

DePauw University Police Department

Bicycle Registration Program



About the Program

Bicycles are an extremely popular form of transportation on campus. When using your bike for transportation you get to park right outside your residence hall or classroom building (no walking from the parking lot), and you can avoid searching for a parking space. The increasing popularity of bicycling as a sport and a means of transportation has made bicycles an easy target for thieves. It is estimated that over 1.5 million bicycles are stolen every year. Nowhere is bicycle theft a bigger problem than on college campuses.

Bicycles that are registered are more likely to be recovered and returned to their owners if they are stolen. With a few simple suggestions, we hope to make your biking experience safe and enjoyable while helping you avoid becoming a victim of theft.

Bicycles operated or possessed on campus **MUST** have a valid permit affixed and must be parked at a bicycle rack, locked, and in operable condition.

There is **NO COST** for a bicycle permit. Bicycle permits must be obtained through the DePauw University Police Department. All permits must be properly affixed to your bicycle before they are considered valid.

The bicycle registration program is essentially a database of bicycle information – the owner's identification along with the make, model, serial number, and color of the bicycle.

The purpose of the program is to help the bicycle owner protect their property.

Why Register?

Bicycles that are registered are less likely to be stolen, and if stolen and recovered, more likely to be returned to their owners. The bicycle registration information is kept on file at the DePauw University Police Department, so even if the owner has graduated or moved, DePauw University Police will be able to provide ownership information on the bicycle.

Required Information for Registration

Owner Identification

The owner's name, address, phone number, driver's license number and state will be required.

Bicycle Serial Numbers

You will need to provide your bike's serial number in order to register it. These are generally stamped onto the bicycle frame (not on wheels, etc.). It usually starts with SN and is rarely a sticker.

Bicycle serial number locations



1. Across the top bar
2. On the seat mast
3. On the lower bar
4. On the hanger bracket near the sprocket
5. On one of the rear forks (left) or (right)
6. On one of the rear stay bars (left) or (right)

Make and Model of Your Bicycle



Example: The Make of this bicycle is Schwinn and the Model is 405

Colors of Your Bicycle

All of the colors of your bicycle need to be included.



Example: This bicycle includes the colors of yellow, red, and black.

Speed of Your Bicycle

If you do not know which speed your bicycle is, you can calculate it by multiplying the number of front gears by the number of rear gears.

Example: If your bicycle has 3 front gears and 7 rear gears you would have a 21 speed bicycle. ($3 \times 7 = 21$)

Front Gears



Rear Gears



Wheel Size of your Bicycle

Your wheel size is the diameter of your tire. Example: The wheel size is normally printed on your tires as shown.



Unique Features of Your Bicycle

List any unique features of your bicycle such as a front basket, water bottle holder, any rust or damage, or anything else which would make it easier for us to identify.

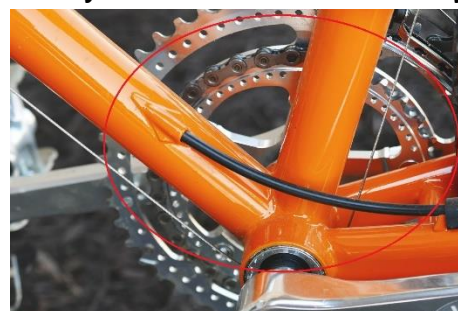
A Photograph

A recent photograph of your bicycle is required and will be attached to your registration.

How to Register

Any DePauw University student, faculty, or staff member can register their bicycle. Registration can be done at the DePauw University Police Department located at 101 E. Seminary Street, lower level. If you need assistance with your registration appointments can be made with Sgt. Steve Smith or Officer Robert Carter. To make an appointment please contact our office at (765) 658-5555 or email an appointment request to stevesmith@depauw.edu or robertcarter@depauw.edu.

Once registered you will be given a registration tag which you will need to place on the left side of your bicycle just above your crank shaft as pictured. Note: Please bring your bicycle with you and we will assist you in the registration process.



