

POLICY CONCEPTS: INSTRUCTIONS AND GUIDELINES

All policy proposals – including new policy concepts, proposed revisions, or suggested repeals – must be submitted via the form on page 2 to the Office of the University Secretary with appropriate supporting information and documents. Completed submissions are forwarded to the University Senate (academic policies) or the President’s Policy Advisory Council (PAC), which ensures proper routing through the policy-making process. (See UO Policy I.03.01 for more information.)

Please keep the following definition of a university policy in mind as you develop your concept:

A University Policy (“Policy”) is a policy that (1) has broad application or impact throughout the University community, (2) must be implemented to ensure compliance with state or federal law, (3) is necessary to enhance the University’s mission, to ensure institutional consistency and operational efficiency, or to mitigate institutional risks; or (4) is otherwise designated by the Board [of Trustees] or the President [of the University] as a University Policy.

A policy establishes rights, requirements or responsibilities. Excluded from this definition are things such as, but not limited to, implementation guides, operating guidelines, internal procedures, and similar management controls and tools.

To help facilitate as smooth a process as possible, please consider the following:

1. Consult as many stakeholders as possible *prior to submitting* your concept. A primary role for the PAC is to ensure that appropriate offices, departments or groups are consulted.
2. Run your concept by the Office of General Counsel (OGC) *prior to submission*. OGC review is a required step in policy-making.
3. Please use the proper template – email uopolicy@uoregon.edu to obtain either (a) the new policy template (new proposals) or (b) the Word version of the existing policy in its proper template (for redlines/revisions).
4. A “redlined” version of your concept in Word is required for proposed revisions. This must be done using the appropriate Word version (see #3, above).
5. Include any appropriate related resources that will be useful to those reviewing the concept. Links are preferred, but supplemental documents are of course acceptable for items not online. Examples of such items include any associated procedures or unit level policies (even if in draft form), or other policies or procedures related to, overridden by, necessary as a result of, or otherwise affiliated with your concept;
6. Please submit all documents as individual files.
7. Someone from the responsible office or proposing unit will need to attend a PAC meeting to explain the concept and answer any questions.

Please email uopolicy@uoregon.edu if you have any questions. Thank you!

POLICY CONCEPT FORM

Name and UO Title/Affiliation:	Dave Reesor, Director, UO Transportation Services
Policy Title & # (if applicable):	IV.08.01 Bicycles and Other Personal Transportation Devices
Submitted on Behalf Of:	Transportation Services
Responsible Executive Officer:	Dave Reesor, Director, UO Transportation Services

SELECT ONE: New Policy Revision Repeal

Click the box to select

HAS THE OFFICE OF GENERAL COUNSEL REVIEWED THIS CONCEPT: Yes No

If yes, which attorney(s): Jeslyn Everitt, Associate General Counsel

GENERAL SUBJECT MATTER

Include the policy name and number of any existing policies associated with this concept.

IV.08.01 Bicycles and Other Personal Transportation Devices

RELATED STATUTES, REGULATIONS, POLICIES, ETC.

List known statutes, regulations, policies (including unit level policies), or similar related to or impacted by the concept. Include hyperlinks where possible, excerpts when practical (e.g. a short statute), or attachments if necessary. Examples: statute that negates the need for or requires updates to an existing policy; unit level policy(ies) proposed for University-wide enactment; or existing policies used in a new, merged and updated policy.

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STATEMENT OF NEED

What does this concept accomplish and why is it necessary?

This policy amendment would permit parking and charging of e-devices (bikes, skateboards, scooters, etc.) in designated indoor locations only after required review and approval.

Designated locations would be approved by Transportation Services in consultation with Safety and Risk Services (including the Fire Marshal), and with the support of the relevant building and facilities management. This policy amendment is needed in order respond to the growing demand on campus for safe parking and charging locations for e-mobility devices. In part, this is responding to a fire that was caused by the non-compliant storage of a malfunctioning e-mobility device that was charging in a residence hall room over winter break, 2023.

AFFECTED PARTIES

Who is impacted by this change, and how?

University-wide, including Transportation Services, University Housing, Safety Risk Services, and additional departments requesting charging and/or parking locations.

CONSULTED STAKEHOLDERS

Which offices/departments have reviewed your concept and are they confirmed as supportive? (Please do not provide a list of every individual consulted. Remain focused on stakeholders (e.g. ASUO, Office of the Provost, Registrar, Title IX Coordinator, etc.).)

Name	Office	Date
Jamie Moffitt	VPFA office	
Deborah Butler	VPFA office	9/4/2024
Krista Dillon	SRS	11/1/2024
Deb Donning	SRS	10/11/2024
Rachel Glaeser	Transportation Services	10/11/2024
Rick Haught	EMU	10/11/2024
Eric Alexander	EMU	10/11/2024
David Flock	EMU	10/11/2024
Lillian Moses	Housing	9/9/2024
Michael Griffel	Housing	10/5/2024
Dan Kennedy	Law	10/11/2024
Shirley Brabham	Student Services	10/11/2024
Zach Earl	Fire Marshal	10/11/2024
Steve Stuckmeyer	Environmental Health and Safety	10/11/2024
Mike Duncan	Athletics	11/5/2024
