OBJECTIVE
Review and update the Pomona College Bicycle Program as it relates to the formulation, implementation and development of bicycle policies. To insure that the policies are designed to promote the safety of all members of the community through a spirit of mutual respect between bicycle riders, pedestrians and motorists.

AUTHORITY
Facilities and Campus Services in cooperation with Campus Safety shall be the administrative authority to manage all aspects of the Pomona College Bicycle Program. Specifically, Campus Safety will have the responsibility to manage the bicycle registration process. Facilities and Campus Services will have the responsibility to manage enforcement of bicycle traffic/parking regulations, physical procurement, distribution and maintenance of bicycle racks as well as enforcement of bicycle traffic/parking regulations.

INTRODUCTION
In the past few years, the number of cyclists on campus has increased dramatically. More and more students, faculty and staff are enjoying the easy access that bicycles provide to the College campus and the larger metropolitan community. This guide is designed to familiarize you with the College's Bicycle Policy as well as to provide you with information about bicycle safety, area trails and biking organizations.

BICYCLING ON CAMPUS
Pomona College requires all bicycle owners to register their bicycle with the Department of Campus Safety. You can register your bicycle on campus throughout the academic year at Campus Safety located at 251 E 11th Street on the west side of Scripps Campus. To complete the registration process, you must present valid identification and a receipt of ownership. Registration forms are provided by Campus Safety. Once registered, you will be given a permit to affix to your bicycle.

BICYCLE PARKING
Bicycle parking is located throughout campus. You may lock your bicycle to racks located in areas designated by bicycle parking signs only. Locking your bicycle to trees, handrails, signposts, access ramps or other such objects is not permitted. When locking your bicycle, you should secure the bicycle frame to the rack. The best locks to use are the u-shaped Citadel-Kryptonite style locks. You may store your bicycle in your room. Be sure, however, that it does not block any doors or fire escape routes.
BICYCLE EQUIPMENT

Your bicycle should be equipped with front, rear and side reflectors. If you ride your bicycle at night, we recommend that you also have a front headlamp that emits a light visible from at least 500 feet and a rear red reflector visible from 300 feet.

ROLLERBLADING, ROLLER-SKATING AND SKATEBOARDING

Rollerblading, roller-skating and skateboarding are not permitted in any College building. Operation of this equipment is limited to sidewalks and pathways; skates and coasters are not permitted on roadways. It is prohibited to attach yourself to any vehicle, motorized or non-motorized, when using one of these types of equipment or when riding a bicycle.

FINES AND CITATIONS

Non-compliance with College bicycle regulations will result in a fine. Fines will be issued beginning October 13 of the academic year. Until that time, verbal and written warnings will be given. Citations for parking violations are issued to the owner/registrant of the bicycle; Citations for “moving” violations will be issued to the rider of the bicycle. More information on citations will follow below.

SAFETY TIPS

Bicycles are vehicles, and vehicular laws apply to bicyclists as well as drivers of motor vehicles. Safe operation of your bicycle requires that you be aware of these laws as well as be alert when riding your bicycle.

When operating your bicycle you must always:

- use proper hand signals when making a turn or stopping;
- ride with the flow of traffic;
- yield to pedestrians;
- follow the speed limit;
- respect areas designated for pedestrians only or as access ramps for the disabled;
- ride as close to the curb as is practical (if sharing the lane with automobiles, allow enough room for a car to comfortably pass you on your left);
- wear a helmet;
- keep at least one hand on the handlebars
- carry identification in case of an accident

On campus, cyclists share thoroughfares with both pedestrians and automobiles. It is important, therefore, to ride defensively. Be alert for potential hazards such as moving vehicles, pedestrian intersections and speed bumps. Taking care of your bicycle is important in order to maintain safety. Regular cleaning, checking nuts and bolts to insure that they are secured and lubricating the moving parts will keep your bicycle working properly. If you are having problems with your bicycle, there are several bike shops in the area where you can take
it for repairs, including Pomona's Green Bikes Shop, located in the basement of Norton Clark, with a ramped entrance on Sixth Street.

BICYCLE ACCIDENTS

The majority of campus bicycle accidents involve bicyclists and pedestrians, but collisions with vehicles are also common. The following are the most common causes of bicycle accidents:
- running a traffic signal;
- darting out of an adjoining street or alley;
- riding on the wrong side of the road (against the flow of traffic);
- riding to the inside of a motorist making a right turn.

In the case of an accident, you must stop and properly identify yourself; you must also check to see if anyone has been injured. You should always carry a form of identification when you are riding your bicycle. If the accident involves a motorist, get his/her complete identification and insurance information. Under some automobile insurance policies, it is possible to obtain compensation if you are injured. If the motorist is uninsured, you may be able to claim compensation through the "uninsured motorist" coverage of your automobile insurance policy. In other cases, however, the liability coverage of your automobile policy will not cover you while you are riding your bicycle. The liability protection of a homeowner or renter's policy may cover you, but you should check with your insurance company to be certain.

