Ball State University
Purchasing Services

Policy: Abandoned Bicycles

Abandon Bikes

To ensure riders can safely store bikes while on campus, please accommodate fellow cyclists by removing your bike from bike racks in a timely fashion. The bicycle racks on campus are intended for short-term bike parking. If bikes are left unattended and have not been moved for an extended period of time, it is presumed that they have been abandoned. Bikes displaying signs of significant neglect, such as a rusted chain, bent or flat tires, or missing parts will be tagged with a RED tag and are subject for removal. If you feel your bike may have received this notice in error, please see the *Bike Recovery/Retrieving* section below for additional information.

Please note: items such as locks, wheels, and helmets left on the bike racks also may be considered abandoned and are subject to impoundment. These items also will be tagged and removed after fourteen (14) days if still present.

Abandoned Bike Definition

- Rusted chain, deflated tires, leaves and debris present, obviously not in use
- Damaged or in disrepair (e.g. bent wheels, handlebars, missing parts)

Summer Removal

Students, Faulty, and Staff who leave campus during the summer months are strongly encouraged to find an alternate location to store their bikes.

Purchasing Services will start tagging all bikes left on campus during mid-May. Bicycles will be tagged as abandoned and given two (2) weeks to be moved. Bicycles not moved after those two (2) weeks will be impounded, removed from the bike rack and placed into the Purchasing Services' warehouse for a holding period of 90 days. If not claimed after the 90 day hold, these bikes will be placed into a public auction.

This sweep cleans up unwanted and abandoned bikes left on campus, unclogs busy bike racks, and helps prepare the campus for the new student arrivals in the Fall. This large-scale abatement normally occurs a week or two after the Fall Semester and again after the Summer Semester. The bike will be stored in the Purchasing Services' warehouse and held awaiting owner pick-up for 90 days.

Bike Recovery/Retrieving

If you think your bike may have been impounded, please contact the Assistant Director of Purchasing Services at (765) 285-1803 or Delivery@bsu.edu. *Please note: locks have been cut during impoundment and a new lock will be needed.*

To claim a bike, owners will need to provide proof of ownership (bike lock key, sales receipt of bike purchase, etc.), and show a photo ID.

Note: After 90 days, the University has the authority to sell, surplus, destroy, recycle or otherwise dispose of any removed bicycle.

Purchasing Services is not responsible for the cost of locks, chains, other security devices, or any other item that may be damaged or destroyed as a result of removing any bicycle, including incidental damages that may occur to the bicycles during the impoundment process. Purchasing Services has no responsibility or liability to replace or make compensation for such items.

Bike Registration

We encourage you to register your bike with the Ball State University Police Department (UPD) as registered bikes are much easier to identify and recover should they be stolen or removed. Please complete your free bike registration here: https://www.bsu.edu/about/administrativeoffices/police/classes-services/bikeregistration.

Responsibility

Purchasing Department

Other Departments Affected

Campus

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