

Policy Title: Traffic, Transportation, and Parking	Policy Number:
Date Issued: November 26, 2018	Responsible Executive: Associate Vice President for the Department of Public Safety
Date Last Revised: November 21, 2023	Responsible Office: Department of Public Safety

Traffic, Transportation, and Parking Policy

Policy Statement

Baylor University (“Baylor” or the “University”) regulates parking and transportation in a manner consistent with state and local law and to promote the safety and security of its Waco campus.

Reason for the Policy

Rules governing transportation and parking on the Baylor University campus promote community safety and security. These provisions are adopted to ensure the safe and orderly movement of pedestrian and vehicular traffic, as well as the safe and efficient parking of motor vehicles, bicycles, and other wheeled devices.

Individuals/Entities Affected by this Policy

This policy affects all individuals, including pedestrians and operators of bicycles, skateboards, non-motorized self-propelled wheeled devices, and motorized vehicles, while on the Baylor campus or Baylor property.

Exclusions

NONE

Definitions

These definitions apply to terms as they are used in this policy.

Acrobatic Skateboarding/Skating	When all wheels of a skateboard or if both skates are simultaneously out of contact with the ground during skating and skateboarding
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Arcade	A covered walkway/pathway used as a pedestrian corridor intended for pedestrians only
Bicycle	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. For purposes of this policy, a motorized electric bicycle is also a bicycle.
Bicycle License	Any distinctively colored license distributed by the Baylor University Department of Public Safety for attachment to a bicycle, which has a specific expiration date and is numbered for reference to files which contain the name and address of the bicycle owner and the description of the bicycle, including the bicycle serial number
Bicycle Parking Area	Any area designed, designated, and maintained for the parking of bicycles that is readily identifiable by the presence of bicycle parking racks, slots, pods, or other convenience designed for that purpose and/or any other area distinctively posted for the express purpose of providing bicycle parking
Bicycle Lane	A portion of a roadway that has been designated by striping, pavement markings, or signing for the preferential use of bicyclists
Bicycle Path	A pathway constructed for bicyclists that is separated from motorized vehicular traffic by an open space or barrier
Booting	Application of a locking device intended to immobilize a vehicle, bicycle, or other wheeled device
Compact Space	Space restricted for use by only those vehicles that can fit within the established space marking and is identified by the presence of a posted sign and/or compact space marking
Crosswalk	Any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface
Designated Parking Area	Areas which may be identified by the presence of signs, curb markings, parking space markings, or other similar devices commonly used to indicate motor vehicle parking spaces or bicycle parking areas
Fire Lane	An access roadway for Fire Department vehicles, marked with a red curb and/or posted with fire lane – no parking signs
Impound	The confiscation and storage of a motor vehicle or a bicycle in a location designated by appropriate individuals within the Department of Public Safety
Impounding or Booting Administrative Fee	A charge for services rendered in towing and storing or booting a motor vehicle or bicycle pursuant to this policy, pending recovery by its owner
Landscaped Space	Any unpaved area that has been planted with grass or ornamental trees or shrubbery or which has been graded or improved for purposes other than vehicle parking including undeveloped fields and agricultural areas, bark covered and decomposed granite areas, or any paved or brick patio area
Moped Parking Area	An area for parking mopeds
Motor-Driven Cycle	Any motorcycle with a motor that displaces 250 cubic centimeters or less. A motor-driven cycle does not include a motorized bicycle, as defined in the following definition.

