

CAMPUS TRANSIT REGULATIONS

POLICY SUMMARY

To promote safe transit on its Flagstaff campus, Northern Arizona University has adopted and enforces these regulations to govern the operation of bicycles, scooters, skateboards, skates, and all device of similar design and purpose. Operators of such devices on the Flagstaff campus are responsible for knowing and complying with these regulations. Students and employees who habitually or flagrantly disregard these requirements are subject to disciplinary action in addition to any citation and monetary fines imposed pursuant to these regulations.

REASON FOR THIS POLICY

Comprehensive regulations governing transit devices are necessary to promote safe, efficient, and orderly movement across the university's Flagstaff campus.

ENTITIES AFFECTED BY THIS POLICY

- NAU Police Department
- University Transit Services
- University Transit Services Appeals Board

WHO SHOULD KNOW THIS POLICY

- All Flagstaff campus community members including employees, students, and visitors.
- Campus transit regulation enforcement officers.
- University Transit Services Appeal Officer.
- University Transit Services Appeals Board members.

DEVICE DEFINITIONS

Motorized device includes but not limited to skateboard, minibike, and gas-powered scooters, or device of similar in design and purpose, moved by electricity or fuel.

Bicycles: electric or human powered, having one or multiple wheels and of any seating configuration.

Street Authorized Motorized device: includes but not limited to mopeds and electric standup scooters, or device of similar in design and purpose, moved by electricity or fuel.

Non-motorized Pedestrian device: includes but not limited to skateboards, roller and in-line skates, scooters, or device of similar in design and purpose moved by human power only.

Power-Driven Mobility device: includes device used by individuals with mobility disabilities or impairments for the purpose of locomotion whether moved by electricity or fuel.

POLICY

Section I. – General

A. Authority

Pursuant to Arizona state law (A.R.S. § 15-1627), Northern Arizona University adopts and enforces these regulations to promote safe transit on its Flagstaff campus.

B. Scope and Applicability

These regulations apply to the operation of any Motorized device, Bicycle, Non-motorized Pedestrian device, and Power-Driven Mobility device (henceforth referred to as “device”) on the Flagstaff campus by university community members and the general public. They are in effect throughout the entire calendar year, including during the summer and all holidays and university closures. Additionally, the Director of University Transit Services (or designee) may exercise discretion to address special circumstances not covered by these regulations. Any device that is required to have a license plate, such as certain types of mopeds, are not included in this policy and would follow Motor Vehicle Parking and Traffic Regulations. (Per ARS 28-101).

C. Guiding Principles

Safety and courtesy are the operative elements of these regulations. Operation of all types of devices is a privilege granted by the university on the condition that such operation adheres to all applicable safety requirements while providing courtesy for all. Operation of any device in violation of these regulations or otherwise operated in an unsafe or discourteous manner is prohibited and subject to sanction and/or disciplinary action in accordance with the university’s student and employee conduct policies and procedures. In accordance with Section I(D), individuals unwilling or unable to observe these principles are not authorized to use any device on the Flagstaff campus.

D. Conditions for Authorized Operation

Authorization by the university to operate a device on the Flagstaff campus is granted solely to persons who observe all the conditions listed below. The safe operation of a Power-Driven Mobility device in accordance with these regulations by individuals with mobility disabilities is always permitted. Individuals may operate a device only if:

1. such operation is safe and courteous;
2. the operator observes all applicable rules controlling such operation (e.g., right of way, designated areas, routes, zones, direction of travel, traffic control signage and signals, etc.); and
3. the operator immediately complies with any instruction relevant to the operation of the device issued by university officials or agents, including law enforcement or security officers, acting in the good faith performance of their duties.

E. Right of Way

The following shall apply to any Bicycle, Motorized Device, Pedestrian and Power-Driven Mobility device and pedestrian, unless otherwise noted, in any Flagstaff campus area, such as sidewalks, paths, or similar areas, etc. not under the jurisdiction of Title 28 of the *Arizona Revised Statutes*, the state transportation code:

1. Riders and pedestrians shall yield the right of way to emergency vehicles or personnel acting in the performance of their duties.
2. Riders shall yield the right of way to other riders as necessary to ensure safe, courteous transit.
3. Bicycles, Motorized and Pedestrian device riders shall yield the right of way to any Power-Driven Mobility device rider or pedestrian.
4. Pedestrians shall yield the right of way to any Power-Driven Mobility device rider.

