

**Quality of Life/BERA/Recreation Office
Bicycle Loan Agreement**



- **This program is designed to loan bicycles to employees that are *staying on-site* and *have no vehicle for transportation*.**
- Contact Ralph by Email: garappolo@bnl.gov or call ext 3147 to check on the availability of a bicycle.
- Complete this form, along with required supervisor's signature and account number.
- You may use your own helmet or purchase one on a pick ticket (item #K70310) – You will need a BSA account number and Safety Coordinator approval.
- When the form is completed and you have a helmet, contact Ralph Garappolo to arrange an appointment to pick up your bicycle.
- Please read and familiarize yourself with the safety rules as stated in SBMS "Bicycling Regulations"
- To ensure that bicycles are taken care of, you will need to provide an account number and an approval signature from your department/supervisor.

Name: _____	Life #: _____
E-mail Address: _____	On-Site Telephone: _____
Dept. Account Number: _____	
Department Approval: _____	
Please print / sign	
Dept. Admin: _____	Ext _____
Bicycle Number: _____	Lock Combination: _____
Issue Date: _____	Return Date: _____

Bicycle Loan Agreement

- I agree to wear a helmet whenever riding this bicycle (both on Laboratory grounds and on public roads) and to obey NY State traffic laws.
- I agree to protect this bicycle and associated equipment (combination lock w/chain) from inclement weather and theft to the best of my ability.
- In the event of an accident, theft, or loss of this bicycle or any associated equipment, I will immediately notify the Police and file a report.
- I, personally, will make arrangements to return the bicycle to the Gym Office by calling ext 3147 prior to my departure from the Laboratory for the bike to be returned.
- I understand that this bicycle is being provided for my sole benefit and that Brookhaven National Laboratory receives no benefit by providing me with this bicycle. Accordingly, I hereby waive any claim I may have against BNL arising out of the use of this bicycle, including any claim for personal injury or property damage. I further agree to indemnify BNL and hold it harmless for any claims asserted by third parties against BNL arising out of my use of this bicycle.
- This bike agreement is for you alone. Do not allow anyone to borrow it because you are the responsible party.

I have read, fully understand, and agree to the terms of this agreement.

Borrower's Signature	Print Name	Date

Brookhaven National Laboratory is not liable for injuries that may be sustained while operating this bicycle.

Management System: [Worker Safety and Health](#)

Subject Area: [Traffic Safety](#)

3. Following BNL Bicycling Regulations

Effective Date: **Mar 1, 2010**

Subject Matter Expert: [John Ellerkamp Jr](#)

Management System Executive: [Ed Nowak](#)

Applicability

This information applies to BNL staff and non-BNL staff riding their own bicycle or a Laboratory-owned bicycle on-site.

Required Procedure

All BNL and non-BNL staff must follow the New York State driving regulations when riding a bicycle on-site. Failure to follow them may result in a citation being issued for a traffic violation and disciplinary action. See the section [Issuing Traffic Citations](#) for more information.

Step 1

Bicyclists must follow the New York State traffic laws while riding a bicycle:

- Wear a bicycle helmet: it is Laboratory policy for all cyclists on-site. The bicycle helmet must conform to the [Consumer Product Safety Commission \(CPSC\) Bicycle Helmet Standard](#).
Note: All helmets issued off-the-shelf from Property & Procurement Management conform to this standard. Only staff who ride Laboratory-owned bicycles are issued these helmets. Staff riding their own bicycles must purchase their own helmets.
- Ride in the same direction as the flow of traffic; keep right where practicable to allow vehicles to pass.
- Ride in a straight line and single file.
- Stop at stop signs and red lights.
- Use a light, reflectors, and reflective clothing during darkness.
- Wear bright clothing during the daytime.
- Ride to the right if you are moving slower than other traffic, unless you are turning left, passing another bicycle or vehicle, or avoiding hazards.
- Keep a safe distance from parked cars.
- Use proper hand signals when turning, stopping, or changing lanes.
- Use extra caution when it is raining, and allow extra time to stop.
- Cross railroad tracks at a right angle to the tracks.
- Walk your bike when using a crosswalk.
- Do not wear headphones on both ears while riding.
- Keep your bike properly maintained so it is safe.
- Do not drink alcoholic beverages or take substances, including prescription medications, that would impair faculties/abilities, and ride.
- Ride defensively.
- Be alert for road hazards.
- Watch for cars at cross streets and driveways.
- Obey all traffic signals.
- Be aware of parked cars and watch for car doors that may open.
- Give pedestrians the right-of-way.
- Refrain from riding on sidewalks.

