



**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 26, 2018

**Responsible Office:** Department of Public Safety

## Traffic, Transportation, and Parking Policy

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### 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 campus.

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### Reason for the Policy

Rules and regulations 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.

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### Individuals/Entities Affected by this Policy

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

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### Exclusions

NONE

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### Definitions

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

<b>Acrobatic Skateboarding/Skating</b>	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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<b>Arcade</b>	A covered walkway/pathway used as a pedestrian corridor intended for pedestrians only
<b>Associate Vice President for Public Safety and Security</b>	The staff member who manages and leads the BUDPS
<b>Bicycle</b>	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 these regulations, a motorized electric bicycle is also a bicycle.
<b>Bicycle License</b>	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
<b>Bicycle Parking Area</b>	Any area designed, designated, and maintained exclusively 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
<b>Bicycle Lane</b>	A portion of a roadway that has been designated by striping, pavement markings, or signing for the preferential or exclusive use of bicyclists
<b>Bicycle Path</b>	A pathway constructed for bicyclists that is separated from motorized vehicular traffic by an open space or barrier
<b>Booting</b>	Application of a locking device intended to immobilize a vehicle, bicycle, or other wheeled device
<b>Compact Space</b>	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
<b>Crosswalk</b>	Any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface
<b>Designated Parking Area</b>	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
<b>Department of Public Safety</b>	The Baylor University Department of Public Safety (BUDPS), a multi-service agency providing law enforcement, security, safety, crime prevention, emergency management, and parking and transportation services on the Baylor campus 24 hours a day, 7 days a week
<b>Director of Parking &amp; Transportation Services</b>	A BUDPS employee who manages parking and transportation services on the Baylor campus
<b>Fire Lane</b>	An access roadway for Fire Department vehicles, marked with a red curb and/or posted with fire lane – no parking signs
<b>Impound</b>	The confiscation and storage of a motor vehicle or a bicycle in a location designated by appropriate individuals within the Department of Public Safety
<b>Impounding or Booting Administrative Fee</b>	A charge for services rendered in towing and storing or booting a motor vehicle or bicycle pursuant to these regulations, pending recovery by its owner

## 2. Traffic, Transportation, and Parking Policy

<b>Landscaped Space</b>	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
<b>Moped Parking Area</b>	An area for parking mopeds
<b>Motor-Driven Cycle</b>	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.
<b>Motorized Bicycle</b>	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
<b>Motor Vehicle</b>	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.
<b>Motorcycle Parking Area</b>	An area for parking motorcycles
<b>Motorized Wheeled Devices</b>	A device with two or more wheels designed to be ridden upon or attached to a person and may be propelled with a motor. This definition includes but is not limited to gasoline and electrically powered scooters, skateboards, inline skates, Segways, and similar devices. It does not include licensed motor vehicles, motorized bicycles, motor driven cycles, motorized electric bicycles, motorized scooters, and devices designed for use by persons with physical disabilities.
<b>Motorized Quadricycle and Motorized Tricycle</b>	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.
<b>Oversized Vehicle</b>	A vehicle that cannot fit within a single marked parking space
<b>Parking Representative</b>	Personnel who perform parking enforcement and traffic control functions for the Baylor Department of Public Safety
<b>Park or Parking</b>	To stop or allow to stand, any vehicle including a bicycle, whether occupied or not
<b>Pedestrian</b>	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.
<b>Pedestrian Walk</b>	Any sidewalk, walkway, or arcade, not intended for use by motor vehicles, bicycles, inline skates, or skateboards

3. Traffic, Transportation, and Parking Policy

<b>Pedestrian Corridor</b>	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
<b>Pedestrian Zone</b>	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
<b>Permit Zone</b>	The area of Baylor property where the motor vehicles must be registered with Baylor Parking & Transportation Services
<b>Prohibited Parking</b>	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
<b>Registered Permit Holder</b>	A person to whom a parking permit has been issued by Parking & Transportation Services
<b>Reserved Space</b>	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
<b>Roadway</b>	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.
<b>Sidewalk</b>	That portion of a highway, other than the roadway, set apart by curbs, barriers, markings, or other delineation for pedestrian travel
<b>Skating</b>	To propel one's self along on roller skates, inline skates, a skateboard, or any similar device
<b>Space Markings</b>	Lines designating the boundaries of a parking stall or space within which vehicles are required to park
<b>Service Vehicle</b>	Any motor vehicle owned by the University or any other entity used for service, delivery, or other business on Baylor University grounds
<b>Traffic</b>	Pedestrians, ridden animals, vehicles, bicycles, and other conveyances either singularly or together, while using any highway or roadway for the purpose of travel
<b>Traffic Control Devices</b>	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.
<b>Parking &amp; Transportation Services</b>	The Baylor University Parking & Transportation Services Office
<b>University Parking Permit</b>	Any parking permit issued by the Baylor Parking & Transportation Services to faculty, staff, students, and others
<b>Vehicle</b>	A device by which a person or property may be moved, propelled, or drawn upon a highway, except a device moved by human power
<b>Violation</b>	The doing of any act forbidden or the failure to perform any act required by these regulations

