
	<b>BRANDEIS UNIVERSITY PUBLIC SAFETY DEPARTMENT</b>  <b>PERSONAL ELECTRIC VEHICLE AND BICYCLE USAGE POLICY</b>	
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<b>Accreditation Standards (6<sup>th</sup> Edition)</b> <ul style="list-style-type: none"><li>• New</li><li>• Revised</li><li>• Amended</li></ul>		

## Brandeis University Personal Electric Vehicle and Bicycle Usage Policy

### I. Purpose

This policy promotes the safe and responsible use of personal electric vehicles (PEVs) and bicycles on the Brandeis University campus to ensure community safety, minimize risks, and protect university property.

### II. Scope

This policy applies to all students, faculty, staff, visitors, and contractors operating PEVs or bicycles on Brandeis University property. It includes personally owned and shared/rental devices.

### III. Definitions

- **Bicycle:** A human-powered vehicle with two wheels in tandem, propelled by pedals and steered with handlebars.
- **Personal Electric Vehicle (PEV):** Includes e-bicycles, e-scooters, hoverboards, self-balancing scooters, and other electric-powered devices designed for individual transportation.
- **Campus Property:** Any area owned, leased, or operated by Brandeis University, including roads, sidewalks, pathways, parking lots, and buildings.

## **IV. Policy**

### **1. Compliance**

#### **1.1 Adherence to Laws and Policies**

- All operators must comply with applicable federal, state, and local traffic laws and Brandeis University policies.

#### **1.2 Registration with Public Safety**

- **Mandatory Registration:** All bicycles and PEVs must be registered with Brandeis Public Safety. Registration stickers must be affixed visibly to the device.
- Failure to register will result in fines or potential prohibition of device use on campus.

#### **1.3 Device-Specific Requirements**

- Devices with motors exceeding 750 watts or capable of speeds above 20 mph are prohibited unless they are classified as motor vehicles under Massachusetts law and meet state registration and licensing requirements.

#### **1.4 Operational Restrictions**

- Devices must not exceed a speed limit of 10 mph on campus.
- Operation is prohibited inside campus buildings, including hallways, lobbies, and classrooms.
- Recreational activities such as stunts, tricks, racing, or non-commuting use are prohibited unless part of an approved event.
- Devices must stay on campus streets, walkways, and paths to reduce unnecessary cut-throughs and lawn damage.

#### **1.5 Right-of-Way Rules**

- Pedestrians always have the right of way. Operators must yield and use caution in crowded areas.

#### **1.6 Safety Equipment**

- Helmets are strongly encouraged for all riders and required for individuals under 18.
- Devices must have functional front white lights and rear red reflectors or lights when operated in low-light conditions.

#### **1.7 Scooter Safety Guidelines**

- To ensure safe operation of scooters on campus, all users must adhere to the following safety practices:
  - **Read the User Manual:** Familiarize yourself with the proper operation of your scooter before use.

- **Start Slowly:** Scooters can accelerate quickly; start at a slow pace to maintain control.
- **Avoid Distractions:** Do not wear earbuds or use mobile devices while operating the scooter.
- **Maintain Proper Handling:** Always keep both hands on the handlebars while riding.
- **Exercise Caution:** Use extreme care in cross pathways and when approaching corners
- **Speed Limit:** Do not exceed the campus speed limit of 10 miles per hour.
- **Yield to Pedestrians:** Pedestrians always have the right of way. Pass only on the left and alert others by calling out, "On your left."
- **Walk During Congestion:** Walk the scooter in areas where foot traffic is dense to avoid collisions.
- **Prohibited Areas:** Do not operate the scooter inside buildings, on grass, or through landscaped areas.

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## 2. Parking and Storage

### 2.1 Designated Parking Areas

- Devices must be parked only in designated bike racks or storage areas. Parking in entrances, exits, stairwells, or other restricted areas is prohibited.

### 2.2 Indoor Storage Prohibition

- Indoor storage is only allowed with prior university approval. Unauthorized storage in dormitories or academic buildings may result in confiscation.

### 2.3 Impoundment for Violations

- Devices parked in unauthorized areas may be impounded. The owners of confiscated devices will incur a \$50 retrieval fee.

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## 3. Charging of PEVs

### 3.1 Approved Charging Locations

- PEVs may only be charged in designated charging stations equipped with proper outlets.

### 3.2 Safety Standards

- Only devices and charging equipment meeting recognized safety certifications (e.g., UL certification) may be used on campus.

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## 4. Sanctions and Enforcement

#### 4.1 Student Violations

- Students found in violation of this policy may be referred to the **Student Code of Conduct** and face sanctions including, but not limited to:
  - Written warnings
  - Fines up to \$100
  - Community service related to campus safety or maintenance
  - Confiscation of the device for repeated violations
  - Loss of privileges to operate PEVs or bicycles on campus

#### 4.2 Employee Violations

- Faculty and staff violations will be addressed under the university's **Human Resources Policies**. Disciplinary actions may include:
  - Verbal or written warnings
  - Fines or fees for impoundment
  - Loss of campus PEV/bicycle privileges
  - Referral to the appropriate HR processes for repeated or severe violations

#### 4.3 Visitor and Contractor Violations

- Visitors and contractors who violate this policy will be required to remove their devices from campus. Repeated violations may result in being banned from university property.

#### 4.4 Fines and Fees

- Violations of parking, storage, or operational guidelines may result in fines ranging from \$25 to \$100, depending on the severity of the offense.

#### 4.5 Appeals Process

- Individuals may appeal fines, impoundments, or disciplinary actions through the Office of Public Safety or the university's formal grievance procedures.

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### 5. Education and Awareness

#### 5.1 Orientation and Safety Training

- PEV users must watch a brief e-scooter safety course [\[click here\]](#) provided by Brandeis Public Safety.
- Educational campaigns will be conducted annually to promote safe and responsible device use.

#### 5.2 Awareness Campaigns

- Brandeis will distribute materials on safe riding practices, compliance requirements, and designated parking areas via email, posters, and digital signage.
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## **6. Exceptions**

This policy does not apply to mobility devices used by individuals with disabilities. Such devices are permitted in all areas as required for accessibility.

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## **7. Review and Amendments**

The Office of Public Safety will review this policy annually and update it as necessary to ensure community safety and compliance with evolving regulations.

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