

**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](mailto: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 #K70300) – 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.

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Borrower's Signature	Print Name	Date
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***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.