F. Arizona State Transportation Code

Any violation of A.R.S. Title 28 occurring on the Flagstaff campus shall also constitute a violation of these regulations subject to administrative disciplinary action by the university.

G. Collisions

Individuals involved in any device-related collision on the Flagstaff campus are required to immediately report the collision to the NAU Police Department by calling 928-523-3611 prior to leaving the scene of the collision. Failure to report a collision on university property is considered misconduct subject to disciplinary action. For purposes of this provision, "collision" means any event, incident, interaction, or circumstance involving the operation of a device in which one or more individuals is injured or property damage more than fifty dollars (\$50) occurs.

H. Removal and Impoundment

The university maintains the right to remove and impound, with an associated daily storage fee, any device found or reasonably believed to be abandoned or parked or stored in violation of applicable policies or regulations. The cost of replacing a locking device cut or removed by the university is the owner's responsibility. The owner may contact University Transit Services for assistance with retrieving an impounded item by providing proof of ownership or registration. The university assumes no responsibility for any damage or loss to any such device or any item it contains or that is attached to it.

Notice will be sent to known device owners/registrants when impounded and if left unclaimed for 90 calendar days after the original date of impoundment, the device shall be considered abandoned and may be disposed of by the university.

I. Licensed Motorized Devices

Motorized devices requiring a state license plate may only be driven on campus roadways and shall not be driven on campus sidewalks, paths, or pedways, or otherwise be in violation of local signage. It is the responsibility of the owner to verify with their home state department of motor vehicles if their device requires a license plate. Emergency vehicles and devices owned by the university are exempt from this prohibition.

J. Liability

Operators of any device are responsible for all harm, damage, and/or liabilities they may cause or incur while operating on the Flagstaff campus. Operation of any device on university property constitutes the operator's acknowledgement and acceptance of this responsibility. The university assumes no responsibility for any such harm, damage, or liability caused by operator's use of the device on its property. Nor does the university assume any liability for the care or protection of any Bicycle, Pedestrian device, Motorized device, or Power-Driven Mobility device while it is present on university property, whether arising from fire, flooding, theft, damage, or loss of such device or any article left in such device or attached to it.

Section II. – Operating Requirements and Prohibitions

A. Motorized device

1. Motorized device riders shall always ride with regard for public safety and courtesy and shall not create an unreasonable inconvenience or hazard for themselves or others.
2. Motorized device riders shall not cling or attach themselves to any moving device or vehicle.
3. Motorized devices may not travel in roadways, within parking structures or where posted as not allowed. (This excludes bicycles and electric standup scooters as outlined in Arizona Revised Statutes [ARS 28-819](#) and are covered in Section II.B).
4. Motorized devices may travel in pathways designated for wheeled devices such as bike paths. They may not travel in bike lanes in the roadway. When traveling on bike paths:

Motorized device riders shall ride in the normal direction of pathway traffic and, when traveling at less than the normal speed of pathway traffic, shall ride as near to the right side as practical, except under the following situations:

- A. If overtaking and passing another device or bicycle proceeding in the same direction.
- B. If preparing for a left turn at an intersecting path or sidewalk.
- C. If reasonably necessary to avoid conditions, including fixed or moving objects, parked or moving devices, bicycles, pedestrians, animals or surface hazards.
- D. If the lane in which the person is operating the device is too narrow to travel safely side by side within the pathway.

5. When crossing roadways, Motorized device riders must use a crosswalk where one is provided.
6. Motorized devices may not be operated in restricted areas, which include inside all campus buildings and posted outdoor areas. Motorized devices must be dismounted and walked in accordance with posted signage or other indicators.
7. Motorized devices may not be ridden at a speed greater than any posted speed limit, or at a speed greater than is reasonable, prudent, and safe for the local conditions.
8. Motorized devices may not be parked or secured to any fence, light post, tree, handrail, water/gas line, or signpost, or in any other unauthorized area. Motorized devices must be parked in designated areas only, including but not limited to bicycle racks, enclosures, or lockers. Motorized devices parked or left in violation of this regulation are subject to impoundment at the owner's expense.
9. Motorized devices propelled by fuel may not be parked within 25 feet of a building. Fire code prohibits combustible storage, fueled vehicles, and other appliance from being stored under combustible canopies, eaves, or roof overhangs. Motorized devices may be parked in bike racks that are located at least 25 feet from any building.
10. Motorized devices propelled by electricity should adhere to the owner's manual regarding battery safety and parking.

