

## **Bicycles and Personal Mobility Devices Procedures and Guidelines**

Parking and Transportation Services (PTS) encourages students, faculty and staff of Georgia Institute of Technology (Georgia Tech) to travel to, from, and within campus by some form of alternative transportation, including bicycles and personal mobility devices (PMDs) to reduce traffic congestion, limit the need for automobile parking, and preserve the environment.

These procedures and guidelines outline the standards set forth in Georgia Tech's Bicycles and Personal Mobility Devices Policy.

- Bicycle parking
  - Bicycles may be parked on campus at bike racks only. Bicycles locked to trees, railings, signs, and other non-bike rack apparatus may be removed, particularly if blocking access and/or creating a hazard.
  - Bicycles blocking emergency access may be impounded immediately upon discovery, including the removal of any locking devices. The Institute will store any bicycles impounded in accordance with the Abandoned Bicycles process as set forth herein.
  - Bicycles blocking the flow of traffic or other access may be tagged as an obstruction by authorized personnel. If the bicycle is not moved within 24 hours, it may be impounded and stored in accordance with the Abandoned Bicycles process as set forth herein.
  - Whenever any bicycle is found in violation of Bicycle and PMD Policy, and removal of the bicycle is required as set forth therein, any Institute personnel authorized to enforce the policy may use whatever reasonable measures necessary to move, alter or remove any part or component of the bicycle. See Impounded Bicycles section of these procedures.
  - Dockless bicycles are not required to be locked to bike racks but should not be locked to other objects such as trees, railings, signs, etc. They should be parked near bike racks and may not be parked in a way that blocks access for pedestrians or vehicles, nor blocks access to buildings or other destinations.
- Impounded bicycles
  - Impounded bicycle refers to a bicycle removed (confiscated by Georgia Tech) in an immediate timeframe because of a space violation. Examples include a bicycle removed from a handrail or that were otherwise blocking access or creating a hazard. Bicycles blocking emergency access may be impounded immediately upon discovery of their placement, including the removal of any locking mechanisms. Bicycles removed in accordance with the Bicycle and PMD Policy will be held for a period of at least thirty (30) calendar days. Georgia Tech Police Department (GTPD) will attempt to identify and notify the owner. If this is not possible and the bicycle is not claimed within this time frame, the bicycle will be considered abandoned and donated for recirculation to the GT campus community.

- If a bike is impounded but is misplaced or stolen during storage or otherwise cannot be located, the removing department or organization will be responsible for reimbursing the claimant equal to the cost of replacement, not current value, of that bicycle or similar. Georgia Tech, and in accordance with applicable regulations of Georgia Department of Administrative Services (DOAS), will determine the actual cash value of the same or similar bikes and the lowest such cost will be reimbursed.
- Abandoned bicycles
  - GTPD and/or PTS personnel shall conduct sweeps (no less than once every year) for abandoned bicycles. During these sweeps, personnel shall tag bicycles with temporary tags that clearly state that the bicycle is being marked as potentially abandoned, as well as the date of planned removal (to be at least 30 days after tagging).
  - Authorized personnel may also elect to inspect and potentially tag bicycles at any time that are in violation of the Bicycle and PMD Policy or in response to a request from a Georgia Tech student, faculty or staff member or upon viewing bicycles that appear to be abandoned or in violation of the policy.
  - Bicycles tagged will have their description and location recorded. The location may be provided to all parties of the abandoned bicycle removal process.
  - Abandoned bicycles will be checked against the GTPD bike registration database, and any identified owners will be notified to retrieve their bike at the location and convenience of GTPD or PTS personnel.
  - After an additional time period of at least thirty (30) days after removal date unclaimed bicycles may be donated to the campus bike shop or other entity for recirculation to the GT community.
- PMD operation
  - Persons with personal mobility devices, such as dockless electric scooters and similar non-bicycle shared-vehicles from programs not managed by or officially contracted with Georgia Tech, are expected to abide by their company's regulations and any applicable Georgia Tech rules, guidelines and/or policies.
- PMD parking
  - Shared personal mobility devices in violation of the Bicycle and PMD Policy may be removed by GT and disposed of as necessary if companies don't claim the vehicles after GT has made three attempts to contact the company.
  - PTS may, but is not required to, contact companies of shared PMDs blocking access or otherwise parked unlawfully to request removal of their vehicles.
  - PMDs removed by GT may be retrieved by companies upon notice by PTS.
  - Non-shared PMDs parked improperly, appearing to be abandoned on GT campus or in violation of the Bicycle and PMD Policy may be removed by GT and may be disposed of as necessary if owner does not contact PTS or GTPD within two weeks after date of removal.
  - Persons or companies wishing to contact GT with questions about retrieval may email [commute@gatech.edu](mailto:commute@gatech.edu).