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Motorized Bicycle	A device that cannot attain a speed in one mile of more than 30 miles per hour and/or the engine cannot produce more than two-brake horsepower; and if an internal combustion engine, has a piston displacement of 50 cubic centimeters or less and connects to a power drive system that does not require the operator to shift gears
Motorized Scooter	Typically, a device ridden by a single standing individual and powered by a small motor. Often classified as a form of micro-mobility.
Motor Vehicle	A vehicle which is self-propelled, including a car, truck motorcycle, motor scooter, moped, low speed vehicle, or golf cart. Motor vehicle does not include a self-propelled wheelchair, invalid tricycle, motorized quadricycle, or golf cart when operated by or on behalf of a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian.
Motorcycle Parking Area	An area for parking motorcycles
Motorized Wheeled Devices	A device ridden upon or attached to a person propelled with a motor. This definition includes but is not limited to gasoline and electrically powered scooters, skateboards, inline skates, Segways, one wheeled and similar devices. It does not include licensed motor vehicles, or devices designed for use by persons with physical disabilities. For the purposes of this policy a Motorized wheeled device may be considered a motorized scooter.
Motorized Quadricycle and Motorized Tricycle	Devices designed to carry not more than two persons, including the driver, and having either an electric motor or a motor with an automatic transmission developing less than two gross brake horsepower and capable of propelling the device a maximum speed of not more than 30 miles per hour on level ground. These devices shall be utilized only by a person who by reason of physical disability is otherwise unable to move about as a pedestrian.
Oversized Vehicle	A vehicle that cannot fit within a single marked parking space
Parking Representative	Personnel who perform parking enforcement and traffic control functions for the Baylor Department of Public Safety
Park or Parking	To stop or allow to stand, any vehicle including a bicycle, whether occupied or not
Pedestrian	Any person who is afoot or who is using a means of conveyance propelled by human power other than a bicycle. Pedestrian also includes any person who is operating a self-propelled wheelchair, invalid tricycle, or motorized quadricycle and, by reason of physical disability, is otherwise unable to move about as a pedestrian.
Pedestrian Walk	Any sidewalk, walkway, or arcade, not intended for use by motor vehicles, bicycles, inline skates, or skateboards
Pedestrian Corridor	A specially marked walkway intended for the sole use of persons traveling afoot or persons with physical disabilities operating self-propelled wheelchairs, tricycles, and/or motorized quadricycles
Pedestrian Zone	A vehicle exclusion area for pedestrians in which motor vehicle traffic is banned except for emergency vehicles and service and other vehicles specifically authorized by staff members in the Department of Public Safety and bearing the appropriate permit

3. Traffic, Transportation, and Parking Policy

Permit Zone	The area of Baylor property where the motor vehicles must be registered with Baylor Parking & Transportation Services
Prohibited Parking	Restriction that may be designated and identified by the presence of signs prohibiting any vehicle, including a bicycle, whether occupied or not, to stop or park
Registered Permit Holder	A person to whom a parking permit has been issued by Parking & Transportation Services
Reserved Space	Spaces that may be designated and identified by the presence of posted signs, curb markings, parking space markings, or other similar devices commonly used to indicate motor vehicle parking spaces
Roadway	That portion of a highway improved, designed, or ordinarily used for vehicular travel. A highway is a way or place of whatever nature, publicly maintained, and open to the use of the public for purposes of vehicular or bicycle travel. Roadway includes streets and parking facilities.
Sidewalk	That portion of a highway, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel
Skating	To propel oneself along on roller skates, inline skates, a skateboard, or any similar device
Space Markings	Lines designating the boundaries of a parking stall or space within which vehicles are required to park
Service Vehicle	Any motor vehicle owned by the University, or any other entity used for service, delivery, or other business on Baylor University grounds
Traffic	Pedestrians, ridden animals, vehicles, bicycles, and other conveyances either singularly or together, while using any highway or roadway for the purpose of travel
Traffic Control Devices	Any sign, signal, marking, or device consistent with the <i>Texas Manual on Uniform Traffic Control Devices</i> , placed or erected for the purpose of regulating, warning, or guiding traffic.
University Parking Permit	Any parking permit issued by the Baylor Parking & Transportation Services to faculty, staff, students, and others
Vehicle	A device by which a person or property may be moved, propelled, or drawn upon a highway, except a device moved by human power
Violation	The doing of any act forbidden or the failure to perform any act required by this policy
Vehicle Code	The <i>Texas Transportation Code</i>

Contacts

Subject	Contact	Telephone	Office email/web site
Safety and Security	Associate Vice President for Public Safety	254-710-4619	https://dps.web.baylor.edu

4. Traffic, Transportation, and Parking Policy

Parking & Transportation	Director of Parking & Transportation Services	254-710-7275	https://dps.web.baylor.edu/parking-transportation
Police	Chief of Police	254-710-2222 (emergency) 254-710-2211 (non-emergency)	https://dps.web.baylor.edu/police

Principles

Section 1.0 – General Provisions

1.1 *Authorities for Conditions*

The Baylor University Traffic and Parking Policy provisions are promulgated by the President of the University and in accordance with authorization by the Board of Regents. The President of the University (or designee) may change the policy or adopt such additional policy provisions as he or she may deem necessary or appropriate. Furthermore, the University is private property and authorities may cause the removal of vehicles, bicycles, or other wheeled devices within the requirements set forth by appropriate laws and codes.

1.2 *Applicability of Vehicle Code*

Chapter 545 of the *Texas Transportation Code* is applicable on Baylor University roadways pursuant to Section 600.003 of the Vehicle Code. Baylor has also adopted Chapter 544 – Traffic Signs, Signals, and Markings; Chapter 551 – Operation of Bicycles, Mopeds and Play Vehicles; and Chapter 552 – Pedestrians as Baylor policy.

