



## Ringling College of Art and Design Bicycle Policy

Ringling College of Art and Design (College) supports the use of bicycles by students, faculty and staff for traveling to and around the College campus. The use of bicycles has benefit to individual health and (when replacing cars) reduces vehicle emissions that are harmful to human health, has a positive effect on traffic and parking on campus and reduces emission of greenhouse gases to the atmosphere.

In order to ensure a safe and productive bicycle environment, this Bicycle Policy has been established for our community.

### **Registration**

All bicycles owned by students, faculty and staff and used on campus must be registered with the Office of Public Safety. Registration forms can be completed at the Public Safety Communication Center in Harmon Hall at any time. Forms may be obtained at that office or printed from this link ([link here](#)) and returned to the Office of Public Safety. Bike permits will be issued when the completed form is turned in to the Office of Public Safety. The registration decal is valid for four (4) years. There is no charge for bicycle registration or the permit sticker.

- a. For students, registrations will expire after four (4) years or upon completion or withdrawal from the College.
- b. For faculty and staff, registrations will expire after four (4) years or at end of employment with the College, if sooner.
- c. Any student, faculty or staff member who has a bicycle with an expired registration must re-register the bicycle.
- d. Registration information may be shared with the Sarasota Police Department in cases of theft for the purpose of assisting with criminal investigations, arrest and prosecution of any person arrested in connection with the theft and/or recovery of the bicycle.

### **Registration Decal**

The reflective registration decal must be affixed to the vertical part of the frame facing forward.



### **Parking and Storage**

All bicycles on campus must be parked or stored in a bicycle rack or in an area otherwise authorized. Bicycles may not be secured to fire hydrants, trees, parking



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**STAFF HANDBOOK**

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signs, fences, posts, benches, stairwells and railings, ramps (handicap and/or other), or in the egress path of any building. Bicycles may be stored in student rooms or in office spaces as long as they are in a safe place not blocking egress, doorways, hallways, walkways or exits. Bicycles may not be stored in common areas such as hallways, lobbies, stairwells, restrooms, etc.

Summer storage for student bicycles is not available. Bicycles may not be left on racks over the summer break. Bicycles left on racks over the summer break will be removed by maintenance and, if not claimed by the owner within 30 days, become the property of the Ringling College of Art and Design to be used, donated, destroyed or otherwise disposed of at the discretion of the College.

Bicycle racks will be available for students who are assigned housing over the summer, have summer jobs on campus and for faculty and staff working the summer months.

### **Violation of Policy**

Any bicycle in violation of the College's bicycle policy (unregistered, showing an expired registration decal or improperly parked or stored) will be removed. If removal requires the cutting of a chain, cable or lock, the College will not be responsible for replacing that chain, cable or lock. To be reclaimed, a storage fee of \$1 per day will be charged (maximum fee not to exceed \$20). Any bicycle not claimed within 30 days from the date of removal will become the property of Ringling College of Art and Design and may be used, donated, destroyed or otherwise disposed of at the discretion of the College.

A student who repeatedly violates this policy is subject to disciplinary action and, if found in violation of the Ringling College Student Code of Conduct, could lose bicycle privileges, along with additional sanctions.

The College's Health and Safety Committee will review the bicycle policy on an annual basis.