

**PARTICLE PHYSICS DIVISION OPERATING MANUAL
REVIEW AND APPROVAL RECORD**

Loaner Bicycle Program

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PPD Head

Loaner Bicycle Program

INTRODUCTION

The purpose of this document is to provide a policy for inventorying and caring for the loaner bicycles and bicycle accessories in the Particle Physics Division.

REFERENCES

1. [Appendix A](#): Loaner Bicycle & Helmet Checkout form
2. [Appendix B](#): Loaner Bicycle & Helmet Safety Checklist
3. [Appendix C](#): Biannual Loaner Bicycle Inspection form
4. [Appendix D](#): Biannual Loaner Helmet Inspection form
5. [Illinois Bicycle Rules of the Road](#)
6. [Illinois Rules of the Road](#)

DEFINITIONS

<i>Keeper</i>	A laboratory employee that is responsible for a department's Loaner Bicycles and Loaner Helmets. This person will check bicycles and helmets out to Requestors, and also perform the biannual inspections.
<i>Loaner Bicycle</i>	A laboratory owned bicycle that may be borrowed by Fermilab employees, users, and visitors.
<i>Loaner Helmet</i>	A laboratory owned bicycle helmet that may be borrowed by Fermilab employees, users, and visitors.
<i>Requestor</i>	A Fermilab employee, user or visitor who is borrowing a Loaner Bicycle and Helmet.

RESPONSIBILITIES

Department Head:	The Department Head will assign a Keeper.
Keeper:	Responsible for implementing this procedure. That includes bicycle and helmet check-outs and returns, ensuring Requestors understand their responsibilities, performing the biannual inspections of bicycles and helmets, and facilitating any needed repairs.
Requestor:	Responsible for the Loaner Bicycle and Helmet, as well as following all rules laid out or mentioned in this procedure.
PPD ES&H:	Responsible for maintaining all inspection records, and ensuring that they are done on a timely basis.

DETAILED PROCEDURE

***Note:** *The appendixes are attached to the end of this procedure. Links to the PDF files are in the References section for easier printing.*

Bicycle/Helmet Checkout

Checking out a Loaner Bicycle/Helmet shall be as follows:

1. The Keeper will fill out the Loaner Bicycle & Helmet Checkout form (Appendix A). This form includes the bicycle and helmet serial numbers, the date of the checkout, the estimated date of return, and the location from which the bike is being borrowed.
2. The Keeper will review the Loaner Bicycle Rules (on the checkout form) with the Requestor.
3. The Requestor will sign and date the Loaner Bicycle & Helmet Checkout form, and by doing so agrees to follow all the rules, and to stop riding the bike if its condition poses a hazard to the rider or others.
4. The Requestor will take a copy of the Loaner Bicycle & Helmet Safety Checklist to the bicycle to be borrowed, and use the checklist to quickly look over the bike, and make sure that it is in good condition. There is no need to actually write on the checklist; the check may be performed mentally. If the Requestor answers NO to any question on the checklist, then the bike and/or the helmet may not be used. This should be reported to the Keeper.
5. The Requestor will inform the Keeper when the bike and helmet are returned. The Keeper will initial and date the RETURNED box on the checkout form. The Requestor will report to the Keeper any accidents that may have occurred.

Bicycle/Helmet Inventory & Inspections

An inventory of all laboratory owned bicycles and helmets will be maintained by the PPD ES&H Department. The Keepers of the bikes and helmets will submit the Biannual Loaner Bicycle Inspection form (Appendix C) and the Biannual Loaner Helmet Inspection form (Appendix D) to the ES&H Department twice a year, April and November. Any other accessories (chains, locks, carriers, etc.) will be maintained by the Keepers or their designate.

Twice a year Keepers will perform a thorough inspection of the Loaner Bicycles and Loaner Helmets. The forms in Appendix C and Appendix D will be used.

For bikes, write each bicycle serial number in the vertical boxes at the top of the Biannual Loaner Bicycle Inspection form. Then run down the list of questions concerning each part of the bike. N for No, Y for Yes. If a Yes is answered, the bike should be taken in for service.

For helmets, write the serial number of the helmet in the left hand column of the Biannual Loaner Helmet Inspection form. Then look over each helmet for scratches, gouges, padding damage, etc. If any damage is visible, then the helmet will be taken out of service.

