I. **PURPOSE & INTENT**

The intent of this Policy is to establish a standard process for removal of abandoned vehicles (bicycles, golf carts, cars, trucks and boats) on the University of South Florida (USF) Tampa campus.

II. **STATEMENT OF POLICY**

Abandoned vehicles contribute to an unsightly and unsafe campus environment. Typically, abandoned vehicles are old, damaged or in disrepair and of little or no value.

III. **DEFINITION OF TERMS**

A. **Abandoned Vehicles**: Administrative Services defines abandoned as vehicles that have been observed without movement for an extended period of time (as determined by the University Police, Physical Plant Division and Parking and Transportation Services) and not cared for (old, rusted, flat tires, deteriorating or in disrepair) or a vehicle parked on USF property in violation of USF Regulation or Policy.

B. **Physical Plant Division (“PPD”)** is the office vested with the authority to store, dispose or transfer the title to the abandoned vehicles.

IV. **PROCESS STEPS**

A. Around the middle of May each academic year, the Grounds Department in PPD and the Maintenance/Enforcement Departments in Parking and Transportation Services will survey university property, except residential areas, and identify abandoned vehicles by placing a notification tag including date of tag and action to be taken. Housing staff will tag bicycles
in residential areas. Vehicles that have not been moved or fixed thirty (30) days after being tagged will be removed by PPD. Occasionally, vehicles such as bicycles that do not meet the definition of “abandoned” may have to be removed due to factors such as obstruction of access, construction or safety or environmental compliance.

B. **Bicycles:**

1. The serial numbers of all removed bikes will be recorded, and reported to the University Police Department (“UPD”). PPD will keep count of how many bicycles are removed on an annual basis.

2. All removed bikes will be held in Lot 28 (Physical Plant compound) for thirty (30) days. After thirty (30) days, bikes not claimed will be donated to an official USF bicycle club or not-for-profit organization, recycled or disposed of at the discretion of PPD. In the event the bicycles are sold, the proceeds shall be placed in an auxiliary account dedicated to student scholarships or other student support services.

3. The owner of a bicycle who wishes to take his/her bicycle back within the thirty (30) day period described above should contact the UPD at (813) 974-2628. The UPD will coordinate access to the bicycle with PPD and make arrangements with the owner for pick up. Verification of ownership may be required.

C. **Golf Carts:**

1. The serial or registration numbers of all removed university golf carts will be recorded and used to contact the department/Vice Presidential area responsible for the property. All removed golf carts will be held in Lot 28 (Physical Plant compound). The responsible Vice Presidential area will have thirty (30) days to claim the property. If, however, they wish to dispose of it, they must fill **USF FORM #3008 - REQUEST FOR RELIEF FROM PROPERTY ACCOUNTABILITY**.

2. After thirty (30) days, golf carts not claimed will be disposed, recycled, used for parts or sold at auction. Any proceeds from the sale of such vehicles will be distributed equally between PPD and the original titled owner of the abandoned vehicle (person or university college/department).

D. **Cars/Trucks:**

1. The serial or registration numbers of all removed university cars/trucks will be recorded and used to contact the department/Vice Presidential area responsible for the property. The Vice Presidential area will have thirty (30) days to claim the property. If, however, they wish to dispose of it, they must fill out **USF FORM #3008 - REQUEST FOR RELIEF FROM PROPERTY ACCOUNTABILITY**.
2. Cars/Trucks not belonging to USF will be identified through Parking and Transportation Services (Tag Talk). Refer to USF4.0010 Parking General Guidelines, Registration, Rates, and Penalties for details.

3. After thirty (30) days, university cars/trucks not claimed will be disposed, recycled, sold at auction or used for parts. Any proceeds from the sale of such vehicles will be distributed equally between PPD and the original titled owner of the abandoned vehicle (person or university college/department).

E. Boats:

1. The serial or registration numbers of all removed university boats will be recorded and used to contact the department/Vice Presidential area responsible for the property. All removed boats will be held in Lot 28 (Physical Plant compound). The responsible Vice Presidential area will have thirty (30) days to claim the property. If, however, they wish to dispose of it, they must fill out USF FORM #3008 - REQUEST FOR RELIEF FROM PROPERTY ACCOUNTABILITY.

2. After thirty (30) days, university boats not claimed will be disposed, recycled, sold at auction or used for parts. Any proceeds from the sale of such vehicles will be distributed equally between PPD and the original titled owner of the abandoned vehicle (person or university college/department).

F. The UPD may use discretion in applying this Policy as determined by specific facts.

G. Resources:

- To reclaim bicycles contact University Police Department at (813) 974-2628.
- To reclaim cars, trucks or boats contact the University Physical Plant Division at (813) 974-2845.

*Current Responsible Office: Administrative Services

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.

History: New 1-20-15, Amended 1-25-17 (technical).