1.3 *Saving Clause*

Should any of these policy provisions be for any reason held invalid, the invalidity thereof shall in no way affect any other policy provisions contained within this policy. Any such invalid policy provisions shall be wholly disregarded.

1.4 *Authority of Parking Representatives and Police Officers*

Parking representatives and police officers employed by the Department of Public Safety shall have the authority to enforce on Baylor University grounds the provisions relating to stopping, standing, and parking of vehicles, bicycles, and wheeled devices contained in this policy and in the Vehicle Code.

1.5 *Enforcement of Vehicle Policy – Citations*

The violation of any provision within this policy may result in a Baylor citation. Violations of Chapter 545 may also result in City of Waco municipal citations.

1.6 Exemptions of Certain Vehicles from Policy

The provisions of this policy regarding driving, operating, stopping, standing, and parking shall not apply to any authorized emergency vehicle. The Associate Vice President for Public Safety and Security may adopt policies temporarily exempting vehicles bearing special permits from certain policy provisions regarding driving, operating, stopping, standing, and parking.

Section 2.0 – Vehicle Operation

2.1 Violation of Baylor Policy or Texas Transportation Code

Violation of any provision in this policy may result in the issuance of a Baylor citation. Violations of Chapter 545 of the *Texas Transportation Code* may result in the issuance of a municipal citation, citing the violator into the City of Waco Municipal Court.

2.2 Speed Limits

Unless otherwise provided in this section, or posted otherwise, the speed limit on any roadway within Baylor University is controlled by City of Waco municipal ordinance.

2.3 Texting

Texting while operating a motor vehicle or bicycle on campus is prohibited, unless in conjunction with hands-free technology.

2.4 Restricted Access Zones

Motor vehicles traveling through any Restricted Access Zones shall follow designated motor vehicle/cart routes and shall be operated in such a way as not to cause a hazard to or impede the movement of motor vehicles, pedestrians, or bicycles.

Motor vehicles shall park only in designated cart or service areas as applicable and shall park in such a way as not to cause a hazard to or impede pedestrians or bicycles. Motorized vehicles cannot park in landscaped areas, covered arcades, sidewalks (or pathways parallel to a roadway), or block building entrances, stairways, disabled ramps, thoroughfares, dumpsters, fire hydrants, and water flow equipment.

2.5 Reporting of Accidents

The driver of any vehicle involved in an accident on Baylor University property or while on Baylor business (e.g., driving to or from a Baylor business meeting or a conference on behalf of Baylor) resulting in death or injury to any person, damage to the property of any person, or any damage to University-owned property, in addition to making any other reports required by the *Texas Transportation Code*, shall immediately report the accident to the Baylor University Department of Public Safety. The report may be through 911, call to BUPD DPS at 254-710-2222, and/or through the [Incident Report Form](#), as appropriate.

Section 3.0 – Vehicle Parking

3.1 Parking Prohibited Except in Conformance with this policy

No vehicle shall be stopped, left standing, or parked on Baylor property except in conformance with this policy. This policy shall not apply to lands within residential leaseholds or within those parcels of land that are leased to other businesses or institutions.

3.2 Designation of Parking Areas

The Associate Vice President for Public Safety and Security or the Director of Parking & Transportation Services shall designate the various kinds of parking areas and shall place and maintain, or cause to be placed and maintained, such traffic control devices as they may deem necessary or appropriate to give notice of such parking areas. Such designations are subject to change. No other person or entity may designate or restrict parking areas without the express consent of the Associate Vice President for Public Safety and Security or the Director of Parking & Transportation Services.

Any person driving, operating, stopping, standing, or parking any vehicle shall obey the instructions of any traffic control device applicable thereto, unless otherwise directed by an authorized officer, subject to the exceptions granted to an authorized emergency vehicle and those granted to vehicles bearing a special permit.

3.3 Parking within Marked Space

In parking areas where individual parking spaces are designated, every vehicle must be stopped, left standing, or parked entirely within the traffic control devices marking a single parking space. License plates (rear or front) must be easily visible to the parking lot aisle/roadway. Oversized vehicles (vehicles that cannot fit within a single parking space) may not park on the campus without permission from the Director of Parking & Transportation Services (or designee).

3.4 Alleys, Fire Lanes, and Landscaped Areas

No vehicle shall be stopped, left standing, or parked in alleys, adjacent to or blocking jump posts or bollards, or in marked fire control lanes. Emergency vehicles are exempt for this provision when performing first responder duties. No vehicle shall be operated or parked in any median strip, landscaped area, unpaved area, or any other area not specifically designated for parking.

