



Real Estate & Facilities Service (REFs)
EUI Campus Bicycle Use Policy and Regulations

Version No. 1
01.03.2017

Presented by:
Real Estate & Facilities Service

EUI Campus Bicycle Use Policy and Regulations

Responsible Office/Unit/Service/Department: Real Estate & Facilities Service

Responsible Official/Agent: Giuseppe Ricci

Rev. date: 01.07.2017

Last update: 01.07.2017

Aim of the policy

The aim of the policy is to adopt and implement rules and regulations which will enable the EUI to promote safe and responsible riding on Campus grounds, trying to make the EUI a better environment for cyclists and non-cyclists alike.

Scope of the policy

Recipients of the policy are all EUI members and users.

Purpose of the Policy

The purpose of the policy is to encourage the use of bicycles as a convenient and sustainable form of transportation within the Campus and at the same time to identify what actions are to be discouraged and how they should be dealt with in order to clarify expectations for both cyclists and administrators.

The policy clearly explains procedures to be followed in case of explicit violation of rules and regulations described in the policy.

Policy Implementation

The Director of the Real Estate and Facilities Service, in cooperation with the Parking Facilities Manager, is responsible for the implementation of the policy.

Policy Sections

1. General Rules
2. Bicycle Parking
3. Long-term Bicycle parking
4. Bicycles Removal
5. Reclaim Procedure
6. Removal of locks and locking devices
7. Bike Donation
8. Internal processes

1. General Rules

When riding bicycles within the Campus, cyclists shall follow the same traffic laws as motorists (both in walkways and roads), who are strongly invited to pay attention to bicycles and to drive in a respectful, careful and safely manner.

The REFS commits to ensure a safe riding environment to cyclists by monitoring road and lights conditions and placing warning signs wherever necessary.

In particular cyclists are requested to comply with the following recommendations:

- Give signals before turning
- Obey stop signs
- Yield right of way
- Yield to pedestrians at crosswalks and intersections
- Display proper illumination signs (use reflectors and/or reflective tape)
- Ride with traffic flows (Bike to the right)
- Ride single-file and in a straight line
- Don't weave between cars
- Maintain a safe and responsible speed at all times
- Do not ride with headphones or while talking on a cell phone
- Don't stop in a driver's blind spot
- Wear bright and/or reflective clothing at all times
- Use a mirror

Although it is not required by law, we strongly recommend the use of a biking helmet when riding inside and outside the EUI Campus.

Cyclists are kindly requested to refer to the [Campus Bike Routes Map](#) for suggested bike-friendly paths..

2. Bicycle parking

Bicycles shall be parked, stored, or left only in areas specifically designated for such parking by the presence of racks, bike stalls or other devices designed for bicycle parking (the map detailing the locations of bike racks on the EUI Campus is available [here](#)).

Please report any location with insufficient bike racks to parking@eui.eu: the REFS will evaluate and eventually acknowledge all notifications, implementing relevant corrective measures.

No bicycle shall be left or parked in the following areas:

- In any way so as to impede the normal traffic flow or access to pedestrian walkways;
- In any way so as to impede the movement of persons with disabilities upon wheelchair ramps or stairways;
- On any building access or emergency exit;
- In any hallway, room or office of any building (indoors);

Bicycles shall not be either secured or locked to public seating appliances, handrails, entrances, trees, plants, bushes, water, steam or gas pipes, ramps, sign posts, light posts, fences, emergency safety devices, or bus shelters.

Please note: in the overall interest of the EUI community, racks should not be used as long term bicycle storage. You can refer to the Long-term Bicycle Parking section of the present policy for further details (see below)

3. Long-Term Bicycle Parking

Long term parking for bikes is subject to specific authorization granted by the Real Estate & Facilities Service.

To obtain it, please submit your request by filling in the [parking authorization form](#) and send it by email to the REFS Parking Services together with a picture of your bike at least 7 working days prior to departure; if approved, you will receive a confirmation email.

Long-term parking is in any case allowed only for EUI members on mission or on leave for private or academic issues and is authorized for a minimum period of 30 days and for a maximum period of 180 consecutive days: upon expiration of the indicated period the EUI reserves the right to provide for the

impoundment of the bike, which, if not claimed back by the owner, will be considered as an abandoned vehicle to be disposed of according to what indicated in paragraph 3 of the present policy (Bicycle Removal).

The long-term parking area for bicycles, which is covered and secured, is located in Villa la Pagliaiuola (via delle Palazzine 19): after receiving the authorization by mail, the applicant shall fix an appointment with the EUI parking Services (parking@eui.eu) in order to bring the bike to the designated area.

