



Albert Einstein College of Medicine

Bicycle Registration and Abandonment Policy

I. Purpose

One of the most common items left behind by students following graduation or a move from campus housing is bicycles. Therefore, Albert Einstein College of Medicine (the “College”) requires anyone wishing to store their bicycle or park overnight in the indoor parking garage to register their bicycle with the housing office. We encourage all cyclists who are part of our on-campus community to register their bicycles as well, as an added security measure.

II. Scope

This policy applies to all employees, students, and visitors of Einstein.

III. Policy

A. Bicycle Registration Form

To register, you will need to go the housing office at , located at 1935 Eastchester Road and provide the model, color, and serial number of the bicycle, along with your name and contact information. This allows us to easily identify an owner if there is a question or concern about the bicycle, particularly if it appears to have been abandoned.

B. Bicycle Removal

While outdoor bicycle racks are intended for daytime parking only, we encourage registration of bicycles parked at these racks, too, although it is not mandatory. Periodically, Einstein security and housing management will identify bicycles that are parked in racks around campus that appear to be abandoned. An abandoned bicycle is typically identified using the following criteria:

- Excessively rusty
- Missing major or significant parts, bent rims/frame, making the bicycle inoperable
- Flat tires
- Significant amount of dirt or organic growth on or around the bicycle

Per the College’s abandonment policy, when a bicycle fitting these criteria is identified, security will place a notice on the bicycle. If a bicycle is registered with the College, an attempt will be made to contact the owner through registration information.

After a period of thirty (30) days, an unclaimed bicycle will be removed and discarded or donated at the College’s sole discretion. The abandonment policy also applies to locks and chains that are routinely

affixed to fences and racks around campus. Please remember that abandoning your bicycle (and/or locks) prohibits others from being able to use the parking space.

C. Summary

Please remember: The College is not responsible for any bicycle that is parked on campus or that is disposed of through abandonment. For the best safety and security of your bicycle, the security team encourages members of the Einstein community who bring their bicycles on campus to:

- Register the bicycle with the housing office;
- Make sure to properly secure the bicycle at bicycle racks on campus; and
- Be aware of your property and respectful of others who also use the bicycle facilities available on campus.

Please Note: While bicycles may be brought inside campus buildings, they may not be parked in hallways, corridors, stairwells or locations that could impede emergency egress. Any bicycle stored in this manner, creating a potential fire hazard, will be removed by security.

IV. Definitions

None.

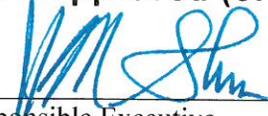
V. Effective Date

Effective as of: 1 March 2018

VI. Policy Management and Responsibilities

Einstein's Security Department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive for this policy. Einstein's Chief of Security and Transportation is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)



Responsible Executive
Jed M. Shivers
Assoc. Dean for Finance and Administration

16 Mar '18

Date