3.5 Use of Parking Areas

Parking areas designated for permit parking shall be used only by vehicles bearing the appropriate annual or temporary permit.

Parking areas designated with a time limit may be used by any vehicle not to exceed the period of time marked on the traffic control device giving notice of such parking area.

With a Baylor visitor's permit, if applicable, a disabled person's parking permit, placards, or disabled license plates issued by any state are honored in legal parking spaces on

campus outside of the pedestrian zone, to include marked disabled parking spaces and metered spaces.

Dwelling or lodging on campus in any motor vehicle, motor home, trailer, boat, or house car on the grounds and roadways of the University without written authorization or special permit from the Baylor Director of Parking & Transportation Services (or designee), is prohibited. Overnight parking (midnight to 6:00 a.m.) of vehicles, motor homes, trailers, boats, or house cars is prohibited on grounds and roadways of the University except in designated lots and with the corresponding parking permit issued by Parking & Transportation Services appropriately displayed

3.6 Unique Accommodation Request

Faculty, staff, and student employees (in their employee capacity) with accessibility needs requiring a unique accommodation outside the standard application process, and other than the standard disabled person's parking permits, may find complete information for requesting a special accommodation in Baylor's [Americans with Disabilities Act \(ADA\) and Pregnant Workers Fairness Act \(PWFA\) policy](#) (BU-PP 415) and the associated [Baylor University Temporary Parking Accommodation Request form](#).

Students with accessibility needs requiring a unique accommodation outside the standard accommodation request process should contact the [Office of Access and Learning Accommodation \(OALA\)](#) or visit their website for addition details.

3.7 Disabled Person's Parking Permits

Use by anyone other than the registered placard holder or vehicle owner may be in violation of this policy and Texas Transportation Code Section 681.012 – Seizure and Revocation of Placard.

Anyone other than the registered placard holder or vehicle owner using a disabled person's parking permit, placard, or a counterfeit placard may lose his/her right to hold a parking permit or receive any other transportation benefit for a period to be determined by Parking & Transportation Services. Such a person may receive disciplinary action up to and including termination of employment or expulsion and be in violation of Texas Transportation Code Section 681.0111 – Manufacture, Sale, Possession, or Use of Counterfeit or Altered Placard.

3.8 Hours of Enforcement of Parking Areas

Unless otherwise provided (for example, during football games or other special events for which notice is provided), the applicable parking registration/permit requirements for all areas shall be in effect Monday through Friday from 7:00 a.m. to 5:00 p.m., excluding holidays observed by Baylor University.

3.9 Storage of Vehicles

No vehicle, trailer or container shall be stored on Baylor property without the express permission of the Director of Parking & Transportation Services (or designee).

Issuance of a Baylor University parking permit for a vehicle shall in no way be considered as express or implied consent of Baylor University to any storage of the vehicle on Baylor University grounds.

3.10 Abandoned / Inoperable Vehicles

Any vehicle that is deemed by Baylor to not be in operable condition or stored without the express permission of the Director of Parking & Transportation Services (or designee) shall be considered abandoned and may be removed at the owner's expense.

3.11 Impounding of Vehicles

As a method of enforcement, vehicles may be towed, immobilized, or impounded at the owner's expense when the vehicles are found to be parked in areas or locations that include, but are not limited to, the following locations:

- Fire lanes
- Unauthorized vehicles in disabled parking spaces
- Blocking parking lot entrances and/or exits
- Unauthorized vehicles parked in designated reserved parking spaces
- Parked in a manner that poses a safety hazard or hinders the normal flow of traffic
- Double-parked causing immobility of legally parked vehicles
- Continued non-compliance with the Baylor parking policy

Necessary enforcement is at the discretion of the Director of Parking & Transportation Services (or designee).

Any vehicle deemed by Baylor to be abandoned and/or inoperable anywhere on Baylor property may be removed and impounded at the owner's expense. The process for declaring and removing an abandoned and/or inoperable vehicle will include the attachment of the 72-hour notice.

3.12 Temporary "No Parking" Signs (for Vehicles)

The Director of Parking & Transportation Services (or designee) is authorized to erect or place temporary "No Parking", "Lot Closed," "Lot or Space Reserved" signs when necessary. No vehicle shall be parked or left in violation of such temporary restrictions.

3.13 Vehicle Impound or Administrative Fee

A fee may be charged to the vehicle owner prior to the removal of a boot or other immobilizing device.

