

## **Registration**

All bicycles owned by students, faculty and staff and used on campus must be registered with the Department of Safety and Security (DOSS). Registration is required for students to store bikes in controlled storage, may assist in recovery of stolen bikes, will enable the bicycle owner to be contacted, and will provide proof of ownership in the event of seizure.

You may register your bike at the Safety and Security office on the second floor of 5 Rope Ferry Road. The office is open 24 hours a day, 7 days a week.

Registration is also available at the Collis Center Info Desk during their regular hours.

## **Permitted Parking and Storage**

During the day, Dartmouth community members may park their bikes at any of the bike racks located around campus. At night, bikes may be left at these outside racks, or students may also store bikes in one of the indoor areas designated for bike storage in some residence halls and clusters, including Judge, Channing Cox, and Maxwell.

When student owners leave campus at the end of a term, they must seek long-term bike storage.

Facilities for long-term bike storage are listed here.

## **Unauthorized Parking**

Bikes may not be parked in hallways, entryways, access ramps, stairways, other accesses, or sites that have signs prohibiting bike parking. Bikes parked illegally may be confiscated immediately and fines may be assessed.

Seized unregistered bikes will immediately become College property. If registered, the owner will be notified for reclamation. Individuals may be charged for removal and storage if they are unable to reclaim their bike. If the bike is not claimed for four weeks, it will become College property. The College will not replace cut locks.

## **Abandoned Bikes**

Abandoned bikes are defined as bikes that have been parked legally on campus in one place for an extended period of time. Bikes that appear to be abandoned (showing noticeable signs of wear such as a rusted chain or derailleur, flat tires, or bent tire rims) will be tagged and, if unmoved for three weeks, will be removed by the College. This is true even if the owner is away from the College for the term. Unregistered abandoned bikes will immediately become College property. The College will not replace cut locks. The procedure for tagging and collecting abandoned bikes is as follows:

1. Office of Sustainability Bike Interns will notify Dartmouth Safety and Security 1 week before tagging bikes on campus.
2. Student bike interns, wearing orange vests and driving a Dartmouth College vehicle, tag clearly abandoned bikes around campus. Tags include instructions for the bike owner to remove the tag

and move the bike to indicate the bike is not abandoned. If the bike needs to be repaired, the owner can schedule an appointment with Dartmouth Bikes at: [www.dartmouthbikes.com](http://www.dartmouthbikes.com)

3. A photo of each bike is taken to document its state of disrepair and stored with Dartmouth Bikes records. Bicycle makes, models, locations, tagging dates, and any other identifying information is compiled in the Bike Database and sent to Safety and Security. A list of all Dartmouth registration numbers found on confiscated bikes is sent to Safety and Security to determine the last owner of the confiscated bike.
4. Student bike interns contact the owners of any registered, tagged bikes notifying them that their bike has been deemed "abandoned."
5. After three weeks from the date of notice, bikes that remained tagged are considered property of the college. Student bike interns, wearing orange vests and driving a Dartmouth College vehicle, mark all remaining tagged bikes that haven't had their tags removed with color coded flagging tape.
6. Student bike interns file a work order with Facilities and Operations Management to remove bikes from the rack and enter them the Dartmouth Bikes repair system. Bikes marked with orange flagging tape are brought to Fahey Hall to be refurbished or stripped for parts. Bikes marked with yellow flagging tape are considered damaged beyond repair and are brought to the Dartmouth Facility Dump and scrapped for metal.

The Dartmouth College Bike Policy was approved and adopted by Student Assembly, the Office of Residential Life, Facilities, Operations, & Maintenance, Dartmouth Safety & Security, the Dartmouth Sustainability Office, Athletics, the Hopkins Center, and the Collis Student Center in Spring 2012. All questions may be directed to [Sustainable.Dartmouth@Dartmouth.edu](mailto:Sustainable.Dartmouth@Dartmouth.edu).