BICYCLE THEFT

The majority of bicycles that are stolen are not locked; always lock your bicycle when leaving it unattended. If your bicycle is stolen, report it to Campus Safety immediately. Your report should include the location and time of the theft and a full description of the bicycle including color, size, model, brand, registration, identification number and photo if possible. If you have an expensive bicycle, you may want to purchase additional insurance to cover your bicycle in the event of theft. Check with your insurance carrier.

BICYCLE REMOVAL/DISPOSAL

At the conclusion of the academic year (after Commencement Weekend), registered and non-registered bikes that remain in parking areas will be removed by Facilities and Campus Services as abandoned bicycles. Students remaining on campus for the summer months are required to place a sticker on their bike that indicates the summer that the bike will be on campus; this sticker can be obtained at Facilities and Campus Services (Kenyon House). Bikes registered to faculty or staff will not be removed. The College is not liable for bicycles that are removed from parking areas after the end of the year.

POMONA COLLEGE
BICYCLE PROGRAM

REGULATIONS, CITATIONS AND FINES
Introduction

It is the responsibility of all individuals operating bicycles and other non-pedestrian vehicles to read and understand fully these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations.

Operation of Bicycles

Persons operating bicycles or other non-pedestrian devices on campus shall practice courteous, defensive driving, giving the right of way to pedestrians at all times, traveling at safe speeds on marked bike paths and on roadways (no skating is allowed on roadways), and having their bicycles under control at all times. Cars yield to bicycles and bicycles yield to pedestrians.

A. Parking Regulations

1. Parking Areas
   Bicycle parking is designated by the presence of bicycle parking signs and/or bicycle storage racks. Bicycles must be parked within the boundaries of designated parking areas and properly attached to bicycle storage racks. Parking or placement of other non-pedestrian devices must be approved by the Facilities and Campus Services.

2. Liability
   The College assumes no responsibility for the care and protection of any bicycle or non-pedestrian device or its contents at anytime the bicycle is on College property. The College will, however, aggressively patrol bicycle parking areas in an effort to minimize the possibility of theft.

3. Responsibility for Citations
   Each bicycle and non-pedestrian device owner/operator/registrant shall be responsible for all citations issued to him/her or to bicycles registered under his/ her name.

B. Traffic Regulations

1. Bicycles

   a. General Regulations
      Every person operating a bicycle shall obey traffic control devices and rules of the road applicable under City of Claremont laws and these regulations. Riders shall have all of the rights and duties of a pedestrian only when walking their bicycles across streets and roadways at marked or unmarked intersections. Persons riding bicycles, skateboards,
roller skates or any other form of coaster shall not attach themselves to any vehicle on
the roadways of the College or the streets of Claremont.

All bicycle accidents occurring on College property must be reported immediately to
Campus Safety at 7-2000.

2. Other Non-Pedestrian Devices
Skating is not allowed in buildings or on any roadways. Persons using such equipment
must exercise extreme care for the rights of others. No person upon roller skates or riding
by any means of any coaster shall go upon any street or roadway except while crossing a
street at a designated crosswalk area.

3. Equipment
In accordance with regulations, every bicycle operated on campus between sunset and
sunrise shall have operating:
   a. a front white lamp visible from a distance of 500 feet in front of the bicycle;
   b. a rear red reflector which must be visible no less than 300 feet from the rear;
   c. a device, such as a bell, which alerts pedestrians, other bicycle riders and
      vehicles of the approaching bicycle rider. Reflective leg bands or riding apparel, as
      well as a rear view mirror, are also recommended.

C. Impoundment of Bicycles and other Non-Pedestrian Devices
1. The College maintains the right to remove, for impound purposes, security
devices attached to bicycles if they are parked in violation of College
regulations.

2. Students that are NOT remaining on campus for the summer months are
required to remove their bicycles from parking areas. Bicycles will be removed by
College staff starting after Commencement.

3. Impounded bicycles may be claimed only on College business days
   between the hours of 8:30 a.m. and 4:30 p.m. at TBD. Bicycles will be
   released after the claimant:
      a. shows proof of ownership,
      b. registers the bicycle, if applicable, and
      c. pays all outstanding citations, impound fees, storage fees and other
         outstanding fees or fines.

4. Unclaimed Bicycles

Letters of notification will be sent to known bicycle owners/registrants when their
bicycles have been impounded; when owners/registrants are unknown, notice
shall be left at the site where the bicycle was impounded. Bicycles unclaimed
sixty (60) calendar days after the original date of impoundment shall be
considered abandoned and donated to the “Green Bikes” Program.

Bicycle Registration
A. Purpose

Registered bikes are possible to be tracked by campus safety. In the event of theft and subsequent recovery, then, registered bikes are much more likely to be returned to their owners.

B. General Requirements

Bicycle registration is offered to the College community by the Campus Safety. New employees and students are encouraged to register their bicycles before their first day of employment or classes. All bicycles brought on campus are subject to College bicycle regulations.

