever operating a bicycle, skateboard or PTD.
- vi. Maximum Speed and Dismounting – Riders should maintain appropriate speeds so as to not endanger the safety of themselves or anyone around them. Bicyclists, skateboarders and PTD riders shall dismount when prompted by campus signage and when entering areas that are congested with pedestrian traffic.
- vii. Yielding and Signaling – According to Virginia Code, bicyclists must yield to pedestrians on roadways, pathways and sidewalks and give audible and hand signaling when passing or crossing pedestrians (Virginia Code §46.2-904). Skateboarders and PTD riders must also yield to pedestrians on roadways, pathways and sidewalks.
- viii. Number of Riders per Bicycle – Bicycles, skateboards and PTDs shall not carry more riders than the capacity for which they were originally designed.
- ix. Recreational Use - Bicycles, skateboards and PTDs may not be used to perform tricks in areas that prevent access to buildings or pathways. University buildings and site-

furnishings may not be ridden on, over or struck at any time, and riders will be responsible for any damage done to the facility or grounds.

b. Self-Balancing Electric Wheeled Boards

- i. Due to continuing reports highlighting the safety and fire risk of self-balancing electric wheeled boards, the use, possession, charging and/or storage of these devices is prohibited on University property.
- ii. If these devices are found on University property, they will be confiscated until they can be effectively removed.

c. Mopeds

- i. According to Virginia Code, mopeds must be registered and titled with the Department of Motor Vehicles. All vehicles parked on University property must have a valid permit purchased from the Office of Transportation and Parking Services and be parked in the appropriately designated parking area (See Parking Regulations).
- ii. Mopeds are not allowed to be locked to bike racks.
- iii. As licensed vehicles, mopeds must be driven in the roadway and are not allowed to be ridden on pathways and sidewalks.

2. Permitted and Prohibited Parking Areas and Behavior

a. Bicycles

- i. Bicycles must only be locked to bike racks.
- ii. Bicycles shall not take more than one space or prevent access to other bicycles on a bike rack.
- iii. Bicycles may be stored inside a residential hall room, with agreement from all roommates.
- iv. Bicycles may be stored by faculty and staff in their offices or in areas approved by the supervisor.
- v. Bicycles may be stored in rooms designated by the Office of Transportation and Parking Services as bicycle storage rooms.

b. Skateboards, Scooters and Roller Skates/In-Line Skates

- i. Skateboards must only be locked into racks identified specifically for skateboard storage.
- ii. Skateboards, roller skates and in-line skates cannot be locked to bike racks.
- iii. Scooters and electric scooters must only be parked in paved areas adjacent to bike racks. They shall not prevent access to bicycles parked at a bike rack. Electric scooters shall not be left attached to or blocking any access ramp, elevator, access railing, egress space, stairwell, or fire escape.
- iv. Electric scooter batteries may not be charged inside any University building, or at any outdoor electric outlet on University property.

c. EPAMDs and Electric Power-Assisted Bicycles

- i. Segways (EPAMD) must be parked in motorcycle parking areas.
- ii. Electric power-assisted bicycles must only be locked to bike racks and may not be stored in a residential hall room.

d. Prohibited Parking Areas and Methods for All Devices

Prohibited parking areas and methods for all devices are those that

- i. Obstruct entry and exit doorways and passages.
- ii. Obstruct or are attached to stairwells, stairways and ramps.
- iii. Impede access to handrails.
- iv. Are attached to site-furnishings, light poles, sign posts, railings, trees, any vegetation, landscaping and grounds.
- v. Obstruct roadways, pathways and sidewalks.

3. Bicycle Registration

All bicycles operated on University property by ODU students, faculty and staff should be registered with the Office of Transportation and Parking Services.

