



BICYCLE SAFETY GUIDELINES ACKNOWLEDGEMENT

These bicycle safety guidelines are to inform University Enterprises, Inc. (UEI) employees of their responsibility to abide by California laws and Sacramento State policy requirements for the use of bicycles on the campus grounds and facilities. Supervisors should take whatever action is necessary to obtain compliance.

To carry out the guidelines, employees are required to comply with the following rules:

- Wear a helmet. If you are involved in a collision while wearing a helmet, inspect it. If it was damaged in any way, inform your supervisor so it can be replaced.
- Wear a reflective vest at night.
- Wear appropriate footwear (no flip flops or sandals, please).
- Park in designated racks or at one of the three bike compounds on campus: adjacent to the Guy West Bridge, at Moraga Way and Sinclair Road, and between Benicia Hall and the Academic Information Resources Center (AIRC).
- Obey posted signage and traffic lights and maintain a slow speed.
- Signal when changing lanes or turning using hand signals.
- Yield to pedestrians.
- Allow faster traffic to pass when safe.
- Stay visible. Never weave between parked vehicles.
- Ride single file when riding with a group of bicyclists.
- Ride as far left or right to the curb or edge of the roadway as possible, not on the sidewalk.
- Make left and right turns in the same way drivers do, using the same turn lanes.
- Carry identification.
- Do not wear any type of headphones to listen to music, etc.
- Do not drink alcoholic beverages and ride.
- Be sure to visually inspect your bicycle before each ride. Notify your supervisor of any defects or repairs.
- Walk your bicycle in crosswalks.
- Watch motorists. A quick glance at drivers next to you will tell you if they are paying attention.
- Never give a person a ride.
- Do not bike on any areas on campus designated as prohibited, (see [Pedestrian Zone Map](#)), within any building, on any stairs, ramps, or landings, and on or within any parking facility.

Employee Printed Name

Employee Signature

Date