4. Traffic, Transportation, and Parking Policy

<b>Vehicle Code</b>	The <i>Texas Transportation Code</i>
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## Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Safety and Security</b>	Associate Vice President for Public Safety and Security	254-710-8400	<a href="https://www.baylor.edu/dps/index.php?id=866871">https://www.baylor.edu/dps/index.php?id=866871</a>
<b>Parking &amp; Transportation</b>	Director of Parking & Transportation Services	254-710-7275	<a href="https://www.baylor.edu/dps/index.php?id=866871">https://www.baylor.edu/dps/index.php?id=866871</a>
<b>Police</b>	Chief of Police	254-710-2222 (emergency) 254-710-2211 (non-emergency)	<a href="https://www.baylor.edu/dps/index.php?id=866871">https://www.baylor.edu/dps/index.php?id=866871</a>

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## Principles

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### Section 1.0 – General Provisions

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#### **1.1 Authorities for Conditions and Regulations**

The Baylor University Traffic and Parking Regulations are promulgated by the President of the University and in accordance with authorization by the Board of Regents. The President of the University or his/her designee may change these regulations or adopt such additional conditions and regulations 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 conditions and regulations be for any reason held invalid, the invalidity thereof shall in no way affect any other conditions and regulations contained within these regulations. Any such invalid conditions and regulations 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 these regulations and in the Vehicle Code.

#### **1.5 Enforcement of Vehicle Regulations – Citations**

The violation of any provision within these regulations may be cited by a Baylor citation. Violations of Chapter 545 may also be cited using City of Waco municipal citations. Visitors will normally be cited with City of Waco municipal citations and faculty, staff, and students will normally be cited using Baylor citations.

#### **1.6 Exemptions of Certain Vehicles from Regulations**

The conditions and regulations regarding driving, operating, stopping, standing, and parking shall not apply to any authorized emergency vehicle when such vehicle is operated in response to an emergency. The Associate Vice President for Public Safety and Security may adopt regulations temporarily exempting vehicles bearing special permits from certain conditions and regulations regarding driving, operating, stopping, standing, and parking.

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### **Section 2.0 – Vehicle Operation**

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#### **2.1 Violation of Baylor Policy or Texas Transportation Code**

Violation of any provision in these regulations may result in the issuance of a Baylor citation. Violations of Chapter 545 of the *Texas Transportation Code* may result in issuance of a municipal citation, citing the violator into the City of Waco Municipal Court. Violations involving University vehicles will be reported to the respective department supervisor responsible for use of the vehicle.

#### **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 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 Pedestrian and Restricted Access Zones**

No motor vehicle, motorcycle, motor driven cycle (scooter), moped, or other gasoline powered cycle shall be operated, stopped, left standing, or parked within a pedestrian zone or any other area not designated for the operation or parking of motor vehicles, with the following exceptions:

- Vehicles displaying pedestrian zone permits, pedestrian zone access stickers, or cart permits
- Emergency response vehicles
- Postal vehicles
- Vehicles associated with special events within the zone, whose access is approved in advance by the Director of Parking & Transportation Services or Chief of Police

Access restrictions and permit requirements shall be in effect at all times.

Access to pedestrian zones controlled by bollards or gates shall be gained only through designated entry points. No motor vehicle shall enter a pedestrian zone without an access card or code and proper permit. Only one vehicle shall enter or exit any pedestrian zone at a time when driving through raised gate arms or gate arms in the up position, around bollards or other traffic control devices, or across landscaped or unpaved areas.

Access through control gates shall be gained only by use of keys, gate cards, or bollard control devices issued by Parking & Transportation Services or its designees.

Motor vehicles traveling through any pedestrian zone 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.

When within any pedestrian zone, motor vehicles should yield to bicycles and pedestrians at all times.

Authorized motor vehicles operating within any pedestrian zone shall exercise particular care for the safety of pedestrians and bicyclists.

Emergency vehicles are exempt from the halt requirement during peak periods when responding to emergency calls for service in the pedestrian zone.

### **2.5 Reporting of Accidents**

The driver of any vehicle involved in an accident on Baylor University grounds 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.

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## **Section 3.0 – Vehicle Parking**

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### **3.1 *Parking Prohibited Except in Conformance with these Regulations***

No vehicle shall be stopped, left standing, or parked on Baylor property except in conformance with these regulations. These regulations 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 his/her designee. Car covers may not be utilized on the Baylor campus.

