



DIRECTIVE: 780

Date: August 18, 2015

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**SUBJECT:** Industrial Bicycles

**SCOPE:** This program applies to all Facilities Management (FM) employees who utilize industrial bicycles during the execution of their work tasks.

**PURPOSE:** To establish policies for safe use of bicycles purchased by and issued to FM personnel. FM-provided bicycles for use at work are referred to as "industrial bicycles." Privately-owned bicycles, when used on campus in the execution of official work tasks, are also referred to as industrial bicycles and are subject to the same requirements prescribed in this FM Directive.

**CANCELLATION:** None

**REFERENCES:**

1. [Occupational Safety & Health Act \(OSHA\) 29 U.S.C. § 654, 5\(a\)1](#): **Each employer** shall furnish to each of his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees."
2. [29 Code of Federal Regulations \(CFR\) 1910.135](#), Personal Protective Equipment: Head Protection (for hard hats)
3. ASTM (formerly American Society for Testing and Materials) Standard Specification for Protective Headgear Used in Bicycling, F1447-12, and F-1446-11a, Test Methods for Equipment and Procedures Used in Evaluating the Performance Characteristics of Protective Headgear (the Base Standard)
4. US Consumer Product Safety Commission (US) Safety Standard for Bicycle Helmets. [Final Rule](#) that took effect as U.S. law on March 10, 1999. ("CPSC")
5. Snell Memorial Foundation [1995 Standard for Protective Headgear for use with Bicycles \("Snell B95"\), 1998 revision](#)
6. [Virginia Bicycle Laws](#)

**POLICY:**

1. FM may provide industrial bicycles for department use in the conduct of employee work tasks in and around the University campus.
2. FM employees, at their discretion and with their supervisor's approval, may utilize privately-owned bicycles in the execution of their work tasks. Employees who opt to utilize a privately-owned bicycle shall adhere to all industrial bicycle requirements.
3. Industrial bicycles, with exception of those that are privately-owned, are for official use only;

- i.e., for the performance of University work and business on campus.
4. Industrial bicycles are for single-users; giving personnel a ride (ex. on the handle bars) is prohibited.
  5. FM employees are encouraged to attend [Bicycle Safety Education](#) training offered by the WM Police Department.
  6. FM employees must [register](#) their industrial bicycle with W&M Parking Services.
  7. Industrial bicycles are the responsibility of the individual users who shall ensure that industrial bicycles are:
    - a. secured when not in use and unattended
    - b. maintained in safe working condition at the department's expense.
  8. Anyone riding an industrial bicycle on campus must wear an approved (i.e. American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet. Helmets are issued to FM employees through the FM Warehouse and are to be replaced every five (5) years. FM employees utilizing privately-owned bicycles must provide their own helmets and replace them as needed/recommended. Industrial bicycles will not be used in performance of work tasks without a protective helmet.
  9. Supervisors are responsible for and expected to ensure employees who ride industrial bicycles have helmets and use them as required.
  10. FM personnel utilizing industrial bicycles shall observe all [Commonwealth of Virginia traffic codes and regulations](#).
  11. FM employees may not use cell phones, radios, or texting devices while riding an industrial bicycle. In addition, they are not permitted to wear earphones in both ears while riding. A single earphone is allowed.
  12. FM employees utilizing industrial bicycles shall yield to pedestrians at all times and shall pay particular attention to pedestrians on sidewalks and in the crosswalks located throughout campus.
  13. When riding an industrial bicycle on a road, FM employees shall ride on the right hand side, except when preparing to turn left. Ride in single file, not side by side. For additional bicycle safety tips, refer to Parking & Transportation's [Bike Initiative – Staying Safe](#).
  14. FM supervisors/employees shall consider installing flashing bicycle safety lights on the front and rear of an industrial bicycle as this will aid in ensuring that other industrial equipment operators can see them. The human eye responds to two blinking lights better than one, so installing two lights both front and rear is the safest option. As an alternative, supervisors may provide FM employees reflective vests so those walking or riding an industrial bicycle are visible.
  15. Industrial bicycle manufacturers generally provide load weight limits for every model that they manufacture. FM employees should always follow these weight guidelines to ensure the bicycle handles safely while transporting any type of heavy load.
  16. FM employees shall not park industrial bicycles in building corridors, stairwells or other locations where they can hinder egress. Do not secure industrial bicycles to benches, light poles, sign poles, handrails, building emergency egress points, or trees. See Parking & Transportation's [Bicycle Parking on Campus](#).

17. FM supervisors/employees shall report all industrial bicycle accidents involving injury to personnel/pedestrians or damage to equipment as outlined in the Environment, Health and Safety (EH&S) [Accident/Incident Reporting Brochure](#).



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