B. Bicycles and Street Authorized Motorized Devices

1. Bicycle and Street Authorized Motorized device riders shall always ride with regard for public safety and courtesy and shall not create an unreasonable inconvenience or hazard for themselves or others.
2. Bicycle and Street Authorized Motorized device riders shall not cling or attach themselves to any moving device or vehicle.
3. Bicycle and Street Authorized Motorized device riders shall ride in the normal direction of traffic and, when on roadways traveling at less than the normal speed of traffic, shall ride as near to the right side as practical, except under the following situations:
 - A. If overtaking and passing another bicycle or vehicle proceeding in the same direction.
 - B. If preparing for a left turn at an intersection or into a private road or driveway.
 - C. If reasonably necessary to avoid conditions, including fixed or moving objects, parked or moving vehicles, bicycles, pedestrians, animals or surface hazards.
 - D. If the lane in which the person is operating the bicycle is too narrow for a bicycle and a vehicle to travel safely side by side within the lane.

Persons riding Bicycles on a roadway shall not ride more than two abreast except in bike lanes or on paths. Bicycle riders are encouraged to use the bicycle lane or path where one is provided.

4. Bicycle and Street Authorized Motorized device riders must come to a full and complete stop before entering the crosswalk on the near side of the intersection, or if there is no crosswalk, shall stop at a clearly marked stop line, or if there is no line, shall stop at the point nearest the intersecting roadway where the driver has a view of approaching traffic on the intersecting roadway before entering the

intersection except when directed to proceed by a police officer. Bicycle and Street Authorized Motorized device riders facing a steady red traffic control signal shall stop and remain until an indication to proceed is shown. (Per A.R.S. § 28-645.A.3.a

5. Pursuant to state traffic laws, Bicycle and Street Authorized Motorized device riders operating in a roadway or bike lane must cross intersections in the same manner as automobiles or similar motorized vehicles. If riding on the sidewalk or crossing, it is recommended to dismount and proceed as a pedestrian.
6. Bicycles and Street Authorized Motorized devices may not be operated in restricted areas, which include inside all campus buildings and posted outdoor areas. Bicycles and Street Authorized Motorized devices must be dismounted and walked in accordance with signage or other posted indicators.
7. Bicycles and Street Authorized Motorized devices operated between dusk and dawn shall be equipped with and use a white headlight and a red rear light or reflector that comply with A.R.S § 28-817.
8. Bicycles and Street Authorized Motorized devices may not be ridden at a speed greater than any posted speed limit, or at a speed greater than is reasonable, prudent, and safe for the local conditions. Bicycles and street authorized motorized devices may only carry the number of riders for which they are specifically designed.
9. Bicycles and Street Authorized Motorized devices may not be parked or secured to any fence, light post, tree, handrail, water/gas line, or signpost, or be in any other unauthorized area. Bicycles and Street Authorized Motorized devices must be parked in designated areas only, including but not limited to bicycle racks, enclosures, or lockers. Bicycles and Street Authorized Motorized devices parked or left in violation of this regulation are subject to impoundment at the owner's expense.

C. Non-motorized Pedestrian devices

1. Non-motorized Pedestrian device riders shall always ride with regard for public safety and shall not create an unreasonable inconvenience or hazard for themselves or others.
2. Non-motorized Pedestrian device riders shall not cling or attach themselves to any moving device or vehicle.
3. Non-motorized Pedestrian device riders shall ride on sidewalks, bicycle paths, or pedestrian paths and shall ride in single file except when overtaking a slower rider or pedestrian.
4. Non-motorized Pedestrian device riders must use a crosswalk to cross a roadway where one is provided.
5. Non-motorized Pedestrian device riders shall not ride in any campus building, roadways, or parking garages or where posted as not allowed.
6. Non-Motorized Pedestrian Device riders shall not utilize fixtures, building or landscape features or steps to perform tricks.

