

# Lesley University Bicycle Registration Policy

## REGISTRATION

Registration of on-campus bicycles is required by Lesley University to assist in recovery should your bike be stolen and to contact you in the event of a problem. ***It is cost-free and easy!***

To register your bicycle, bring your bicycle to the Doble Public Safety office and fill out a bicycle registration form.

### WHY DO I HAVE TO REGISTER MY BIKE? I NEVER HAD TO BEFORE?

Registration serves several purposes:

- 1) It is a deterrent to crime.
- 2) It can aid in the identification of lost or stolen bicycles.
- 3) Provide contact information in the event of a problem with the bike.
- 4) It enables accurate planning for improved bicycle parking and bicycle safety around the LU campus.

### REGISTRATION APPROVAL PROCESS:

Either download the form [here](#) or pick up a hard copy at the Doble Public Safety Office. Once the form is complete, submit it to any of the Lesley Cambridge Campus Public Safety Offices at anytime. Once submitted, you will receive your permit tag.

**Optional:** If you would like to supply a photo of your bike to [publicsafety@lesley.edu](mailto:publicsafety@lesley.edu) this will allow us to have a photo inventory in the event of theft or vandalism and increase the security of your bike.

When you receive your LU Bicycle Registration permit tag, affix it to the bike's frame on the rear, upright frame bar supporting the seat as shown below:



If your bicycle has been stolen or lost, report the incident to Public Safety AND the Cambridge Police Department ***immediately***. Remember to always properly lock your bike when leaving it. Check routinely even if you don't ride every day!

To makes spaces more convenient, the University is expanding the amount of bike parking spaces available throughout the Doble Campus, Porter Campus, and Brattle Campus.

## REGULATIONS

Below is a list regarding Bicycle Registration and Operation of Bicycles at Lesley University:

- Bicycle registration is required for all bikes on campus.
- Registration stickers *are not transferrable!*
- A new bicycle requires a new registration. The purchase of an already-registered bike also requires re-registration under the new owner's name.
- It is unlawful to operate a bike in a manner that jeopardizes pedestrian safety or property.
- It is only legal to park bikes at designated bicycle parking areas denoted by the presence of bicycle racks. Bicycles found locked to bushes, trees, or any campus structures (i.e. light posts, stair railings, etc.) will have **48 hours** to be removed from said object, from the time of initial warning.
- In the event your bike is locked to an object related to life/safety or ADA (handicapped parking signs) *locks will be immediately cut and bike will be impounded.*
- The fee for recovery of an impounded bicycle is \$20.
- Under no circumstance, will the University *reimburse* you for a new or replacement lock if we have to cut your lock.
- Bicycles that remain stored for longer than 90 days or 30 days at the end of the spring semester will be deemed "University Property."
- Registration lasts for four years.

## **CAMBRIDGE PUBLIC SAFETY**

### **Office Locations**

**Doble Campus** – Wolfard Hall, across from the Fitness Center

**University Hall** – 1815 Massachusetts Avenue, next to the south elevator on the first floor

**Brattle Campus** – 99-2 Brattle Street, in the lobby of Burnham Hall

## **LUGLY BIKE SHARE PROGRAM**

Lesley's Bike Share Program may be just what you're looking for if you want to ride a bike around campus but do not have one of your own. This simple program allows you to borrow one of the bright green LUGLY (aka Lesley UGLY) bikes to use as transportation between the various LU campuses. Check out the information regarding the LUGLY program on our website under *transportation options*.

### **DO YOU KNOW ABOUT BOSTON'S BIKE SHARE – HUBWAY?**

Hubway is your bike sharing system in Metro-Boston. Launched in July 2011 in Boston with 60 stations, 600 bicycles and an eye towards expanding into neighboring communities, Hubway is an accessible, green, and fun transit option. Grab a bike near Harvard Square, Central Square, Harvard University or MIT. For detailed information and maps visit

<http://www.thehubway.com/>

## SAFETY

Please remember to use common safety tips while operating a bicycle on and around campus.

- Follow the Rules of the Road. **Wear your helmet!** Remember to obey all traffic signs and signals like other vehicles would do.
- Never ride against traffic – it's illegal and dangerous. Motorists aren't looking for bicyclists riding on the left side of the roadway. Ride on the right side, **with** the traffic.
- Remember to use hand signals when initiating a turn. Hand signals tell motorists what you intend to do. Signals serve as a matter of law, of courtesy and self-protection.
- Whenever possible, ride in a straight line, to the right of traffic, approximately one car-door width away from parked vehicles.
- Don't weave between parked vehicles or ride over the curb between them unless they are far apart. Motorists may not see you when you move back into traffic.
- Follow lane markings. Do not turn left from the right lane. Do not go straight in a lane marked right turn only.
- Do not pass on the right. Motorists may not look for or see a bicycle passing on the right.
- Go slow on shared paths. Yield to pedestrians, and give an audible warning when you pass. Do not ride on sidewalks where prohibited.
- Watch for cars pulling out. Make eye contact with drivers. Assume they don't see you until you are sure they do.

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Cambridge MA 02138  
[www.lesley.edu/green](http://www.lesley.edu/green)

or

[publicsafety@lesley.edu](mailto:publicsafety@lesley.edu)