The Georgia Tech Police Department (GTPD), Parking and Transportation Services (PTS) or Facilities Management may move, relocate, immobilize, or impound any bicycle which:

- Is parked in violation of any section of the Bicycle/PMD Policy or of these procedures;
- Is abandoned as defined in the Bicycle and PMD Policy; or
- Appears to be abandoned as evidenced by signs of disuse or neglect, including, but not limited to, missing components, chains seized by rust, or accumulation of wildlife;
- Has been tagged for the requisite number of days; or
- Has been reported as stolen to any law enforcement agency.

GTPD and PTS may also conduct sweeps for abandoned bicycles after the conclusion of semesters or when otherwise deemed necessary. GTPD and PTS may also enlist volunteers to perform such sweeps.

Any bicycles which are tagged for removal will be inventoried and their serial number, make, and model will be recorded and maintained by GTPD for potential return to owner as earlier stated herein.

PTS may store unclaimed bicycles or have them stored at a designated location in accordance applicable Georgia Tech policies. Such bicycles shall be held no less than the minimum time required by applicable policy at a location determined by PTS. Subject to PTS approval and provided the bicycles are transferred and stored according to applicable Georgia Tech policies, another Georgia Tech department or organization approved by PTS or GTPD may transfer and store such bicycles.

After expiration of the minimum required holding time thirty (30) days, PTS may donate all unclaimed bicycles to the campus bike shop or other entity for recirculation to the GT community.

GTPD is responsible for enforcing all applicable laws of the State of Georgia pertaining to bicycle and PMD operation and applicable Georgia Tech policies governing bicycle or PMD operation.

<b>Recommendations for Safe Bicycling and PMD Use</b>	
<b>Gear</b>	<p>Bicyclists and PMD riders are strongly recommended to wear a helmet at all times, particularly when sharing space with motor vehicles or traveling at a high rate of speed.</p> <p>Bicycles are required to be equipped with lights and/or reflectors in accordance with state law. All bicyclists are strongly encouraged to use prominent front and rear lights.</p>

Safety	<p>It is strongly recommended that bicyclists and PMD riders check to make certain all systems and equipment are in good operating condition before using. This includes checking brakes, electronic components, lights, etc.</p> <p>When traveling with pedestrian traffic, it is encouraged that bicyclists and PMD riders dismount and walk their bicycles or PMDs.</p> <p>Bicyclists and PMD riders are encouraged to be extra vigilant of other users when approaching intersections and riding alongside parked vehicles, where risks to safety may be higher.</p>
--------	--

Recommendations for Securing Bicycles and PMDs	
Locks	A u-lock is recommended over other types of locks.
Voluntary Registration	All privately owned bicycles used, stored, or operated on the Georgia Institute of Technology campus are recommended to be registered with the GTPD. Registration increases the likelihood that a bicycle may be reclaimed if stolen, returned if impounded, or otherwise paired with its owner in case of separation. Bicycle owners may register their bikes through the GTPD website.
Registration Display	Bicycle registration stickers, available from GTPD upon registration, should be displayed on the interior face of the seat tube or down tube so as to be easily visible.

### Bicycle/Scooter Helmet Sales

Parking and Transportation Services (PTS) encourages students, faculty, and staff to travel to, from, and within campus by some form of alternative transportation, including bicycles, to reduce traffic congestion, limit the need for automobile parking, and preserve the environment.

Helmet use is strongly encouraged for all persons cycling and scooter riding on and to/from campus. PTS offers helmets at a reasonable price to the GT community in order to improve the safety of cycling and scooter riding on campus.

- Helmets may be purchased by GT faculty, staff or students.
- Payment options are credit/debit card, check or BuzzFunds.

- The helmets are sold at the PTS customer service center, 770 Spring Street NW, Atlanta, GA 30308.
- Neither Georgia Tech nor Parking and Transportation Services are liable for any incidents or injuries related to the helmets sold at PTS.
- No refunds will be issued on helmets.
- The helmets are warranted by our supplier for one year from sale date- contact info is available upon request (email commute.gatech.edu).
- Please refer to <https://pts.gatech.edu/bicycling-georgia-tech> and <https://pts.gatech.edu/dockless-mobility> for information on bike and scooter safety, security, and other bike/scooter related programs offered through PTS.

**References**

State of Georgia motor vehicle laws

Georgia Tech Bicycle and PMD Use policy

Georgia Tech Police bike registration website <https://police.gatech.edu/bicycles-campus>

Number	PTS-
Effective Date	Permit Year 2015-16
Date Created	February 28, 2013
Date Approved	March 14, 2013
Date Reviewed by Legal	March 14, 2013
Revision Dates	August 1, 2019, June 22, 2021
File Location	<a href="https://pts.gatech.edu/rules-and-regulations">https://pts.gatech.edu/rules-and-regulations</a>