Bicycle/Scooter Guide and Regulations

KANSAS STATE UNIVERSITY

Parking Services Office
1 KSU Parking Garage
706 N. 17th St.
Manhattan, KS 66506
(785) 532-PARK (7275)

I. Introduction

A. The University Bicycle Program

Information about the Kansas State University bicycle program may be obtained during working hours from KSU Parking Services, 1 KSU Parking Garage, 532-PARK (7275), a department of the Division of Human Resources, Kansas State University. After hours, information may be obtained from the University Police, Edwards Hall (532-6412).

II. Regulations

A. General Regulations

1. **Bicycle Permit:** All bicycles parked on campus shall have a KSU bicycle permit displayed on the bicycle. A ticket will be issued to bikes without permits. Bicycle permits may be obtained at no cost from Parking Services. The bicycle permit shall be attached to the center post of the bicycle frame, below the seat post, and be totally visible. Counterfeiting, altering, defacing, or transferring the permit to another bicycle or person and/or giving false information on application or in hearing is a violation of these regulations.

2. **Bicyclist Responsibilities:** The person to whom the bicycle permit is registered is the one responsible for any violation of bicycle parking regulations. Moving violations will be assessed to the individual operating the bicycle.

3. **Authorities:** Every person operating a bicycle on University property is subject to these Bicycle Regulations and must obey all Police Officers and Parking Services Personnel.

B. Moving Regulations

1. **Bicycle Access:** Riding a bicycle on University lawns or planted areas is prohibited. Riding a bicycle on University walkways, Monday through Friday from 7:30 A.M. to 5:30 P.M. is prohibited except where indicated otherwise on Bike Map (see centerfold) or on weekends, holidays or school breaks.

2. **Reasonable Operation:** No person operating a bicycle on University property including exclusive use bikeways and shared pedestrian walkways, shall exceed the maximum speed that is reasonable and prudent with respect to visibility, local traffic, weather, and surface conditions that exist at the time, or that endangers the safety of any person or property. The Kansas State University Police Department Bicycle Patrol is exempt from these regulations while performing official duties.

3. **Pedestrian Right-Of-Way:** Bicyclists shall yield the right-of-way to pedestrians on all shared use walkways.

4. **Traffic Laws:** Bicyclists shall be subject to all vehicular laws including parking and traffic control mechanisms, signs and traffic lights unless there is specific signage or rules to the contrary that is applicable to bicycles. Three important laws are summarized below:

   a. **A front white light is mandatory between sunset and sunrise shall be visible from 500 feet. The bicycle shall also have a red reflector mounted on the rear of the bicycle that is visible from a distance of 100 to 600 feet to the rear when exposed to the head lamps of a motor vehicle. Leg lights or rim mounted red lights do not meet these requirements-, however, they are encouraged as a supplement.**

   b. **Stop signs and stop light devices must be observed.**

   c. **Bicyclists must observe campus dismount zones during specified times (7:**30 A.M. to 5:00 P.M., Monday through Friday), including crosswalks within or connecting to campus dismount zones.

C. Parking Regulations

1. **Bike Racks:** All bicycles shall be parked only in an approved bike rack. Bike rack locations are indicated on the Bike Map (see centerfold).

2. **Parking Violations:** Parking outside of any approved bicycle rack including:

   a. Parking on or locked to trees, plants, or other living objects, railings, fences, posts, signs, fire hydrants, gas pumps, trash receptacles.

   b. Parking in or on any service drive, building entrance, driveway, bikeway, rail, or stairway.

D. Scooter "Rules of Ridership"

1. Obey all traffic laws.

2. Must wear a helmet.

3. Must yield to pedestrians.

4. Park responsibly in designated area.

5. Sanitize hands and wipe down the scooter before and after riding.

III. Fines or Impoundment

A. Fine Assessment

Violation of any bicycle and/or traffic regulations may result in the assessment of fines, impounding of the bicycle and/or filing of criminal charges.

