

## **Bicycle Registration, Storage and Security Policy**

<b>Policy/Procedure</b>
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### **Bicycle Registration**

The bicycle registration program is a free service for students, faculty and staff. A numbered decal will be affixed to your bike. A registration form will be completed containing these numbers and will be kept on file for four years. If the bike is stolen and recovered, the owner can be traced through the registered decal number. To register your bike, contact the Department of Public Safety at ext. 1349 on campus or (717) 245-1349 from off campus or a cell phone.

### **Bicycle Parking, Storage and Security**

#### Parking and Storage

Bicycles must be parked and stored properly on campus so that entrance to and exit from buildings are not impeded, and so snow removal can occur without difficulty. Bicycles that are improperly parked/stored will be removed and impounded by Public Safety. All bikes must be parked in bike racks or in approved bike storage areas. Bikes may not be stored in buildings, where they block safe passage, or where they inhibit snow removal.

Long term bike storage through a partnership with CSE (Center for Sustainability Education) and Public Safety may be available (over holiday breaks, between academic years). Additional information is available at CSE which is located in Kaufman Hall and at <https://www.dickinson.edu/info/20052/sustainability/2317/biking>.

#### Security

Always lock your bike. Do not leave your bike unattended for days or weeks at a time, and if you discover your bicycle missing, contact Public Safety immediately. Keep a picture of your bicycle, the serial number, and receipt of purchase in case it is stolen. This information will aid police in identifying your bicycle if it is located.

## Bicycle Registration, Storage and Security Policy

### Related Information

### History/Revision Information

**Responsible Office/Division:** Public Safety/CSE

**Effective Date:** 9/11/19

**Last Amended Date:** 9/11/19

**Next Review Date:** 9/11/24

**Also Found In:** <https://www.dickinson.edu/info/20052/sustainability/2317/biking>