



**NORFOLK STATE**  
UNIVERSITY

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**Electric Scooter Program**

**Revised 5/21**

## PROGRAM STATEMENT

Norfolk State University is establishing requirements for the riding, parking, and storing of dockless eScooters and electric power-assist bicycles on University Grounds.

## DEFINITIONS

Word/Term

**Electric bicycle** - Also known as an **e-bike**, is a **bicycle** with an integrated **electric** motor which can be used for propulsion.



**E-scooter** - A motorized scooter is a two-wheeled device that has handlebars, a floorboard designed to be stood upon when riding, and is powered by a motor. A motorized **scooter** uses a small utility internal combustion engine or, more commonly, an **electric** motor.

**Electric scooters** may be motorized bicycles propelled by human power or by a combination of human power and an **electric** motor. **Electric scooters** are easy to ride

Recently, **electric** kick **scooters** (**e-Scooters**) have grown in popularity with the introduction of ride-share companies that use apps allowing users to rent the **scooters** by the minute.





## **CONTACTS**

The Environmental Health and Safety Office officially interprets this program and is responsible for obtaining approval for any revisions. Questions regarding this policy should be directed to the Environmental Health and Safety Office.

## **STAKEHOLDERS**

University faculty, staff, students and visitors

## **POLICY CONTENTS**

Norfolk State University is committed to the safety and well-being of pedestrians, people with disabilities, bicyclists, and other users of the public rights-of-way in and around University Grounds. To honor this commitment, the University has established requirements for the riding, parking, and storing of dockless e-Scooters and electric power-assist bicycles on University Grounds.

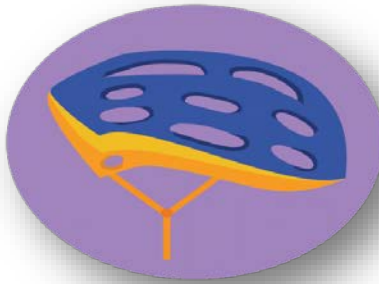
### **Safe Operation of Scooters and bicycles**

Whether using a personally owned device, or one of the vendors participating in the city's pilot program, the following practices will advance the success of the program and insure compliance with University policy.

- Bikes and scooters may be operated on streets and in bike lanes. Do not block or operate on sidewalks. Do not operate or park these devices in crosswalks, driveways or travel lanes; near building entrances or fire hydrants, or inside University Buildings.
- When in operation, obey traffic laws including street signs, traffic lights, and speed limits. Yield to pedestrians in crosswalks. Use caution when approaching and passing pedestrians.
- Park bicycles upright in an available space within designated hubs for parking
- Do not bring the devices inside any University building.
- Do not charge the device from any University source of electricity.

## Personal Responsibility

If using one of the vendor-provided devices, be aware of your personal responsibility as outlined in your agreement with the vendor.



### WEAR A HELMET

Parking and Transportation strongly recommends that all electric bike and scooter users wear helmets while riding.



### PAY ATTENTION

Do not use a cell phone while riding, keep both hands on the handlebars, watch for irregularities in the riding surface, and match speed to conditions.



### RIDE RESPONSIBLY

Please ride solo, no acrobatic riding. Do not operate a scooter while impaired. Follow all the rules of the road, and yield to pedestrians.

## Parking

Devices parked outside of designated areas create significant issues for those using ramps, handrails, curb cuts, bus stops, doors, stairs, etc. The issue is especially acute for people with disabilities who, along with everyone else, rely on open and safe access. Improper parking also creates operational hazards for transit, landscaping, maintenance, etc. Be thoughtful and park the device responsibly.

### On Campus

Please park responsibly in areas designated for rental bikes/scooters. Be mindful not to impede pedestrian and ADA access.

### Off Campus

When riding off-campus, it is still important to park responsibly, Please follow all city guidelines including:

1. Do not ride on sidewalks. Ride scooters in bike lanes where possible, and in the street with the flow of traffic.
2. Do not park on private property unless the company specifically allows it at a certain location.



3. Park as close to the curb as possible.
4. Park on a hard surface whenever possible. Scooters may tip over when parked on grass or mulch.
5. The University reserves the right to impound devices that are not in compliance. Impound fees apply.
6. The University Parking Department is responsible for administration of eScooters and electrical bicycle program governing use, parking and storage. The University Police Department is responsible for enforcing moving violations and/or life safety issues.

## **PUBLICATION**

This policy shall be widely published and distributed to the University community. In order to ensure timely publication and distribution thereof; the EHS&RM Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the policy on the appropriate Website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.