Due to the limited availability of the Villa Pagliaiuola long-term storage space, a basic requirement when asking for authorization is the absence of the bike owner from the EUI for the time period indicated in the form. Should there be evidence that during that period the applicant did not leave for mission or other private/academic reason, in the interest of the whole community, the EUI reserves the right to suspend the authorization by informing the applicant of the immediate necessity to remove the vehicle.

In accordance with the above, the authorization (whose expiry date is indicated in the form) shall cease as from the moment when the vehicle is picked up by the owner or by a person other than the applicant, which is possible ONLY providing written authorization duly signed by the owner with a copy of his/her ID.

The date of the intended recovery of the bicycle shall be agreed with the EUI Parking services by sending an e-mail to parking@eui.eu at least 7 days in advance .

Before parking your vehicle in the designated area (Villa Pagliaiuola) you are requested to leave the following items to the EUI Control Room operator in the Badia Fiesolana:

- Copy of bike owner's ID card;
- Signed copy of the approved parking authorization form with attached confirmation email sent from REFS Parking Services;

The only designated area for long term parking all over the EUI Campus is Villa Pagliaiuola: long term parking is NOT allowed in other parking lots and/or in other EUI premises.

4. Bicycle removal

Bicycles parked in evident violation of above mentioned rules are subject to impoundment. Bicycles subject to impoundment will be stored in a specific repository for a maximum of 30 (thirty) calendar days, after which, if not claimed back by the owner, they will be donated to the *Cooperativa Sociale Ulisse* (See below).

Bicycles left in a state of disrepair or appearing to be abandoned will be also subject to impoundment.

A bicycle is considered in a state of disrepair and/or abandoned if:

- It has flat tires, rusted or broken chain links, broken or rusted brakes and is left in extremely poor condition
- It has evident signs of abandonment, such as missing parts
- It has not been moved or used for more than 30 days

Authorized EUI personnel shall conduct periodic inspections within the Campus looking for abandoned bicycles.

Abandoned bicycles shall be tagged with a [Removal Notice](#), reporting the date of the inspection: the location of tagged bicycles will be recorded and a picture will be taken.

The owner has a maximum of 30 (thirty) calendar days to remove the bicycle after the placement of the tag, after which the bicycle shall be definitely considered abandoned and subject to the removal and impoundment procedure.

Removed bicycles will be held in a specific storage facility for a maximum of 30 (thirty) calendar days starting from the date of the removal, after which, if not claimed back by the owner, they will be donated to the *Cooperativa Sociale Ulisse* (www.cooperativaulisse.it)

5. Reclaim procedure

The owner of a lost, removed or impounded bike shall follow the procedure described below:

- Send a mail message to parking@eui.eu reporting make, model and color of the bike. Please attach a picture of the bike, if available;
- He/she will then receive a mail notification that his/her bike is or is not held in the dedicated storage facility of the EUI;
- In case your bike is not held at the EUI, or if you believe it was stolen, please report to the EUI Control room and follow the theft policy.
- In case your bike was removed and impounded, please fix an appointment with the EUI parking management in order to pick it up from the dedicated storage facility.

6. Removal of locks and locking devices

EUI staff are authorized to remove any locking mechanism or device securing a bicycle subject to the impoundment procedure.

The EUI cannot in any case be deemed liable for the costs deriving from the replacement of the broken chain/lock or for damage to the bicycle while in possession of the EUI.

7. Bike Donation

The EUI partners with local non-profit organization *Cooperativa Sociale Ulisse** to donate bikes parked in explicit violation of the present policy and/or abandoned. After the maximum holding period of 30 (thirty) calendar days starting from the date of the impoundment, bicycles become EUI property and can be donated to the *Cooperativa Sociale Ulisse* (www.cooperativaulisse.it)

*Ulisse is a social cooperative born in Florence in 1998 from a shared project between Arca Cooperativa Sociale and ASL, associazionismo and Terzo Settore, in order to create and develop community services with the recruitment of disadvantaged workers coming from socially underdeveloped areas indicated by the Italian legislation currently in force (L. 381/91).

By May 2017 Ulisse gives work to 59 people, one third belonging to vulnerable sectors of society (Disability, Psychiatry, Addiction, Jail).

The Cooperativa manages used cycles repair labs within the Sollicciano Correction centre, and also a showroom lab located in Via Baccio Bandinelli in Florence. The project, named “Millebici” was born in 2000 in order to recover and recycle bikes coming from the repository of the Comune di Firenze that are then going to be sold: the project gives work to 3 persons, 2 of which can be considered disadvantaged workers.

8. Internal processes

Evaluation of the policy and frequency of revisions: once a year.