Section 4.0 – Parking Permits

A Baylor University parking permit entitles the registered permit holder(s) to park in any legal space designated for that permit type if a space is available and if the permit is properly displayed and the vehicle is parked in accordance with this policy. The permit is not a guarantee that a space will be available.

Categories of University parking permits and eligibility are determined by the Director of Parking & Transportation Services.

A Baylor University parking permit may be revoked at any time at the discretion of the Director of Parking & Transportation Services (or designee), provided that upon any such revocation, a refund of the remaining value of the permit shall be paid to the registered permit holder(s).

Registration and University Permit Required

Every vehicle that is parked in a permit zone shall be registered with Parking & Transportation Services, and, if applicable, shall display a valid University permit.

Physical permits must be clearly displayed as indicated by the instructions for that type of permit. Careful attention should be given to the area immediately around the permit to avoid placing something that partially or fully blocks it from view.

4.1 University Parking Permits – Ownership and Use

University parking permits are the sole property of Baylor University. They may be used only by the registered permit holder(s) and may not be sold or transferred. Use by anyone other than the registered permit holder(s) may be considered fraud or theft of services.

Anyone who intentionally gives false information to receive a parking permit or transportation benefit, or uses a lost, stolen, forged, altered, or counterfeited permit may lose his/her right to hold a parking permit or receive any other transportation benefit for a period to be determined by Parking & Transportation Services. Such a person may receive disciplinary action up to and including termination of employment or expulsion.

4.2 Notification of Change of License Plates or Vehicles

The holder of any University parking permit shall notify Parking & Transportation Services of the issuance of new license plates for any vehicle on which the permit may be used.

Section 5.0 – Bicycle Equipment and Operation

Every person operating a bicycle on Baylor property has all of the responsibilities applicable to the operator of a vehicle and is subject to all sections applicable under Chapter 551 – Operation of Bicycles, Moped, and Play Vehicles of the *Texas Transportation Code*.

In consideration of being permitted to ride a bicycle on the Baylor campus, every person operating a bicycle on Baylor University grounds agrees to be bound by the provisions in this policy, including the provisions relating to the cutting of bicycle locks and impounding of bicycles stored in violation of the provisions in the section related to parking bicycles.

5.1 Bicycle Equipment

All bicycles operated on Baylor property shall be equipped in accordance with Section 551.104 – Safety Equipment of the *Texas Transportation Code* and Article XII – Bicycles; City of Waco Ordinances.

The owner of the bicycle in violation of the *Texas Transportation Code* may be issued a citation to appear in the City of Waco Municipal Courts or may be issued a Baylor citation for violating this policy.

5.2 Bicycle Operation

All bicycles operated on Baylor property are subject to the provisions of the *Texas Transportation Code* and this policy. Operational requirements for a bike include the need to ride at a safe speed for the prevailing conditions; turning (hand) signals, right-of-way, stop signs, and traffic signals.

5.3 Excessive Speed

No person shall operate a bicycle at a speed greater than is safe under existing conditions.

5.4 Riding Bicycles

No person shall operate a bicycle on the following areas:

- On any pedestrian walk, ramp, mall, or patio unless designated as a bicycle path;
- In any area that is prohibited by signage;
- On any sidewalk where there is an adjacent, parallel roadway or bicycle path; such sidewalk need not be posted;
- On any ramp established for the use of persons with disabilities;
- On any landscaped area. (For the purpose of this section, a landscaped area shall be defined as any unpaved area that has been planted with grass, trees, or shrubbery or which has been graded or improved for purposes other than use by vehicular traffic including undeveloped fields and agricultural areas.);
- On any pedestrian corridor or in an arcade; and/or
- Inside any campus building;

5.5 Traffic Circles

No person operating a bicycle shall enter the center of a traffic circle. All traffic must follow the marked directional route displayed by either signs and or markings on the roadway.

Section 6.0 – Bicycle Parking

6.1 Bicycle Parking – Only Permitted in Designated Bicycle Parking Areas

Bicycles shall be parked, stored, or left on Baylor University grounds only in areas specifically designated by the presence of racks or other devices designed for bicycle parking or when designated by the posting of signs indicating the space as a bicycle parking area.

Bicycles stored in violation of this policy may result in multiple code violations under both this Section 6.1 and the applicable following section.

All bicycles that are parked, stored, or left in violation of this policy are subject to impound and removal according to the provisions in the Removal or Impound of Bicycles section.