B. Fine Payment

1. **Payment/Appeal:** Any person receiving a KSU bicycle citation shall submit fine payment or submit an appeal to Parking Services, or deposit payment in yellow misuse fees boxes. If a bicycle is ticketed for a violation and is found not to have a valid registration, the owner of the bicycle shall register the bicycle at that time. Additional fines and charges must be paid when applicable; or

2. **Appeal:** The ticket may be appealed.

   a. Appeals must be filed by the owner of the bicycle, before fourteen (14) calendar days after the date of issuance of the citation.

   b. Appeal must be in writing on the prescribed form from Parking Services.

   c. Appeals will be handled in accordance with the KSU Parking Citations Appeals Board (PCAB).

   d. Initiation of an appeal stays the penalty until a ruling is made by PCAB.

   e. Tickets may be appealed only once. Decisions of PCAB on any violation is final. Paid tickets may not be appealed.

3. **Nonpayment:** Nonpayment of fines may result in loss of parking privileges, transport impoundment, and/or administrative action. Fines are delinquent if not paid within 14 calendar days of the date of ticket.

C. Fine Amounts

1. No Registration Permit Fine	$ 5.00
2. Moving Regulation Fine	$ 15.00
3. Parking Fine	$ 15.00
4. Delinquent Payment Fine	$ 5.00
5. Field Impoundment Fine	$ 10.00
6. Transport Impoundment Fine	$ 30.00
7. Impoundment Storage Fine Per Day	$ 1.00
8. Maximum Impoundment Storage Fine	$ 20.00

D. Impoundment

1. **Impoundment Authority:** Whenever a bicycle is found in violation of the KSU Bicycle Regulations, any University Police Officer, Parking Control Officer or other person authorized by the University Police may field impound the bicycle or, remove the securing mechanism if necessary, to transport the bicycle. The University shall not be liable to the owner of the securing device or the owner of the bicycle for the cost of repair or replacement of such securing device. If the bike owner does not recover the bike after a period of 60 days, the bike becomes the property of KSU Parking Services and will be handled according to appropriate University and state laws.

   Reasons for bicycle impoundment include:

   a. Bicycle impoundment will occur when bicycle is not parked in a bike rack but is parked in another location. Bikes parked along access routes or attached to handrails may interfere with emergency access or the access of those with physical limitations. Bikes parked on the lawn or planted area may hinder maintenance or cause damage. Bikes parked in buildings may impede access, disrupt maintenance and cause damage.

   b. Bicycles that appear to be abandoned may be impounded. Bicycle parts, equipment and locks abandoned in the bike parking areas will be removed.

2. **Field Impoundment:** A bicycle is field impounded when it is locked by University personnel in the location it was found. Removal of the impounded bicycle or securing mechanism by unauthorized personnel is against the law. Criminal charges may be filed. Bicycles field impounded longer than two days may be transport impounded.

3. **Transport Impoundment:** A bicycle is transport impounded when it is removed from its location, its lock cut if necessary and stored by University Personnel. Storage charges will begin fourteen (14) calendar days of the date of the ticket. If the bike owner does not recover the bike after a period of 60 days, the bike becomes the property of KSU Parking Services and will be handled according to appropriate University and state laws.

IV. Supplemental Information

A. Granting Authority–Kansas State University

By the authority vested in the Kansas Board of Regents through the provisions of the Kansas Statutes, regulations pertaining to the operation and parking of bicycles are hereby established and set forth.

B. Scope of Regulations

These bicycle regulations are issued supplemental to all applicable state laws. These regulations apply to all persons operating bicycles on the University campus, except Certified Police Bicycle Officers in the performance of their official duties. These regulations are in effect at all times, including holiday, weekend and break periods.

C. Approval of and/or Revisions To Regulations

These regulations are approved by the KSU Council on Parking Operations. This council is a joint organization of students, faculty, and staff. Inquiries may be made to the KSU Council on Parking Operations, Kansas State University, Manhattan, c/o Parking Services, 1 KSU Parking Garage. The University reserves the right to change these regulations as necessary.

D. City/State Laws

City of Manhattan and State of Kansas laws will apply to you when you ride on city streets and bikeways. Consult the Manhattan Revised Code for complete information on City bicycle laws.

E. University Liability

The University assumes no duty for the care of protection of bicycles or their contents while the bicycle is on property owned, leased, or otherwise controlled by the University.

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KANSAS STATE UNIVERSITY

Bicycle Map 2025–2026

Bicycle's may not be ridden on campus sidewalks except on Weekends and between 5:30 p.m. through 7:30 a.m. on Weekdays.