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|  | BRANDEIS UNIVERSITY PUBLIC SAFETY DEPARTMENT BICYCLE REGISTRATION POLICY | |
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PURPOSE

The Office of Parking and Traffic (OPT) administers an online bicycle registration program to support, promote, and increase awareness about this important transportation option. Registration is open to all members of the Brandeis University community and includes numerous benefits, like:

- Allowing the Brandeis University Public Safety Department to use bicycle registration data to contact the owners of recovered bicycles (e.g., those that are lost or stolen)
- Allowing OPT to inform bicycle owners of projects and activities that may significantly affect their bicycle commutes or parking options

Registering a bicycle can be done online at [Bicycle Registration](#) (Brandeis username and password required).

POLICY

A bicycle represents a substantial investment and is a popular item of theft. Registering your bike helps protect the bike and serves as a deterrent to would-be bike thieves. It also helps the police identify and return a found or stolen bike to the owner. *Bicycle parking on all Brandeis bike racks requires a Brandeis University Public Safety registration sticker.*

The Brandeis University Public Safety Department has a bicycle security program that utilizes bicycle registration and provides numbered stickers for each participant. These stickers should be applied to the vertical post above the pedal sprocket.

Complete the [Bicycle Registration Form](#) and a numbered tamper-resistant registration sticker will be mailed to the address you submitted.

Be prepared to complete the following while registering your bike:

- Name
- Manufacturer Name
- Model
- Color
- Serial Number
- *Please upload a current photo (do not upload a stock photo)*

Please affix the sticker to your bicycle, as shown in the photo.



Bicycle parking is permitted only in designated areas.

Bicycles parked inappropriately, particularly in stairwells or on handicap ramps, will be ticketed and/or removed.

On-campus residents must register their bicycles with the Office of Parking and Traffic. Bicycles must be removed from residence hall bike racks at the end of each academic year.

If you are leaving campus after finals but returning for summer classes/events, please make sure your bicycle is placed at the bicycle rack located at **Village C**, outside of the gym area.

Lock It Up Effectively

- U-shaped bar and shackle locks are the most effective devices for preventing bicycle theft. Its efficient design and solid construction make it difficult to defeat by pry bars, hammers, freezing, hacksaws, and bolt cutters.
- For bicycles with quick-release front wheels, remove the front wheel and place the bike against a stationary object such as a bike rack. Then, take the front wheel and place it next to the rear wheel. Place the U-bar around the bike rack and the bike seat tube and through the two wheels. Attach the crossbar and lock it.
- For bicycles with bolt-on front wheels, place the U-bar around the bike rack and down tube and through the front wheel. Use a cable lock for extra protection.
- Don't lock your bike to small trees, chain link fences, or lock to itself. These items can easily be cut or carried away without notice. If you're locking your bike and it will be in an area after darkness, be sure it is in a well-lit and traveled area.

Biking at Brandeis: Rules of the Road

We wanted to make everyone aware of the biking laws (and your rights as a cyclist) in Massachusetts. When you ride on the road, you, as a cyclist, should be treated like any vehicle, and cars are obligated to share the road with you! [MassBike](#) has a full list of rights and responsibilities for bikers. This is an excellent resource for being a safe and courteous member of the road! Here are some of the main points from their list:

- Hand signals are a must unless there is a need to have both hands on your handlebars

(braking, steering, etc.)!

- Pedestrians always have the right of way. When passing a pedestrian, you must give an audible signal so they know you're coming.
- With any accident you are involved in, you have to let the police know of any injuries and/or property damage.
- If you are biking at night, you are required to have a headlight that emits a white light visible from at least 500 feet away and a red taillight that is visible from 600 feet away.
- You are required to wear a helmet if you are 16 or younger (but we suggest you wear one at all ages!)
- You are allowed to pass cars on the right
- You cannot ride on sidewalks in commercial areas

Summer Bicycle Storage

All bicycles must comply with the [Brandeis Bicycle Removal Policy 02.22.22](#). Bicycles parked on racks for prolonged periods or bicycles showing signs of abandonment are subject to removal. If you are leaving campus after finals but returning for summer classes/events, please make sure your bicycle is placed at the bicycle rack located at Village C, outside of the gym area.

- Beginning on June 1st, the OPT will send an automated email to all registered bicycle owners.
- On June 6th, all bicycles on campus must be locked/placed at the bicycle racks located outside Village C, by the gym, and they must remain there until June 8th.
- On June 7th, the Department of Facilities Services will cut bicycle locks and remove all other bicycles from all other bicycle racks or other locations on campus. Damaged bicycle locks during this process will be the responsibility of the bicycle owner.
- Beginning on June 8th, campus residents can use any bicycle rack on campus again.

Bikes not claimed will be donated to:

Bicycles for Humanity, Boston: <http://www.b4h-boston.org/donate/>