D. Power-Driven Mobility devices

1. Power-Driven Mobility device riders shall not ride in roadways except where no other reasonable route exists and doing so is necessary to reach their destination. Crosswalks must be used where one is provided.
2. In accordance with the Americans with Disabilities Act as Amended, in circumstances where it is not apparent but there is a compelling institutional or public safety reason to inquire, Power-Driven Mobility device users may be asked to provide credible assurance that the Power-Driven Mobility device is required because of the person's disability. In such circumstances, university officials and enforcement

officers shall accept a verbal representation, not contradicted by observable fact, that the Power-Driven Mobility device is being used because of a mobility disability.

Section III. – Violations, Citations, and Sanctions

A. General

1. Recipients of citations issued pursuant to these regulations may either i) pay the fine in full within thirty (30) calendar days of the issue date; or ii) appeal the citation within fourteen (14) calendar days of the issue date. Fees imposed for removal and impoundment are not appealable and must be paid without exception prior to the release of the device.
2. In accordance with A.R.S. § 15-1627, university enforcement officers may issue a citation to university community members for violating these regulations. Members of the general public who violate these regulations shall be warned of a violation and may receive an administrative University citation. The device may be impounded at the owner's expense.

B. Violations

Northern Arizona University's campus transit violations may result in the stated sanctions. Fine amounts are at the discretion of UTS and are subject to change without notice. The fine amounts currently in effect are at <https://in.nau.edu/university-transit-services/policies/>.

1. **Parking or Storage in an Unauthorized Area.** Devices may only be parked or stored in authorized areas in accordance with local signage.
2. **Failure to Yield.** While travelling on campus transit ways, operators of any device and pedestrians must yield the right of way as outlined in with Section I(E).
3. **Failure to Stop.** Operators of any device must come to a full and complete stop before passing the controlling plane of a stop sign. Bicycles and Street Authorized Motorized device riders facing a steady red traffic control signal must stop and remain until an indication to proceed is shown.
4. **Riding at Night without Headlight or Reflectors.** Bicycles and Street Authorized Motorized devices operated between dusk and dawn shall be equipped with and use a white headlight and a red rear light or reflector that comply with State of Arizona legal requirements.
5. **Riding Against the Flow of Traffic.** Bicycles and Street Authorized Motorized device riders must ride in the normal direction of traffic. Bicycles Street Authorized Motorized device riders on roadway must ride as near to the right side as practical.
6. **Failure to Use Crosswalk.** To cross roadways, device riders must use a crosswalk where one is provided.
7. **Riding Where Prohibited.** Riding skateboards and Motorized devices in roadways, in parking garages, and where indicated by local signage is prohibited.
8. **Clinging to a Moving Vehicle.** Device riders may not cling or attach themselves to any moving vehicle or device.
9. **Creating an Unreasonable Inconvenience or Hazard.** Operating any device, Pedestrian, or Mobility device in any manner not in accordance with the principles, authorizations, or requirements outlined in Sections I (C) and (D) and Section II not otherwise outlined in this section as an individual violation, including operating in any restricted area, is prohibited.
10. **Arizona State Law Violations.** Operating a Bicycle or street authorized motorized device in any manner not in accordance with the State of Arizona transportation code, *Arizona Revised Statutes*, Title

28, is prohibited.

C. Citations

Citations issued pursuant to this policy are viewable online via “Manage My Parking.” Payment information may be found on the UTS website on the “Policies” page.

D. Collection of Employee Debt

In compliance with Comptroller Policy 104, *Collection of Debts Owed to the University by Employees*, past due fine amounts may be deducted from an employee’s paycheck.

E. Appeals

Transit citations may be appealed in the manner set forth below. Throughout the appeal process, appellants may be assisted or represented by an advisor of their choosing, who may be an attorney. University Transit citation appeal reviews are non-adversarial administrative forums that do not involve witnesses or any type of cross-examination. Formal rules of evidence do not apply. Proper grounds for appeal do not include any of the following reasons, which will not be accepted by the UTS Appeals Officer or the UTS Appeals Board as a valid reason to dismiss or modify a campus transit citation fine:

- Lack of knowledge of the university’s transit regulations.
- Late for class or appointment.
- Violation was necessary to fulfill school or employment duties.
- Inability to pay or financial hardship imposed by the fine.
- Belief that the fine amount is excessive or unwarranted.

