

NTUST Campus Motor Vehicle Regulations - Bicycle Parking (Table)

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Categories	Items	Description	Detail	Notes
Application of Bicycle Parking Permit	1	Registration procedures	<ol style="list-style-type: none"> 1. Visit NTUST website and click on the General Service Division link to fill out the bicycle parking permit application form. 2. Upon notice, obtain the permit at the Division office during the time specified. 3. To obtain the permit, you are required to present your student ID or other documents to prove your identity and to show that the payment is made. Attach the permit sticker to somewhere noticeable on your bicycle when you receive it. 	
	2	Who is eligible to apply for the permit?	<ol style="list-style-type: none"> 1. NTUST students 2. Full-time faculty and staff members 3. Contract employees 4. Others: contract-based teachers, part-time teachers, research project assistants, post-doctor researchers, contractors, etc. 	Bicycles for official use are required to register individually.
	3	Fees for the permit	<ol style="list-style-type: none"> 1. 30 NT\$ for NTUST students, faculty and staff members to pay for the permit cost. 2. 30 NT\$ for others to pay for the processing cost. 	The fees will be waived for those who apply for the permits in the first month of a semester.
	4	Valid period	<ol style="list-style-type: none"> 1. The permit is good for 4 years for Ph.D. and undergraduate students; and it's good for 2 years for graduate students of master programs. 2. For faculty and staff members as well as contract employees, the permit is good as long as they are with NTUST. 	

			3. The permit is valid for one year for others (including contract-based teachers, part-time teachers, research project assistants, post-doctor researchers, and contractors).	
	5	Reissuance of permits	<ol style="list-style-type: none"> 1. If the permit is lost, stolen or damaged or the owner uses a new bike, he or she should report immediately to the Division office for reissuance or simply apply for a new one. 2. Students who extend their graduation year or stay at NTUST to pursue a higher degree should apply for a new permit even if the same bike is used. 3. Those who are neither NTUST faculty or staff members nor contract employees are required to renew the permit on yearly basis. 	<ul style="list-style-type: none"> ✓ Those who apply for reissuance or renewal are also required to present student IDs or other documents at the Division office for identification. ✓ Every bicycle permit owner is entitled to apply for a free reissuance for once in a year. Reapplication after that will be charged NT\$ 30 for the production cost.
Listing and Removal	1	Listing	Listing of abandoned bicycles on campus will be held from time to time. The notification will be posted at least 5 days earlier before any action is taken.	
	2	Removal	<p>Bicycles in violation of the following regulations will be moved to a designated place by NTUST Division of General Service Affairs:</p> <ul style="list-style-type: none"> ✓ Bicycles without valid parking permits will be tagged with a notice. The ones without permits for longer than 5 days will be removed. ✓ Bicycles parked outside of the approved bicycle racks ✓ Bicycles with permits that are regarded 	<ul style="list-style-type: none"> ✓ Locks or other security devices will be broken at the expense of the owners if the bicycles cannot be moved because of them.

			as abandoned because of missing some major part (such as handlebar, saddle, wheel) or having flat tires, heavily rusted chain, or other extreme damages for a long period of time.	
	3	Notice of removal	<ul style="list-style-type: none"> ✓ The removed bicycles will be photoed and moved to a designated place for retaining. ✓ A removal notice will be left on the spot to inform the bicycle owner. 	Bicycle owners could contact the Division office for further information with regard to the removed bikes.
	4	Retaining period	<ul style="list-style-type: none"> ✓ If the owner of a registered bicycle fails to claim the bicycle in a month after being informed, the bicycle will be treated as having no owner. 	
	5	Reclaiming the retained bicycle	<ul style="list-style-type: none"> ✓ The bicycle owners who apply for the retained bicycles are required to submit the documents that could prove their ID and claim their bicycles at the specified time and place. The bicycles would be returned after their identities are checked ✓ Those who claim the bicycles for others should show a letter of authorization along with the required ID documents. 	<ul style="list-style-type: none"> ✓ Retained bicycles are available for reclaiming from 9 a. m. to 11 a.m. or 2 p.m. to 4 p.m. on every first workday of a week. ✓ During the period to advocate this new policy, the bicycles will be available for reclaiming on every workday.
	6	Abandoned bicycles	Bicycles that no one claims for the ownership will either be auctioned or disposed of.	
Bicycle Auction	1	Time	The unclaimed bicycle auction will be held from time to time. Announcement will be posted on the Division webpage of NTUST website or made by NTUST circulation e-mail.	A person is allowed to buy one each semester.

	2	Eligible bidders	The auctions are open to NTUST students and faculty and staff members.	Staff ID, student ID, or the school's admission letter is required.
	3	Price policy	The bicycle on auction will be priced at different levels according to the condition of every bicycle.	✓ NTUST is not responsible for the maintenance of the auctioned bicycles. Buyers need to have them repaired off campus.
	3	Disclaimer	<ul style="list-style-type: none"> ✓ Those who claim the retained bicycles should know that the bicycles might still have defects after maintenance. They should be aware of the possible risk. ✓ Those who claim the attained bicycles should apply for bicycle parking permits using the online system. 	If any retained bicycle is lost, the owner is entitled to pick one from those ready for auction as a compensation.
Other Related Information		<ol style="list-style-type: none"> 1. All bicycles should be parked only in the approved bike racks. NTUST assumes no responsibility for the care of the bicycles or any belongings on the bikes. 2. All of the income from the issuance of permits, from the auctions, and any other related revenue should be incorporated into NTUST development fund and will be used only for the school bicycle parking management. 3. Those caught with fake permits are required to pay the related costs. Depending on the seriousness of the incident, the users may be subject to further punitive measures 		