6.2 Blocking Entrances

No person shall park, store, or leave a bicycle in such a manner as to block or otherwise impede normal entrance to or exit from any building on the Baylor University grounds, including, without limitation, by railings, ramps, stairs, or entranceways. Bikes may never park or stand in building discharge areas per the adopted *City of Waco Fire Code*.

6.3 Blocking Traffic

No bicycle shall be parked, stored, or left so as to block or impede the normal flow of pedestrian, bike, or vehicular traffic on any highway, roadway, street, alley, sidewalk, mall, arcade, patio, parking area, or bicycle path on Baylor University grounds.

6.4 Blocking Ramps, Stairways, Railings, and Curb Cuts Prohibited

No bicycle shall be parked, stored, or left so as to interfere with or impede the normal movement of disabled persons, pedestrians, or bicyclists upon ramps, stairways, railings, or curb cuts.

6.5 Fire Lanes

No bicycles shall be parked, stored, or left on any street, highway, roadway, mall, alley, bicycle path, or parking area in an area adjacent to a curb that is painted red or adjacent to any fire lane.

6.6 Parking Prohibited on Lawns or Other Landscaped Areas

No bicycle shall be parked, stored, or left on any lawn, landscaped, or bark-covered area (except in those areas designated as a bicycle parking area by the presence of racks or other parking devices or signs indicating the area as a bicycle parking area). Bicycles parked in designated parking zones may not extend into landscaped areas.

6.7 Locking to Unauthorized Objects

No bicycle shall be chained or otherwise locked or attached to any handrail, tree, shrubbery, door, signpost, lamp, telephone pole, lamppost, fence, or other object not designed, maintained, or designated for the purpose of securing bicycles.

6.8 Storing and Parking of Bicycles Inside Buildings (Limitations)

No bicycle shall be parked, stored, or left in any lobby, hallway, or room of any building unless said area is specifically designated for bicycle parking. This section is not intended to prohibit the storing or parking of a bicycle in an area by any person to which the area or room has been assigned as that person's office or residence, e.g., a residence hall room or apartment. Residence hall storage must be in compliance with the *Campus Living*

& Learning Guide to Community Living. Use of any assigned area for bicycle parking or storage may be restricted for the safety of those who frequent the building or area.

6.9 Abandoned Bike Removal

Abandoned bicycles are collected across Baylor property each year after May graduation. Owners are responsible for tagging their bicycles to show that they are not abandoned. The tag process is modified slightly each year and specific information will be communicated by Parking and Transportation Services. Untagged bicycles that are collected will be held for a minimum of 30 days to allow bicycles that are not abandoned to be reclaimed.

Complete bicycles (frame, handlebars, and wheels) which are deemed by Baylor to be abandoned during the academic year will be relocated and held by Parking Services until they are claimed or until the end of year collection process. Bicycle parts found secured to bike racks may be held OR disposed of at the discretion of the Director of Parking Services (or designee).

6.10 Removal or Impounding of Bicycles

The Department of Public Safety Police Department or Parking & Transportation Services staff are authorized to move, relocate, immobilize, or impound any bicycle whenever a bicycle is:

- Found in violation of a section of this policy;
- Appears to be abandoned as evidenced by signs of disuse or neglect; or
- Has been reported as lost or stolen to any law enforcement agency.

Any University personnel authorized to impound bicycles may remove the securing mechanism using whatever reasonable means are necessary to impound the bicycle. University personnel are authorized to remove and impound a bicycle in this manner, and the University shall not be liable to the owner of the securing device or the owner of the bicycle for the cost of repair or replacement of such securing device.

Locks or locking devices left on parking racks, bicycle lockers, or parking devices not securing a bicycle, or left attached to any handrail, tree, shrubbery, door, signpost, lamp or lamppost, telephone pole, fence, or other object not maintained or designated for the purpose of securing bicycles may be removed by authorized University personnel. No University personnel enforcing this policy, nor the University shall be liable to the owner of the securing device for the cost of repair or replacement of such securing device.

Unclaimed bicycles, which have been impounded for violation of parking in violation of this policy or were impounded for abandonment, shall be held for a minimum of 30 days at which time the owners shall be presumed to have relinquished their legal title. Such bicycles shall be donated sold, auctioned, or disposed of by other means. The same disposition shall be applied to bicycles which remain unclaimed after storage with Parking & Transportation Services and to stolen bicycles which have been recovered by the Department of Public Safety if said bicycles remain unclaimed for a period of 90 days.

6.11 *Bicycle Impound Administrative Fee*

Any bicycle impounded pursuant to any section of this policy shall be stored. An administrative fee may be charged to the owner prior to the release of any impounded bicycle.

