

Campus Bicycle Procedure

The purpose of this document is to assist in ensuring consistency in bicycle procedures at Luther College, as well as abiding by [Decorah City Ordinance \(10.64.020\)](#).

All students, faculty and staff using and keeping bicycles on campus must adhere to the following guidelines.

1. Bicycles must be registered and licensed under the guidelines established by the City of Decorah. Decorah's Bicycle Ordinance states that all bicycles in Decorah, Iowa must be registered with the Decorah Police Department. This ordinance applies to all students, faculty and staff that have a bicycle on campus. Registration forms can be found through the Bike Registration page on the Center for Sustainability Communities website (<https://www.luther.edu/sustainability/energy-climate/transportation/bikes/bikeregistration/>) or at the City of Decorah police department. A small fee of \$2 applies to faculty and staff.

2. Luther College personnel will tag a bicycle if it is found in an unapproved location, does not align with the Luther College Bicycle Safety guidelines or appears to not be used for an extended period of time (potentially abandoned).

If a bicycle has been tagged and the owner can be identified, that person will receive an email through their Luther account with a notification of the tag. The owners will be given a week to remove the bicycle on their own accord. If the bicycle remains in the same location after one week, it will be removed by college personnel. In addition, if the bicycle is found in a location that impedes access or causes a safety concern, it will be removed immediately.

Bicycles that have been removed will be held in a secure location. A bicycle may be retrieved by the owner via Facilities Services. Prior to returning the bicycle, proof of ownership must be presented. This includes, but not limited to, registration information with ID or detailed description of marking and location of pick-up. After a six-month period, unclaimed bicycles will be deemed abandoned and will be handled in accordance to Luther College disposal guidelines. If a bicycle is removed by college personnel, a fee of \$25 will be charged to the owner's account for its return. Student fees will be assessed through Residence Life. Faculty and staff fees will be assessed through the Office of Financial Services.

3. The Center for Sustainable Communities provides free winter bicycle storage for all students, faculty and staff. All bicycles must be brought to the Ashmore-Jewell Barn the Friday and Thursday before Thanksgiving break in late November. Owners of stored bicycles will receive an email in the spring with dates for retrieval. Bicycles will not be able to be retrieved prior to set date.

Questions about the Luther College Campus Bicycle procedure should be directed to Sustainable Transportation Educator at sustainability@luther.edu or Ivan Hackman, Manager of Environmental Services at hackiv01@luther.edu.