

## EHS Recommendations for MU Departments that Own and Use Bicycles

### A. Registration

All bicycles should be registered with the MU Police Department. Contact any MUPD officer, or fill out the form online at <http://www.mupolice.com/cp/>.

### B. Local Law, Policy and Recommendations

1. Obey all local and state laws. Bicyclists have the same rules, rights and responsibilities as other drivers. For example, bicyclists must stop at stop signs and drive on the right-hand side of the road. Not stopping at a stop sign is dangerous and makes motorists feel that a bicyclist isn't being fair. Anyone riding slower than the speed limit shall stay as far to the right-hand side as safe.
2. Always signal directional change, i.e., right turn, left turn and stop.
3. Anyone riding between sunset and sunrise must have a headlight on the front, a red reflector or tail light on the back, reflective material or a light on the moving parts of the bicyclist or bike and reflective material or lights on the sides of the bike.
5. Bicycles may be ridden on sidewalks except in busy downtown areas and where otherwise prohibited (e.g. Lowry Mall). Pedestrians have the right of way and bicyclists must alert walkers by voice, horn or bell.
6. MU bicyclists **must always** wear a helmet while riding bicycles on the job. Helmets must be made available for use by Departments using bicycles. Assure all helmets meet the standards set by the Consumer Products Safety Commission (CPSC).
7. Fire Code requires clear passage from all exits and stairways at all times. No obstruction shall be permitted.

### C. Riding Rules and Restrictions

In order to provide the opportunity for the accident-free passage of both pedestrians and cyclists the following riding restrictions are instituted:

1. Be courteous to both pedestrians and those operating motor vehicles.
2. Exercise sound judgment at all times while operating the bicycle – always err on the side of caution. Bicyclists are responsible for the safe operation of their bicycles at all times and avoid reckless operation.
3. Do not ride the bicycle within University buildings.
4. Do not ride on non-paved areas such as grass and planting beds, unless otherwise designated as a bicycle trail.
5. When not in use, Department bicycles should be parked and secured in designated bike rack(s) immediately after use.

6. Do not use Department bicycles for anything other than departmental/work transportation. Bicycles may only be ridden to locations on or near campus.

#### **D. Limitations**

The use of bicycles will be restricted and shall depend upon user/rider safety, weather, and road conditions. Bicycle users should not ride a bicycle under the following conditions or when the threat of any of these conditions is imminent:

1. Bicycles will not be operated when the temperature is 34 degrees Fahrenheit or below.
2. Ice on the roadway or sidewalks,
3. During thunderstorms,
4. Wind gust in excess of 40 MPH, and
5. Extreme hot or cold weather which could adversely affect the user's health.
6. If weather conditions arise during the rider's use which affects the continued safe usage of the bicycle, the rider will park the bicycle and assume another assignment.

#### **E. Parking and Securing of Bicycles**

1. Bicycles should be secured to a bike rack every time they must be left unattended on campus, even if it is to be left for a moment.
2. Bicycles shall not be locked, secured, or otherwise parked to handrails, fences, trees, trip rails, or to, or in any other location that, in any manner, obscures the free ingress/egress of any building, stairway, pathway, or in such a manner as to interfere with the access to facilities as required by the U.S. Americans with Disabilities Act.

#### **F. Consequences**

Failure to follow applicable laws, codes and policy may result in citations and fines by MUPD as well as departmental disciplinary action including revocation of bicycle privileges.

#### **G. Training**

Each department is responsible for providing appropriate training to all persons within their department who operate bicycles on the job.

#### **H. Support and Maintenance**

Each department will designate a Support and Maintenance Coordinator. This individual is responsible for checking all departmental bicycles to ensure all equipment is functioning properly. No one shall operate a bicycle if the bicycle or any equipment is found malfunctioning or is in a condition that would create an unsafe riding condition.