1. Issuance of Permits

Permits will be issued only after presentation of a valid identification card and receipt of ownership, if available and submission of a completed and signed Bicycle Registration Form.

2. Consent to Withholding Fines

All registrants shall provide the College permission to withhold unpaid fines from any sums owed the registrant. Unpaid fines are treated as debt.

3. Imputed Knowledge of Regulations

Signing a registration form and obtaining a bicycle permit certifies that the registrant has the responsibility to read and comply with the current bicycle policies. Policies can be found at the Facilities and Campus Services web site.

4. Change in Residence

Registrants must inform Campus Safety whenever a change of address occurs.

5. Term of Permit and Transfer of Permit

Registrations will be valid for the following periods:

- Employees: One fiscal year
- Students: Current School Year

Permits are assigned to the registrant and registration may not be transferred to another person. Liability for impoundment and fines incurred are the responsibility of the permit registrant. Liability for moving violations are the responsibility of the rider/operator.
6. Replacement Permits
   
a. Sold or Traded Bicycles

   Failure to advise Campus Safety of a sale or trade of registered bicycles will result in continued responsibility of the registrant for citations received on that permit and bicycle. The registrant is responsible for removing bicycle permits prior to selling or trading the bicycle.

b. Lost/Stolen Bicycles

   Registrants are responsible for the proper placement of their decals on the frame of their bicycle. Any permit which is lost/stolen may be replaced upon the approval of the Director, Campus Safety after the registrant has filed a Lost/ Stolen Report with Campus Safety.

7. False Registration

   No person shall obtain, attempt to obtain or use an altered, stolen, lost or counterfeit bicycle permit or a permit issued upon false information. Giving a false name, address, social security number or other false information shall constitute a false registration. Violation of this provision may result in fines or suspension of campus parking privileges.

C. Citation and Impound Payments

   Payment for fines and associated fees is accepted at the Facilities and Campus Services by cash, check or money order. Citation payments totaling $100.00 or more must be paid by cash or money order only. Checks will not be accepted.

D. Refunds

   No refunds will be granted until all outstanding citations and fees owed the College have been deducted from any refund due.

IV. Violations, Fines and Sanctions

Violations and Fines

B001 Parking a bicycle in any College building (except an individual office or residence hall).  
   Fine: $50.00

B002 Parking on or blocking an access/egress ramp. A bicycle parked in this manner is also subject to automatic impoundment.  
   First Offense: $75.00
B003 Second Offense: $150.00

B004 Operating a bicycle on a pedestrian walkway or sidewalk or in any area restricted by regulation or signs.
   Fine: $50.00

B005 Riding a bicycle without proper lighting equipment in operation between sunset and sunrise.
   Fine: $10.00

B006 Impoundment (Lock)
   Fine: $50.00

B007 Impoundment (Removal)
   Fee: $10.00
   Fine: $50.00

B008 Blocking wheelchair access ways or unauthorized parking in a space for the disabled; the bicycle is subject to automatic impoundment.
   First Offense: $50.00
   Second Offense: $100.00

B009 Using an altered, counterfeit lost/stolen permit or permit obtained on the basis of false information; the bicycle is subject to automatic impoundment.
   Fine: $100.00

B010 Parking or blocking fire lanes, exits/entrances to College buildings or attached to or blocking emergency safety devices; the bicycle is subject to automatic impoundment.
   Fine: $100.00

B011 Riding a bicycle in the opposite direction of traffic or traffic signs.
   Fine: $50.00

B012 Other violations of the Pomona College Bicycle Policy.
   Fine: $50.00

B013 Storage Fee
   Fee: $5.00/day (starting on the day after the impounding)

B014 Warning
   Fine: NONE

B. Other violations and Sanctions
   1. Administrative and Disciplinary Sanctions. Any administrative and disciplinary sanctions which result because of excessive and continual violation of the policies and rules outlined herein by College students or employees for violations will be governed by existing policies and procedures of Pomona College.
Satisfaction of Citations and Procedures for Hearing

A. Payments

All monetary penalties shall be paid to the Facilities and Campus Services, located at Kenyon House. No violation(s) will be considered cleared until the correct and full amount has been paid. If violators lose their copy of the violation, a copy may be obtained from the Facilities and Campus Services. Citations must be paid within ten working days of receipt or issuance of the citation.

B. Delinquent Response to Citations

A citation unpaid ten working days after the issuance shall be considered delinquent and subject to a $25.00 late charge in addition to the fine.

C. Appeal Procedures

Failure to follow the procedures for appeal will result in waiver of the right to appeal and assessment of appropriate fines.

1. A person who receives a College citation for a violation of a regulation outlined in this booklet may appeal the citation at the Facilities and Campus Services.

2. Appeal must be made within ten working days after issuance of the citation, exclusive of the date of issuance and College holidays. The written appeal must be submitted on the standard form which is available at the Facilities and Campus Services. Citations and notes sent to the Facilities and Campus Services do not constitute valid appeal.

3. All fines and or penalties must be paid in full at the time of, or prior to the appeal.