6.12 *Unauthorized Storage Prohibited*

No bicycle shall be parked, stored, or left at any bicycle parking area or other campus designation parking area between the end of spring semester and the beginning of summer semester unless its owner is a current employee or student.

6.13 *Temporary "No Parking" Signs for Bicycles*

The Director of Parking & Transportation Services is authorized to erect or place temporary "No Parking" signs when necessary. No bicycle shall be parked or left in violation of such temporary restrictions.

Section 7.0 – Bicycle Registration

7.1 *Licensing of Bicycles*

The Baylor Department of Public Safety requires that all bicycles used, stored, parked, or operated on Baylor property be registered with a valid Baylor bicycle registration. Registering a bike assists the Baylor Department of Public Safety in its investigation of stolen bikes and enables the Baylor Department of Public Safety to locate the owners of bicycles that are recovered.

Section 8.0 – Roller Skates, Skateboards, and Wheeled Devices

8.1 *Prohibited Areas*

On Baylor property, it shall be unlawful for any person to skate, ride or propel roller skates, inline skates, or similar devices on or within any:

- Building
- Courtyard
- Parking garage (structure)
- Entryway
- Tennis court
- Construction site
- Stairway, railing, wall, fountain, bench, or any other outdoor structure or furnishing not intended for travel
- Arcade

8.2 *Acrobatic Skateboarding and Skating*

Acrobatic skateboarding and skating is prohibited on Baylor property.

8.3 Reckless Skateboarding and Skating

It shall be prohibited for any person to skate, ride, or propel roller skates, inline skates, or similar devices on Baylor property in the following manner:

- Performing any tricks, stunts, any form of acrobatic actions, or other actions that are likely to cause injury or damage property;
- Traveling at a speed greater than is reasonable and prudent having due regard for the pedestrian or vehicle traffic, width of the sidewalk or roadway, and in no event at a speed which endangers the safety of persons, animals, or property;
- Impeding or interfering with the flow of vehicular traffic;
- Failing to yield to all pedestrians on sidewalks or roadways, including at or in marked or unmarked crosswalks; or
- Failing to obey all stop signs, traffic signals, yield signs, and other such traffic control devices.

Section 9.0 – Motorized Scooters

9.1 Motorized Scooter Operation

All Motorized Scooters operated on Baylor property are subject to the provisions of the *Texas Transportation Code* and this policy. Operational requirements for a Motorized Scooter include the need to ride at a safe speed for the prevailing conditions, right-of-way, stop signs, and traffic signals.

The owner/operator of a motorized scooter in violation of the *Texas Transportation Code* may be issued a citation to appear in the City of Waco Municipal Courts or may be issued a Baylor citation for violating this policy.

9.2 Riding Motorized Scooters

No person shall operate a motorized scooter on the following areas:

- Inside any campus building;
- In any area that is prohibited by signage;
- On any sidewalk where there is an adjacent, parallel roadway or motorized scooter path; such sidewalk need not be posted;
- On any ramp established for the use of persons with disabilities;
- On any landscaped area. (For the purpose of this section, a landscaped area shall be defined as any unpaved area that has been planted with grass, trees, or shrubbery or which has been graded or improved for purposes other than use by vehicular traffic including undeveloped fields and agricultural areas.)

9.3 Motorized Scooter Parking – Only Permitted in Designated Motorized Scooter Parking Areas

Motorized scooters shall be parked, stored, or left on Baylor University grounds only in areas designated for motorized scooter parking. These areas are identified by the presence of bicycle racks or other devices designed for bicycles and/or motorized scooter parking. Some areas are designated by the posting of signs indicating the space as a motorized scooter parking area.