Bicycle Crime Prevention

Purchase a heavy duty chain and lock or a "U Lock."

Always lock your bicycle to a bike rack.

If your bike is lost or stolen, report it to the DePauw Police Department immediately at (765) 658-5555.

Bicycle Maintenance

Frequently check for worn or damaged parts. Regularly inspect and adjust the seat bolts, handlebars, brakes, reflectors, pedals, wheels, chains, tires, and spokes.

Have your bike repaired or inspected by a professional if you are unfamiliar with bicycle maintenance.

Bicycle Safety

Always wear a helmet and protective clothing.

Keep to the right side of the roadway.

Keep your speed under control at all times.

For night riding, equip your bike with reflectors and lights.

Always wear bright clothing or a reflector zed vest so others can easily see you.

Use caution when passing parked cars because doors can be opened without warning.

Watch out for potholes, rocks, broken glass, and other road hazards.

Obey All Traffic Laws

Here are 8 Indiana bicycle laws you should be aware of:

1. Every person riding the bicycle must have a properly attached seat and not be carrying anything that prevents them from keeping both hands on the handlebars. This also means no texting, shaving or eating while riding a bike. (Indiana Codes 9-21-11-3 and 9-21-11-7)
2. Anyone riding on a roadway or bike path after sunset and before sunrise must have a white light that can be seen 500 feet in front of them,

and a red light or reflector that can be seen 500 feet behind them. These items can usually be found at your local bike shop or sporting goods store. (Indiana Code 9-21-11-9)

3. No cyclists may ever attach themselves or their bike to a motorized street car or vehicle. This may look like fun to some people, but it's extremely dangerous and illegal. (Indiana Code 9-21-11-5)

4. This next rule is somewhat unknown, but very important. Every bicycle must have brakes that are able to make the tires skid on dry, clean, level pavement. If your bicycle needs new brake pads, they are also usually available at your local bike shop or sporting goods store. (Indiana Code 9-21-11-10)

5. Another fairly unknown rule is that every bicycle must be equipped with an audible device, such as a bell, that can be heard 100 feet away. While this rule does not seem to be strictly enforced, it is always important for cyclists to warn people near them that they are approaching in order to prevent serious injury to themselves and others. Cyclists may not use sirens or whistles as their audible device. (Indiana Code 9-21-11-8)

6. Everyone riding a bicycle on the roadway must use the proper hand and arm signals to indicate when they are changing lanes or turning. These signals can be found in the Indiana Driver's Manual. (Indiana Code 9-21-8-28)

7. When riding with friends on a roadway, there can be no more than 2 bikes riding side-by-side. (Indiana Code 9-21-11-6)

8. While drinking and biking may seem safer because the cyclist is not driving a half-ton, all-metal, motorized wrecking ball, the legal blood alcohol (B.A.C.) limit while riding a bike is the same as if driving a car, .08. (Indiana Code 9-30-5-1)

Impounded Bicycles

Bicycles may be impounded upon complaint throughout the year for lack of registration, no current permit affixed, or improper storage. Bicycles must be parked and locked at bicycle racks. Bicycles attached to signs, trees, posts, or any area other than a bicycle rack will be impounded and fees may be assessed. Bicycles left on University property in an inoperable

condition for a period longer than one week may be impounded. Locks cut or damaged during impoundment will not be refunded or replaced.

At the end of the Spring Semester a University wide bicycle "cleanup" will be conducted. Bicycles that are illegally parked, unregistered, or inoperable will be impounded.

Bicycle racks need to be cleared to do routine maintenance to the bicycle racks and surrounding areas. In order to accommodate the maintenance of the bicycle rack areas, bicycles may not be stored on the campus during the summer semester without authorization from the DePauw Police Department.

If you are not going to be on-campus using your bicycle during the summer, please REMOVE IT. If left, your bicycle will be impounded. Bicycle claims can be made at the DePauw Police Department until July 15th. Bicycles NOT picked up from impound by July 15th will be donated or sold at the discretion of the DePauw Police Department. Junk bicycles will be destroyed.