

## Department Bike Safety Policy

The Department Bike Safety Policy was developed in 2011 to support bike safety at Stanford and to serve as a template for other departments to adopt. As of July 2013, several departments have adopted this policy, including Sustainability & Energy Management (SEM), Environmental Health & Safety (EH&S) and LBRE Zones.

The policy requires all staff to follow the rules of the road and to wear bike helmets while riding on company-related business. Stanford P&TS encourages other Stanford departments to adopt a policy similar to this sample.

---

STANFORD  
UNIVERSITY



January 20, 2011

**To: All Staff in the Department of Sustainability & Energy Management**

**From: Joe Stagner**

**Subject: Bicycle Safety Policy**

SEM staff who ride their personal or university-owned bicycles on site for work-related or business purposes are reminded that they are required to assure that the bike is in proper operating condition (e.g., tires inflated properly, brakes and steering work properly, appropriate reflectors are in place, etc), that lights are used at night, adhere to all the rules of the road as required by the California Vehicle Code, ***and effective immediately to wear a bicycle helmet for their safety.*** Staff members are free to wear their own personal helmets or to wear a university-owned helmet. Staff members who do not own a helmet or who wish to use a university-owned helmet may request a helmet through their department. Departments will purchase helmets as needed for their staff to use and comply with this policy. Departments are encouraged to purchase helmets at the Campus Bike Shop.

The purpose of this policy is to assure the safety of SEM staff. SEM management is committed to supporting a culture of “safety first.” Affected staff and supervisors equally share responsibility for assuring compliance with this policy. If any SEM bicycle is not in

proper operating condition or does not have the required lighting please report it to Kathryn Guy for correction. Staff in need of a refresher on how to operate a bicycle safely can attend the free one –hour bicycle safety training class offered by Parking & Transportation Services and Stanford Public Safety.

Use of a personal bicycle for travel to and from work or for onsite recreational purposes is not considered “work related.” However, SEM staff are also strongly encouraged to wear a helmet and practice similar bicycle safety diligence whenever they ride for personal reasons.

SAMPLE