

Micromobility Device Parking, Removal, and Impoundment Standard Operating Procedure

Unit:	Alternative Transportation
Department:	Transportation & Parking Services (TAPS)
Created:	10/15/2026
Revised:	
Scope:	This SOP applies to all micromobility devices parked or left on campus property. It establishes how abandoned devices are identified, tagged, and impounded, and how devices that obstruct ADA ramps, stairways, and other paths of travel are removed.

Summary

Micromobility devices (bicycles, e-bikes, e-scooters, and similar devices) must be parked in the bike and scooter racks provided around campus. Transportation & Parking Services (TAPS) responds to requests from staff and campus departments such as Housing, Facilities, or the Disability Resource Center, that report a device they believe is abandoned or improperly parked. Devices that are abandoned or parked in violation of the [UC Riverside Traffic, Parking and Other Enforcement Codes](#) policy may be tagged, removed, and impounded by TAPS. TAPS may immediately remove and impound any device that presents a safety, accessibility, operational, or emergency-access concern.

Abandoned Devices

Indicators of an abandoned device may include flat or missing tires, missing or damaged parts, heavy rust or debris buildup, or a device that has remained in the same location for an extended period. Abandoned devices are handled as follows:

- **Notice.** TAPS attaches a warning tag to the device stating that the owner has seven days to move the device or remove the tag.
- **Impoundment.** If the tagged device is still in the same location after the deadline, TAPS will cut the lock and impound the device. The device and its lock are stored at TAPS.
- **Hold period.** Unsecured lost and found property is disposed of upon collection. Property that was secured is held for 90 days.

If the device is registered with TAPS, staff will attempt to contact the owner using the contact information on file. Devices that are missing parts are considered scrap and are immediately removed and recycled.

Improperly Parked Devices

Devices locked or left in unauthorized areas are subject to immediate removal without prior warning. Unauthorized areas include:

- Stairways and railings.
- ADA ramps and other accessible paths of travel.
- Building entrances, emergency exits, and other areas that must remain clear for emergency access.

TAPS will cut the lock if necessary and impound the device. If the device is registered with TAPS, staff will attempt to contact the owner using the contact information on file. Property that was secured is held for 90 days.

Removal and Storage

TAPS will use reasonable care when removing and storing devices. The University is not responsible for damage to locks, devices, or attached accessories resulting from removal, or for items left on or attached to a device. Owners are encouraged to remove personal items and accessories from devices before leaving them on campus.

Claiming an Impounded Device

Owners may claim an impounded device from TAPS at any time during the 90-day hold period. Owners of registered devices may claim them by confirming their registration. Owners of unregistered devices must prove ownership by bringing the key to the lock that was removed, or other documentation of ownership such as a purchase receipt or serial number.

Unclaimed Devices and Donations

Devices not claimed within the 90-day hold period are turned over to ScotSurplus for sale.

Students, faculty, and staff who no longer want their micromobility devices should remove them from campus property rather than leaving them behind. Devices in good condition may be donated directly to TAPS or ScotSurplus.