

CAMPUS TRANSIT REGULATIONS

POLICY SUMMARY

To promote safe transit on its Flagstaff mountain campus, Northern Arizona University has adopted and enforces these regulations to govern the operation of bicycles, scooters, skateboards, skates, and devices of similar design and purpose. Operators of such devices on the Flagstaff mountain 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 monetary fines imposed pursuant to these regulations.

REASON FOR THIS POLICY

Comprehensive regulations governing non-motor vehicle transit are necessary to promote safety and efficient and orderly movement across the University's Flagstaff mountain campus.

ENTITIES AFFECTED BY THIS POLICY

- Flagstaff mountain campus transit
- NAU Police Department
- University Transit Services
- University Transit Services Appeals Board

WHO SHOULD KNOW THIS POLICY

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

DEFINITIONS

Non-Pedestrian Devices: for purposes of this policy, devices that whether moved by human power, electricity, or fuel include but are not limited to bicycles, tricycles, unicycles, and motorized mopeds and scooters, or devices similar in design and purpose.

Pedestrian Devices: for purposes of this policy, devices that whether moved by human power, electricity, or fuel include but are not limited to skateboards, roller and in-line skates, foot-propelled scooters, or devices similar in design and purpose.

Power-Driven Mobility Devices: for purposes of this policy, any device powered by electricity or fuel used by individuals with mobility disabilities or impairments for the purpose of locomotion.

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 mountain campus.

B. Scope and Applicability

These regulations apply to the operation of Non-Pedestrian, Pedestrian, and Power-Driven Mobility Devices on the Flagstaff mountain 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.

C. Guiding Principles

Safety and courtesy are the operative elements of these regulations. Operation of Non-Pedestrian and Pedestrian Devices is a privilege granted by the University on the condition that such operation adheres to all applicable safety requirements while manifesting courtesy for all. Operation of any Non-Pedestrian or Pedestrian Device in violation of these regulations or otherwise in an unsafe or discourteous manner is prohibited and subject to sanction in accordance with this policy 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 Non-Pedestrian or Pedestrian Devices on the Flagstaff mountain campus.

D. Conditions for Authorized Operation

Authorization by the University to operate Non-Pedestrian or Pedestrian Devices on the Flagstaff mountain campus is granted solely to persons who observe all the conditions listed below. The safe operation of Power-Driven Mobility Devices in accordance with these regulations by individuals with mobility disabilities is always permitted. Individuals may operate a Non-Pedestrian or Pedestrian 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 Non-Pedestrian or Pedestrian Device issued by emergency personnel or an enforcement officer.

E. Right of Way

The following shall apply to any Flagstaff mountain 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. Non-Pedestrian, Pedestrian Device, and Power-Driven Mobility Device riders and pedestrians shall yield the right of way to emergency vehicles or personnel acting in the performance of their duties.
2. Non-Pedestrian, Pedestrian, and Power-Driven Mobility Device riders shall yield the right of way to other Non-Pedestrian, Pedestrian, and Power-Driven Mobility Device riders as necessary to ensure safe, courteous transit.
3. Non-Pedestrian 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 mountain campus shall also constitute a violation of these regulations subject to administrative disciplinary action by the University.

G. Accidents

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

H. Removal and Impoundment

The University maintains the right to remove and impound any bicycle or other Non-Pedestrian or Pedestrian Device found or reasonably believed to be abandoned or parked or stored in violation of applicable policies or regulations. The cost of replacing cut locking devices removed by the University is the owner's responsibility. The owner may contact UTS for assistance with retrieving an impounded item. The University assumes no responsibility for any damage or loss to any such covered device or any item it contains or that is attached to it.

I. Liability

Operators of Non-Pedestrian or Pedestrian Devices are responsible for all harm, damage, and/or liabilities they may cause or incur while operating on the Flagstaff mountain campus. Operation of any of these devices 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 operators of Non-Pedestrian or Pedestrian Devices on its property. Nor does the University assume any liability for the care or protection of any Pedestrian Device, Non-Pedestrian Device, or Power-Driven Mobility Device while it is present on University property, whether arising from fire, flooding, theft, damage, or loss of the covered device or any article left in the covered device or attached to it.

Section II. – Operating Requirements and Prohibitions

A. Non-Pedestrian Devices

1. Non-Pedestrian 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. Non-Pedestrian Device riders shall not cling or attach themselves to any moving device or vehicle.
3. Non-Pedestrian Device riders shall ride in the normal direction of traffic and, when on roadways, as near to the right side as practical. In bicycle lanes separated by painted yellow stripes, Non-Pedestrian Device riders shall ride to the right of the stripe. Non-Pedestrian Device riders must ride in single file except when overtaking a slower rider or pedestrian. Bicycle riders are encouraged to use the bicycle lane or path where one is provided.
4. Non-Pedestrian Device riders must come to a full and complete stop before passing the controlling plane of a stop sign. Non-Pedestrian Device riders facing a steady red traffic control signal shall stop and remain until an indication to proceed is shown.
5. As appropriate, Non-Pedestrian Device riders must use a crosswalk where one is provided. Pursuant to state traffic laws, bicycle riders operating in a roadway must cross intersections in the same manner as automobiles or similar motorized vehicles.
6. Non-Pedestrian Devices may not be operated in restricted areas, which include inside all campus buildings and posted outdoor areas. Non-Pedestrian Devices must be dismounted and walked in accordance with signage or other posted indicators.