Appeals must be submitted within fourteen (14) calendar days of issuance of a citation either online via “Manage My Parking” at <https://in.nau.edu/university-transit-services> or in person at the UTS office. Supporting documentation or other relevant information may be attached to the appeal notice. Filing a notice of appeal will suspend the imposition of late payment fees. The appeal process is as follows:

1. **First Level Appeal.** All campus transit citation appeals are first heard by the UTS Appeals Officer who will review the appellant’s written statement, any supporting documentation provided, and other relevant evidence to determine, based upon the written record only, whether to uphold, modify, or dismiss the campus transit citation fine. First Level Appeals do not include a personal meeting with the UTS Appeals Officer or an in-person hearing of any kind. Instead, the appellant must submit in writing all reasons, arguments, and information as to why their citation fine should be modified or dismissed. In the absence of extraordinary circumstances that prevented its earlier submission, new information may not be submitted after the initial review by the UTS Appeal Officer. First Level Appeal decision notices are transmitted to the appellant via email. Payment of any fine imposed as the result of a First Level Appeal is mandatory prior to initiating a Second Level Appeal.
2. **Second Level Appeal.** An appellant who is dissatisfied with the outcome of their First Level Appeal and who has paid any resulting fine may initiate a Second Level Appeal. Such appeals will be considered by the independent UTS Appeals Board, which shall consist of five (5) NAU community members appointed by the UTS Director. The Director will designate (1) member to serve as the Board’s presiding officer. Second Level Appeal requests must be submitted either online via the Manage My Parking function located at <https://in.nau.edu/university-transit-services/manage-my-parking> or in person at the UTS office within fourteen (14) calendar days after the First Level Appeal decision date. A Second Level Appeal request will not be accepted without proof of payment in full of any fine imposed as the result of a First Level Appeal. The UTS Appeal Board may only consider reasons, arguments, and information as to why the citation fine should be modified or dismissed that were provided by the appellant for consideration by the First Level Appeal Officer during the First Level Appeal. The UTS Appeal Board will review the First Level Appeal case materials and will determine based upon the written record only whether to uphold, modify, or dismiss a parking citation fine. In the alternative, an appellant may request an in-person review or arrange for a virtual appearance before the UTS Appeal Board. UTS will transmit a written “Notice of Appeal Review” to the appellant no less than twenty (20) calendar days prior to the scheduled review date that will include a statement of the date, time, location, and nature of the review.

An appellant who cannot attend the appeal review on the date scheduled must notify UTS in writing within ten (10) calendar days of the Notice of Appeal Review date to request rescheduling. Once confirmed, absent extraordinary circumstances, postponements or continuances of scheduled review appearances will not be granted. An appellant who fails to appear at their in-person or telephonic appeal review will be deemed to have abandoned their appeal. The decision of the UTS Appeals Board is final.

F. Notice of Judicial Review

Individuals who have exhausted their administrative appeals and have received a final decision from the university regarding a citation issued pursuant to these regulations may, in accordance with the Arizona Administrative Review Act ([A.R.S. § 12-901, et seq.](#)), seek judicial review of the matter within thirty-five (35) calendar days.

RESPONSIBILITIES

First Level UTS Appeals Officer: hears and makes First Level Appeal determinations.

Employees, Students, Visitors, and Guests: know, understand, and follow these regulations prior to operating a Pedestrian, Motorized, or Power-Driven Mobility device on the university's Flagstaff campus.

University Transit Services Appeals Board: hears and makes Second Level Appeal determinations.

University Transit Services: administers these campus transit regulations in accordance with applicable law.

PROCEDURES

Visit "Manage My Parking" at <https://nau.edu/parking> or the UTS office to initiate an appeal of a campus transit citation issued pursuant to these regulations.

RELATED INFORMATION

Forms or Tools

Visit "Manage My Parking" at <https://nau.edu/parking> or the UTS office in-person to access the campus transit citation first and second level appeal forms.

Cross-References

[Arizona Revised Statutes Title 28, the State Transportation Code](#)

[Northern Arizona University Student Code of Conduct](#)

Sources

[Arizona Revised Statutes Title 28, the State Transportation Code](#)

[Arizona Revised Statutes § 12-901, et seq.](#)

[Arizona Revised Statutes § 15-1627](#)

APPENDIX

None.