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Revision: 1.0	Subject: Battery Powered Personal Transportation Device Use and Storage	

1. Introduction

The Department of Environmental Health and Safety (EHS) has prepared this Standard Operating Procedure (SOP) for the use and storage of battery-powered personal transportation devices to implement the University's Policy Statement on Health and Safety and to ensure compliance with the Ontario Occupational Health and Safety Act, its regulations, and the Ontario Fire Code. The SOP is intended to protect building and occupant safety and to respond to a province-wide increase in fires linked to these devices. In light of rising incidents and calls from fire authorities for stricter controls, it sets out required practices for safe storage, charging, and operation. In addition, the university's restrictions extend from the fact that some battery-powered personal transportation devices are not permitted for use within the [City of Kingston](#).

2. Scope

This procedure applies to battery powered personal transportation devices, including e-scooters and e-bikes on Queen's University property or in Queen's University buildings. Electric wheelchairs and assistive mobility devices are exempt from the requirements of this SOP.

3. Purpose

The purpose of this procedure is to reduce the risk of fire associated with certain battery-powered personal transportation devices by establishing requirements for their possession, storage, charging, and use within Queen's University buildings and spaces. These requirements are intended to protect the health and safety of the university community and to safeguard university property and operations.

4. Applicable Legislation and Standards:

The Occupational Health and Safety Act

The Ontario Fire Code (O. Reg. 213/07)

5. Definitions

Approved – approved by Queen's EHS

Compact personal electric devices (also: compact personal electric mobility devices) — Battery-powered, single-rider, ride-on or stand-on transport devices that are small and portable in size,



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designed for short-distance personal mobility. They are typically propelled by an electric motor and controlled by weight shift, balance, or a handheld remote, and commonly use rechargeable lithium-ion batteries. Examples include hoverboards, electric skateboards and longboards, one-wheels and single-wheel electric boards, mini-segway style balance boards and similar compact platforms

E-bike – Electric bicycle, or Power Assisted Bicycle, or Electric Motorcycle that is ridden in a sitting position generally consisting of two or more wheels, designed to transport one or 2 persons, and powered by an Electric Propulsion System. Includes segways.

E-Scooters - (electric scooter): A battery-powered personal transportation device consisting of a small platform or deck for standing (or occasionally a seat), two or three wheels, handlebars for steering, and an electric motor for propulsion. E-scooters are typically controlled by a handlebar-mounted throttle and brakes, use rechargeable batteries (commonly lithium-ion), and are intended for short-distance travel. Variations include docked or shared models and seated or standing designs.

Electric Propulsion System – all components related to propulsion, including batteries, motors, motor controllers, wiring and charging circuits.

Personal Electric Vehicle – A lightweight electric transport vehicle equipped with an electric motor, onboard energy storage system, and charging capability, designed primarily for private use rather than commercial transportation.

University Administrative and Academic Buildings – any building that does not have a portion of the building dedicated to sleeping accommodations.

University Residence Buildings – any building that provides sleeping accommodation. This includes non-residential portions of buildings such as Grey House, Victoria Hall and John Deutsch University Centre.

6. Responsibilities

6.1 Responsibilities of Directors, Department Heads and Managers

- Ensure that pertinent supervisors, employees, students, visitors and contractors are aware of this procedure.
- Enforce this procedure with those in which you oversee or supervise.

6.2 Responsibilities of the Department of Environmental Health and Safety

- Ensure that departments are aware of their responsibilities under this procedure.



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- Serve as a resource to individuals requiring assistance in understanding and complying with this procedure.
- Review this SOP periodically and amend as necessary
- Conduct regular inspections to ensure that faculties, departments and units are complying with the requirements of this SOP and the Ontario Fire Code.

6.3 Responsibilities of Commuter Services

- Issue secure bicycle parking passes upon request.
- Keep the cycling webpage current and ensure its content aligns with this procedure.
- Enforce campus parking regulations, including all bicycle-related requirements.

6.4 Responsibilities of Employees, Students, Contractors, Visitors

- Ensure the safety of Queen's buildings and occupants by complying with the requirements of this procedure.

7. Lab and Research Use

Battery powered mobility devices and autonomous vehicles used for research, laboratory, or teaching purposes, are not subject to this procedure. Contacts EHS for guidance in these applications.

8. Battery Charging

Charging personal electric vehicles and e-bikes is prohibited on Queen's property; this includes charging batteries that have been removed from the devices.

9. Electric Vehicle, E-bike and Scooters

- Are prohibited from all Queen's owned or controlled buildings including residence buildings as noted in [Residence Contract](#).
- Bicycles and scooters be parked outside in designated bicycle parking areas.
- Electric vehicles and motor scooters (limited speed motorcycles) can be parked in designated vehicle/motorcycle parking areas with a Queen's parking pass.
- Are prohibited from being ridden inside a building.
- Items found inside buildings may be removed at the owner's expense.



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10. Compact personal electric devices

- Are permitted in Queen's owned or controlled buildings provided they not charged inside the building.
- Are prohibited from being ridden inside a building.
- These devices shall be stored without blocking or impeding access to or egress from any University building or space, including stairwells, entrances and exits, emergency exits, or designated fire routes.
- Devices found inside buildings charging, ridden or impeding access/egress may result in the device to be removed at the owner's expense.

11. Registration and Enforcement

- Any unattended Personal Electric Vehicle or E-bike that presents a safety hazard or impedes pedestrian traffic will be removed and impounded immediately without notice by EHS and/or Commuter Services.
- Queen's University is not responsible for damage to a Personal Electric Vehicle or E-bike that occurs during removal or impoundment and has no responsibility or liability to replace or make compensation for such vehicles.
- Payment of an impoundment fee may be applicable as per impoundment fee schedule noted on the [cycling webpage](#) to retrieve impounded transportation devices.

12. Accommodation Policy

Those requiring mobility-related accommodations should follow [Queen's Accommodations Procedures for Staff and Faculty](#) to request authorization; approved accommodations may supersede restrictions in this SOP. Students can request accommodations through [Student Accessibility Services](#). Mobility scooters, electric wheelchairs, and other assistive mobility devices used for accessibility are exempt from the requirements of this SOP; however, life-safety considerations (e.g., fire safety) may supersede accommodations and could restrict use in specific locations or situations.

13. Revision History

October 16, 2026 1.0 Initial Release



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Appendix A - Examples

Compact Personal Electric Devices Permitted Inside Buildings	E-Scooters, Vehicles and E-Bikes Not Permitted Inside Buildings
	
	
	
	
	
	Any device that has been modified or is not factory equipped.