### **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, 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 his/her 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 Disabled Person's Parking Permits**

Use by anyone other than the registered placard holder or vehicle owner may be in violation of these regulations 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.

### **3.7 Pedestrian Zones**

Baylor University may establish pedestrian zones to create a safer central campus area for pedestrians and cyclists, preserve facilities, and minimize the disruption of University activities through the elimination of unnecessary vehicular traffic. All vehicles (including motorized carts) require authorization prior to accessing the pedestrian zone and must display the appropriate pedestrian zone permit while moving through or parking in the pedestrian zone. The following parking activities are not permitted in the pedestrian zone. (First responder vehicles performing emergency services are exempt from this provision.)

- No vehicle may park on unpaved surfaces, such as landscaping or bark-covered areas.
- No vehicles may block building entrances, stairways, disabled ramps, or thoroughfares.
- No vehicle, including electrical vehicles, may park in a cart charging station assigned to another department.
- Motor vehicles may not be operated in a pedestrian zone during class changes.

### **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 shall be stored on Baylor property without the express permission of the Director of Parking & Transportation Services or his/her 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 Vehicles**

Any vehicle that is not in operable condition or stored without the express permission of the Director of Parking & Transportation Services or his/her 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 by means of an immobilizing boot, 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 regulations

Necessary enforcement is at the discretion of the Director of Parking & Transportation Services or his/her designee.

Any vehicle abandoned and/or inoperable anywhere on Baylor property may be booted or removed and impounded at the owner's expense. The process for declaring and removing an abandoned and/or inoperable vehicle begins with the attachment of the 72-hour notice. The end result of the abandoned vehicle process will be the removal of the vehicle from the campus.

### **3.12 Temporary "No Parking" Signs (for Vehicles)**

The Director of Parking & Transportation Services or his/her 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.

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## **Section 4.0 – Parking Permits**

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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 these regulations. 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 his/her designee, provided that upon any such revocation, a refund of the current 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 (excludes one-day permits).

Anyone who intentionally gives false information to receive a parking permit or transportation benefit, or uses a lost, stolen, forged, altered, or counterfeited permit (including one-day permits) 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 within one week of the issuance of new license plates for any vehicle on which the permit may be used.

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## **Section 5.0 – Bicycle Equipment and Operation**

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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 property agrees to be bound by the provisions in these regulations, 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 be cited with a Baylor citation for violating these regulations.

### **5.2 Bicycle Operation**

All bicycles operated on Baylor property are subject to the provisions of the *Texas Transportation Code* and these regulations. 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.

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## **Section 6.0 – Bicycle Parking**

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### **6.1 Bicycle Parking – Only Permitted in Designated Bicycle Parking Areas**

Bicycles shall be parked, stored, or left on Baylor property 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 these regulations 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 these regulations 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 University, 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 the University.

### **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**

Bicycles may be removed and impounded by the Department of Public Safety Police Department and/or Parking & Transportation Services. If left unattended, a bicycle may be tagged as abandoned with a warning notice by the Department of Public Safety. If the bicycle is not removed within 14 days from the time the notice was attached, the Department of Public Safety will impound it.

### **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 these regulations;
- Appears to be abandoned as evidenced by signs of disuse or neglect, as determined by an authorized University official; 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 these regulations 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 regulations set forth in these regulations or were impounded for abandonment, shall be held for a minimum of 60 days at which time the owners shall be presumed to have relinquished their legal title. Such bicycles shall be donated to local charity 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. Notices will be sent as soon as practicable whenever possible to the registered owners of all bicycles removed to a storage area.

#### **6.11 *Bicycle Impound Administrative Fee***

Any bicycle impounded pursuant to any section of this policy shall be stored in a secure facility designated for such purpose. An administrative fee may be charged to the owner prior to the release of any impounded bicycle. Any bicycle being released must be properly licensed prior to the release, unless the owner or his/her designee can show reasonable proof that the bicycle will not be operated in or on Baylor University property.

#### **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.

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### **Section 7.0 – Bicycle Registration**

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#### **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 license. 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.

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### **Section 8.0 – Roller Skates, Skateboards, and Wheeled Devices**

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#### **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:

- Perform any tricks, stunts, any form of acrobatic actions, or other actions that that are likely to cause injury or damage property;
- Travel 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;
- Impede or interfere with the flow of vehicular traffic;
- Fail to yield to all pedestrians on sidewalks or roadways, including at or in marked or unmarked crosswalks;
- Fail to obey all stop signs, traffic signals, yield signs, and other such traffic control devices.

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## **Procedures**

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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.

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## **Operational Responsibilities**

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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 these regulations.

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## **Administration**

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