Accidents

If a bicycle is involved in an accident it must be inspected using the Biannual Bicycle Inspection form. Any problems must be fixed before the bike can be ridden again.

Any helmet involved in an accident must be taken out of service. This is only if the helmet is physically involved in the accident (i.e. scraped or knocked against the sidewalk, etc.). If a person falls, but the helmet does not contact anything, then the helmet may stay in use.

Appendix A



Loaner Bicycle & Helmet Checkout

User name:	Fermi ID:
Date: Return date:	Location:
Bicycle #:	Helmet #:
Chain/lock/key:	

Loaner Bicycle Rules

1. Wear helmet while riding bike
2. Obey Illinois Rules of the Road
3. Only one person per bike
4. Ride in single file
5. Ride as close to the right hand side as practical
6. Night riding – wear brightly colored/reflective clothing
7. Return bike immediately for repair/maintenance – Accidents must be reported to bicycle keeper.
8. Do not carry anything in arms, use bike carriers or backpacks
9. Report to Medical Office if injured
10. Use turn signals (see below)

RETURNED:



I understand and will follow all the rules of the Loaner Bike Program as outlined above. This includes completing the *Loaner Bicycle & Helmet Checklist* prior to riding the bike. It is my responsibility to check regularly the condition of the bike that I am using, and to not continue using this bike if its condition poses a hazard to myself or others.

Signature: _____

Date: _____

Appendix B

Fermilab **Loaner Bicycle & Helmet Checklist**
do not use if any NO's

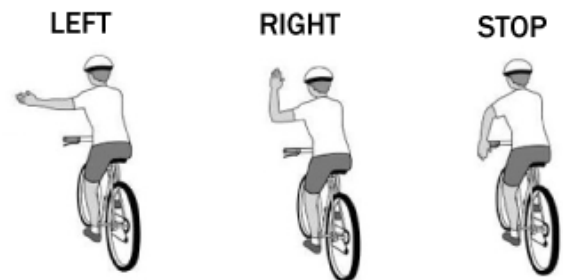
Bike	Yes	No
Seat height adjusted and secured		
Handlebars adjusted and secured		
Brakes tested by hand		
Headlight available and working		
Red rear reflector(s)		
Pedal reflectors		
Side-mounted wheel reflectors		
Gears operating smoothly		
Tire pressure okay		

Helmet	Yes	No
In good repair (no gouges/scratches)		
Fits snug and level		
Chin straps adjusted and secure		
Buckle working properly		

Bicycle Rules on back.

Fermilab **Loaner Bicycle Rules**

1. Wear helmet while riding bike
2. Obey Illinois Rules of the Road
3. Only one person per bike
4. Ride in single file
5. Ride as close to the right side as practical
6. Night riding – headlight ON
wear brightly colored/reflective clothing
7. Return bike immediately for repair/maint.
Accidents must be reported to keeper
8. Do not carry anything in arms –
use bike carriers or backpacks
9. Report to Medical Office if injured
10. Use hand signals (see below)



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Appendix C



BIANNUAL LOANER BICYCLE INSPECTION

Date:	S/N:	S/N:	S/N:	S/N:	S/N:	S/N:	S/N:	S/N:	S/N:	S/N:	S/N:
REAR WHEEL											
Brake needs adjusting?											
Chain needs tightening?											
Wheel needs straightening?											
Spokes missing?											
Tire needs repair?											
FRONT WHEEL											
Brake needs adjusting?											
Chain needs tightening?											
Wheel needs straightening?											
Spokes missing?											
Tire needs repair?											
HANDLEBARS, SEAT, CRANK HANGER											
Bars need tightening?											
Gooseneck too loose?											
Bars need grips?											
Seat needs adjustment?											
Hanger needs repair?											
Pedals need repair?											
FRAME & ACCESSORIES											
Frame weak?											
Fenders need repair?											
Headlight needs repair?											
Tail light/reflectors need repair?											

OTHER? Please note on the bottom or back of this page.

Revision History

Author(s)	Description	Revision	Date
A. Sands	Added Revision History sheet, repaired hyperlinks, reviewed content.	4/16/2012	4/16/2012