4. Lost, Stolen, Relinquished and Abandoned Bicycles, Skateboards and PTDs

- a. If a bicycle, skateboard or other PTD is suspected lost or stolen, the ODU Police Department should be contacted with identifying information.
- b. If what appears to be a lost or stolen bicycle, skateboard or other PTD is found, the ODU Police Department should be contacted with identifying information.
- c. Members of the University community may donate their bicycle at any time and turn it in to BikeODU. The bicycle must have been previously registered under the name of the individual seeking to donate it.
- d. Abandoned, lost, inoperable and prohibitively parked bicycles, skateboards or PTDs may be collected by the University.
- e. The Office of Transportation and Parking Services oversees the abandoned bicycle collections process:
  - i. Bicycles identified as abandoned or inoperable will be tagged 10 days prior to collection with information explaining why the bicycle has been identified for collection; the lock will be cut and the bicycle collected 10 days after tagging if the bicycle is not removed before that time.
  - ii. Bicycles found locked or attached to any ADA ramp, elevator, access railing, egress space, stairwell, fire escape, or otherwise prohibitively parked will be removed immediately.
  - iii. After collection, a good faith effort will be made to contact the owner of the bicycle if it is registered. Bicycles will be held for 120 days from the day of collection, according to University Lost/Abandoned property rules. If the owner cannot be reached after 120 days, the bicycle will be accepted as University property.
  - iv. Collected bicycles held past 120 days will either be repurposed into the BikeODU or Staff fleets, donated to a local charity organization, sold at public auction or recycled.
  - v. The University will not be responsible for replacing or compensating for locks damaged during the collection process.

## 5. Violations and Infractions

- a. Bicycles operated by community members affiliated with ODU may be removed or banned from University property for violating this or other University policies.
- b. The ODU Police Department and the Office of Transportation and Parking Services may establish fines and fees for violations of this policy or for abandoned bicycle collection procedures.
- c. Violations and infractions will be reported first to the ODU Police Department. Students may also be reported to the Office of Student Conduct & Academic Integrity for disciplinary action.

## 6. Responsibilities

- a. The Office of Transportation and Parking Services is responsible for developing and managing the registration process, producing a Bicycle and Pedestrian Plan for campus, developing standards for bicycle, skateboard and PTD use on University property, and processing forfeited abandoned bicycles.
- b. The ODU Police Department, the Outdoor Adventure Program, and the Office of Transportation and Parking Services are responsible for promoting adherence to traffic rules, regularly demonstrating proper security techniques and promoting safe and responsible bicycle use on University property through specific events, programs, and campaigns.

## G. RECORDS RETENTION

Records of abandoned bicycles, skateboards or PTDs are retained for three years and then destroyed in accordance with the [Commonwealth's Records Retention and Disposition Schedule \(Schedule 117, Series 012300\)](#).

## H. RESPONSIBLE OFFICER

Director of Transportation and Parking Services

## I. RELATED INFORMATION

[2010 ADA Standards for Accessible Design](#)

[National Fire Protection Association \(NFPA\) Hoverboard Safety Warning](#)

[Statement from U.S. Consumer Product Safety Commission Chairman Elliot F. Kaye on the Safety of Hoverboards](#)

[Statement from the National Association of State Fire Marshals Regarding Hoverboard Safety](#)

[Old Dominion University Parking and Traffic Regulations](#)

[Old Dominion University Outdoor Adventure Programs](#)

## POLICY HISTORY

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### Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Scott Silsdorf  
Responsible Officer

August 7, 2019  
Date

### Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna Meeks  
Chair, Policy Review Committee (PRC)

July 25, 2019  
Date

### Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ Gregory DuBois  
Responsible Oversight Executive

July 25, 2019  
Date

### University Counsel Approval to Proceed:

/s/ R. Earl Nance  
University Counsel

August 8, 2019  
Date

### Presidential Approval:

/s/ John R. Broderick  
President

August 9, 2019  
Date

**Policy Revision Dates:** December 1, 1999; December 16, 2016; August 9, 2019

**Scheduled Review Date:** December 16, 2021