7. Bicycles operated between dusk and dawn shall be equipped with and use a white headlight and a red rear light or reflector of types that comply with A.R.S § 28-817.
8. Non-Pedestrian Devices may not be ridden at a speed greater than any posted vehicle speed limit, or at a speed greater than is reasonable, prudent, and safe for the local conditions. Bicycles may only carry the number of riders for which they are specifically designed.
9. Non-Pedestrian Devices may not be parked or secured to any fence, light post, tree, handrail, water/gas line, signpost, or in any other unauthorized area. Non-Pedestrian Devices must be parked in designated areas only, including but not limited to bicycle racks, enclosures, or lockers. Non-Pedestrian Devices parked or left in violation of this regulation are subject to impoundment at the owner's expense.

B. Pedestrian Devices

1. 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. Pedestrian Device riders shall not cling or attach themselves to any moving device or vehicle.
3. Pedestrian Device riders shall ride on sidewalks or bicycle or pedestrian paths and shall ride in single file except when overtaking a slower rider or pedestrian.
4. Non-Pedestrian Device riders must use a crosswalk where one is provided.
5. Pedestrian Device riders shall not ride in roadways.

C. 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. Power-Driven Mobility Device riders must use crosswalks 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.

D. Skateboards Special Rule

Skateboarding (which includes the use of powered skateboards) is prohibited in roadways, in parking garages, or where posted as not allowed.

E. Hoverboards

Hoverboard and similar self-balancing motorized devices are prohibited on the Flagstaff mountain campus.

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 to University community members a citation 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 Non-Pedestrian or Pedestrian Device may be impounded, and the University may charge a reasonable fee for the cost of its impoundment and storage.

B. Violations

Northern Arizona University's campus transit violations for which the sanctions as stated may be imposed are described below. Fine amounts are at the discretion of UTS and are subject to change without notice. The fine amounts currently in effect are listed in the most recent version of these regulations, which is available at <https://nau.edu/university-policy-library/campus-transit-regulations>.

1. **Parking or Storage in an Unauthorized Area**. Bicycles and other Non-Pedestrian and Pedestrian Devices may only be parked or stored in authorized areas in accordance with local signage. \$30 fine.
2. **Failure to Yield**. While travelling on campus transit ways, operators of Non-Pedestrian, Pedestrian, and Mobility Devices, and pedestrians must yield the right of way as outlined in with Section I(E). \$30 fine.
3. **Failure to Stop**. Non-Pedestrian Device riders must come to a full and complete stop before passing the controlling plane of a stop sign. Non-Pedestrian device riders facing a steady red traffic control signal must shall stop and remain until an indication to proceed is shown. \$50 fine.
4. **Riding at Night without Headlight or Reflectors**. Bicycles operated between dusk and dawn shall be equipped with and use a white headlight and a red rear light or reflector of types that comply with State of Arizona legal requirements. \$30 fine.
5. **Riding Against the Flow of Traffic**. Non-Pedestrian Device riders must ride in the normal direction of traffic and, when on roadways, as near to the right side as practical. \$50 fine.
6. **Failure to Use Crosswalk**. As appropriate, Non-Pedestrian, Pedestrian, and Mobility Device riders must use a crosswalk where one is provided. \$30 fine.
7. **Skateboarding Where Prohibited**. Skateboarding is prohibited in roadways, in parking garages, and where indicated by local signage. \$50 fine.
8. **Clinging to a Moving Vehicle**. Non-Pedestrian and Pedestrian Device riders may not cling or attach themselves to any moving vehicle or device. \$50 fine.
9. **Creating an Unreasonable Inconvenience or Hazard**. Operating a Non-Pedestrian, 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. \$50 fine.
10. **Arizona State Law Violations**. Operating a Non-Pedestrian or Pedestrian Device in any manner not in accordance with the State of Arizona transportation code, *Arizona Revised Statutes*, Title 28, is prohibited. \$30 fine.

C. Citations

Citations issued pursuant to this policy are viewable online via "Manage My Parking." Students and employees may pay citation fines online via <https://nau.edu/louie>. Checks may be mailed to PO Box 5603 Flagstaff, AZ, 86011 along with the entire bottom portion of the citation that has been filled out completely. Cash payments may be made in-person at Student and Departmental Account Services located on the first floor of the Gammage Building (bring the citation to ensure proper credit). To avoid late fees, transit citation fines must be paid in full within thirty (30) days of issuance. Fines paid after thirty (30) days are considered delinquent and late fees and other penalties may apply. Copies of lost citations may be obtained from UTS. The citation is not considered settled until the fine is paid in full or the waived by the UTS Appeals Officer or the University Transit Services Appeals Board ("UTS Appeals Board"). Fines determined as the result of an appeal decision must be paid within thirty (30) calendar days of the decision to avoid additional late payment fees or other penalties. UTS

will generally process refunds that result from appeal decisions within ten (10) business days of the decision, which for students will appear as a credit on the student's account (if the student account is in deficit, the refund/credit will automatically offset the balance owed accordingly).

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:

- Have never received a campus transit citation before
- 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
- Citation not issued to others in the same or similar circumstances
- 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 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, no new information may be submitted later in the appeal process that is not provided at this time for 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 one 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 telephonic 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, Non-Pedestrian, or Power-Driven Mobility Device on the University's Flagstaff mountain 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.