- **Storing and Parking of Motorized Scooters Inside Buildings:** No motorized scooter shall be parked, stored, or left in any lobby, hallway, or room of any building unless said area is specifically designated for motorized scooter parking.
- **Blocking Entrances:** No person shall park, store, or leave a motorized scooter in such a manner as to block or otherwise impede normal entrance to or exit from any building on the Baylor University grounds, including, without limitation, by railings, ramps, stairs, or entranceways. Motorized scooters may never park or stand in building discharge areas per the adopted *City of Waco Fire Code*.
- **Blocking Traffic:** No motorized scooter shall be parked, stored, or left so as to block or impede the normal flow of pedestrian, motorized scooter, or vehicular traffic on any highway, roadway, street, alley, sidewalk, mall, arcade, patio, parking area, or motorized scooter path on Baylor University grounds.
- **Blocking Ramps, Stairways, Railings, and Curb Cuts Prohibited:** No motorized scooter shall be parked, stored, or left so as to interfere with or impede the normal movement of disabled persons, pedestrians, or bicyclists upon ramps, stairways, railings, or curb cuts.
- **Fire Lanes:** No motorized scooters shall be parked, stored, or left on any street, highway, roadway, mall, alley, motorized scooter path, or parking area in an area adjacent to a curb that is painted red or adjacent to any fire lane.
- **Parking Prohibited on Lawns or Other Landscaped Areas:** No motorized scooter shall be parked, stored, or left on any lawn, landscaped, or bark-covered area (except in those areas designated as a motorized scooter parking area by the presence of racks or other parking devices or signs indicating the area as a motorized scooter parking area). Motorized scooters parked in designated parking zones may not extend into landscaped areas.
- **Locking to Unauthorized Objects:** No motorized scooter shall be chained or otherwise locked or attached to any handrail, tree, shrubbery, door, signpost, lamp, telephone pole, lamppost, fence, or other object not designed, maintained, or designated for the purpose of securing motorized scooters.

Motorized scooters stored in violation of this policy may result in multiple code violations.

All motorized scooters that are parked, stored, or left in violation of this policy are subject to impound and removal according to the provisions in the Removal or Impound of Motorized scooters section.

9.4 Motorized Scooter Charging

Electric Scooters or other Motorized Wheeled Devices are not allowed to charge inside any campus building.

Electric Scooters or other Motorized Wheeled Devices are not allowed to plug into electrical outlets across campus without the express written consent of the Director of Parking and Transportation Services (or designee).

9.5 Abandoned Motorized Scooter Removal.

Abandoned motorized scooters may be collected across Baylor property each year after May graduation. Owners are responsible for tagging their motorized scooters to show that they are not abandoned. The tag process is modified slightly each year and Specific information will be communicated by Parking and Transportation Services each year. Untagged motorized scooters that are collected will be held for a minimum of 30 days (if deemed safe) to allow motorized scooters that are not abandoned to be reclaimed.

Motorized scooters which are deemed by Baylor to be abandoned during the academic year will be relocated and held by Parking Services (if deemed safe) until they are claimed or until the end of year collection process. Motorized scooter parts found secured to motorized scooter racks may be held OR disposed of at the discretion of the Director of Parking Services (or designee).

9.6 Removal or Impounding of Motorized Scooters

The Department of Public Safety or Police Department or Parking & Transportation Services staff are authorized to move, relocate, immobilize, or impound any motorized scooter whenever a motorized scooter is:

- Found in violation of a section of this Policy.
- Appears to be abandoned as evidenced by signs of disuse or neglect; or
- Has been reported as lost or stolen to any law enforcement agency.

Any University personnel authorized to impound motorized scooters may remove the securing mechanism using whatever reasonable means are necessary to impound the motorized scooter. University personnel are authorized to remove and impound a motorized scooter in this manner, and the University shall not be liable to the owner of the securing device or the owner of the motorized scooter for the cost of repair or replacement of such securing device.

Locks or locking devices left on parking racks, motorized scooter lockers, or parking devices not securing a motorized scooter, or left attached to any handrail, tree, shrubbery, door, signpost, lamp or lamppost, telephone pole, fence, or other object not maintained or designated for the purpose of securing motorized scooters may be removed by authorized University personnel. No University personnel enforcing this policy, nor the University shall be liable to the owner of the securing device for the cost of repair or replacement of such securing device.

Unclaimed motorized scooters, which have been impounded for violation of this policy or were impounded for abandonment, shall be held for a minimum of 30 days (if deemed safe) at which time the owners shall be presumed to have relinquished their legal title. Such motorized scooters shall be donated, sold, auctioned, or disposed of by other means. The same disposition shall be applied to motorized scooters which remain unclaimed after storage with Parking & Transportation Services and stolen motorized scooters which have been recovered by the Department of Public Safety if said motorized scooters remain unclaimed for a period of 90 days.

Any motorized scooter impounded pursuant to any section of this policy may have an administrative fee charged to the owner.

Procedures

The Baylor Police Department and the Baylor Parking & Transportation Services Department will develop operational procedures for their respective staffs for the implementation of these guidelines. Training will also be developed for the staff of each department to provide new-employee and on-going training.

Operational Responsibilities

The staff of the Baylor University Department of Public Safety will carry out all enforcement, registration, and other administrative tasks to ensure the effective administration of this policy.

Administration

The University will review this policy periodically to capture evolving requirements and opportunities for enhancement of this policy.