



Bicycle Parking and Storage

I. Purpose

The purpose of these guidelines is to establish safe and secure methods for parking, storing, and securing bicycles on property owned, rented or leased by the University.

II. Authority

President's Directive 16

III. Scope

These guidelines apply to all university faculty, staff, students, and visitors who park, secure or store bicycles on property owned, rented or leased by the University.

IV. Definitions

Bicycle. As defined by California Vehicle Code Section 231 or any subsequent revision, a "bicycle" is "a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels."

V. Guidelines

A. Parking and Securing Bicycles

1. Bicycles may only be parked and/or secured in designated bicycle racks. To reduce the opportunity of theft, bicycles should be secured every time they are left unattended. Report overcrowded bicycle racks to Parking and Transportation at 278-3082.
2. Bicycles may not be parked, stored or secured inside any classroom, laboratory, hallway or building foyer.
3. University Police may impound bicycles that are:
 - a. Parked by or secured to any fire hydrant, standpipe, service equipment, handrail, seating, trash receptacle, light pole, tree, shrub or structural part of any building;
 - b. Parked or secured in a manner that constitutes a hazard to others or obscures or interferes with the free access/exit of any building, stairway, or pathway; or
 - c. Abandoned.
4. Impounded bicycles are held by University Police for six months. After six months, the University may use, sell or otherwise dispose of any impounded bicycle.

B. Storing Bicycles in Private Offices

1. Bicycles may be stored in private offices but must be located so as not to obstruct entering and exiting from the room.
2. Bicycles are discouraged in elevators. If elevators are used to move bicycles to higher floors, riders must give preference to disabled passengers and passengers without bicycles. Whenever possible, bicyclists should use the following freight elevators:

McCarthy Hall – west side near loading dock

Langsdorf Hall - #1 elevator (left side)

Dan Black Hall – west side near loading dock

Humanities – east side near loading dock

Library – west side of Pollack Library South

Engineering –Elevator #1 (left side)

Computer Science – Elevator #2 (right side)

C. Storing Bicycles in Student Housing Rooms

1. Bicycle racks and storage huts are provided at suitable locations on the housing facility grounds. Bicycles may not be parked by or secured to sign posts, railings or any other university property other than the racks provided.
2. Bicycles are not allowed in buildings or on balconies.
3. Bicycles may not obstruct or be parked in public passageways, in any community building or space, or in housing suites.
4. Mopeds, motorcycles, motor scooters, or any motor driven device may not be taken into housing suites or the community building for any reason, nor can they be operated or parked on sidewalks, patios, balconies, or lawns in and around on-campus residence areas. Because of fire hazards of gasoline, University Police officers will remove motor driven vehicles from housing suites, buildings, sidewalks, patios, balconies, or lawns.

VI. Accountability

Individuals who violate these guidelines are subject to appropriate disciplinary action pursuant to the applicable collective bargaining agreement and/or CSU or University policies or procedures.

Responsible Executive:

Vice President for Administration and
Finance

Responsible Office:

Environmental Health and Instructional
Safety

Originally Issued: July 24, 2008

Revised: