

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Personal Transportation Device Storage and Safety
NUMBER: 10:14

1. Purpose

This policy and its procedures set forth the standards for the parking and storage of bicycles and Personal Electric Vehicles on land and facilities owned or controlled by the University.

2. Definitions

- a. E-Scooter: electric skateboard or scooter that is ridden in a standing position generally consisting of two or more wheels, designed to transport one person, and is powered by an electric propulsion system. Such devices must be equipped with a system that will enable the user to bring the device to a controlled stop.
- b. E-Bicycle: an electric bicycle or tricycle equipped with a seat or saddle, with operable pedals for propulsion, and with an electric motor of seven hundred fifty (750) watts or less. The classes of E-cycles are set forth by SDCL 32-20B-9.
- c. Personal Electric Vehicle (PEV): a PEV includes E-bicycles, E-scooters, and self-balancing one-wheeled or two-non-tandem-wheeled devices designed to transport one person and powered by an electric propulsion system. This category also includes devices commonly known as hover boards, self-balancing scooters, or self-balancing wheeled boards.
- d. University Property: any property owned, leased, or operated by the University, or on the campus of the University.

3. Policy

- a. Interior storage of bicycles or PEVs on University Property is prohibited without University approval. Ample bicycle racks are provided outside University residence halls and other select facilities for outside storage.
 - i. Individuals are responsible for any damage resulting from storage or operation of bicycles, PEVs, or other wheeled devices in their residence hall room or inside a University facility.
- b. Individuals using PEVs on University Property are prohibited from the following:
 - i. Use, storage, or charging inside University owned or leased buildings including residence halls.

- ii. Charging the PEV at any exterior outlets on University Property including residence halls, except at designated charging areas where available.
 - iii. Parking, leaving, or abandoning PEVs inside University facilities or residence hall rooms.
 - iv. Being chained, locked, or attached to any handrail, tree, bush, door, signpost, lamp, lamppost, fence, or other exterior item other than a designated storage rack.
- c. PEVs must be equipped with a system that will enable the user to bring the device to a controlled stop.
- d. The AVP for Facilities and Services and Environmental Health and Safety Manager may collaboratively grant reasonable exceptions to this policy with input from the University's Risk Management Team.
- e. This policy does not prohibit the use, storage, and charging of motorized wheelchairs or electronic personal transportation devices used to accommodate a qualified individual with a disability in conformity with applicable laws and safety standards.

4. Procedures

- a. An individual seeking an exception from this policy must submit the request to the AVP for Facilities and Services.
- b. Within ten (10) working days of receiving the request, the AVP for Facilities and Services, or designee, will consult the Office of Environmental Health and Safety and Risk Management Team to collaboratively review and determine whether a reasonable exception is permitted.
- c. The AVP for Facilities and Services will issue a decision within twenty (20) working days of receiving the request.
- d. If a request is approved, the AVP for Facilities and Services will issue a letter to the applicant stating the scope of the exception, including information identifying the PEV, owner, and duration of the exception.
- e. A denial is not appealable.

5. Responsible Administrator

The AVP for Facilities and Services, or designee, is responsible for annual and ad hoc review of this policy and procedures. The University President is responsible for approval of this policy.

SOURCE: Approved by President on 04/04/2024.