

## **JMU SURPLUS BICYCLE PROGRAM WEB SITE**

JMU offers University departments and individual employees (“Customer”) the opportunity to select and borrow a Surplus Property bicycle for up to one year for their professional use as on campus transportation for official university business only. The cost is approximately \$120. The borrowing privileges of the Customer will not be transferrable, i.e., you may not loan the bicycle to others.

The following procedures must be followed to qualify for this program. Since the costs of the program will be drawn from JMU accounts, departmental pre-approval intent must be obtained prior to starting the application process.

### **Applying for a Bicycle**

The application process will include the following steps:

1. E-mail the Surplus Bicycle Program Administrator Lee Eshelman of the JMU Transportation Demand Management Office to provide user height and inseam, any other bicycle specifications, and the estimated duration for the loan of the bicycle (maximum one year renewable). The Administrator will e-mail back confirming bicycle availability.
2. Complete the online Virginia Department of Transportation (VDOT) Bicycle and Walking in Virginia Program at: <http://www.virginiadot.org/programs/bk-laws.asp>. Copy the final page with your score into a Word document.
3. Complete the online JMU Surplus Bicycle Program quiz to acknowledge the above requirements. [https://new.qualtrics.com/SE/?SID=SV\\_cOawUFy6mx4flPu&Preview=Survey&BrandID=jmu](https://new.qualtrics.com/SE/?SID=SV_cOawUFy6mx4flPu&Preview=Survey&BrandID=jmu)
4. E-mail copies of the output from Steps 2 and 3 to the SBP Administrator.
5. The SBP Administrator will schedule an appointment for the Customer to view the bicycles available in an appropriate size. With a bike selected and an estimated cost of repairs determined, the Customer’s JMU department will ATV the estimated repair cost to the SBP Administrator to have the repairs completed. Failure of the Customer to return the bicycle or renew the loan after one year will result in the department being invoiced for \$200.

### **Acquiring the Bicycle**

Upon successfully completing the application process the Customer will be contacted via e-mail to schedule an appointment to pick-up the bicycle. At the time of pick-up the service provide will do a final fitting and register the bicycle with JMU Public Safety.

### **Equipping the Bicycle**

The Customer will be responsible for obtaining the equipment needed for the safe and secure operation of the bicycle. The following items are recommended as a minimum: cable and lock, helmet, lights and safety vest, and bell/horn.

### **Maintaining the Bicycle**

Once the Customer takes possession of the JMU surplus bicycle, the Customer will be responsible for the care of the bicycle, including, but not be limited to, regularly having the bike cleaned, lubricated, properly equipped and given a thorough safety inspection. The Customer may make these arrangements with a qualified bicycle mechanic. The following list includes possible locations for this service and inspection:

- a. JMU Tube & Lube: [www.jmu.edu/stewardship/bikeshare.shtml](http://www.jmu.edu/stewardship/bikeshare.shtml)
- b. East Coast Bicycle Academy: 540-433-3013
- c. Mark's Bike Shop: 540-434-5151
- d. Mole Hill Bikes: 540-879-2011,
- e. Shenandoah Bicycle Company: 540-437-9000, [info@shenandoahbicycle.com](mailto:info@shenandoahbicycle.com)
- f. Ben Wyse: 540-383-4119, [ben.wyse@yahoo.com](mailto:ben.wyse@yahoo.com)

Alternatively, the Customer may bring the bicycle to the "Tube-andheld every other Wednesday afternoons on the Commons when JMU classes are in session.

### **Returning the Bicycle**

The Customer will be responsible for returning the bicycle to the SBP Administrator if the Customer is no longer the prime user, if the Customer leaves the employment of the University, or as soon as their one-year loan period expires.

Upon return, the bicycle will be identified and inspected jointly by a repair professional and the Administrator to determine its condition. The amount of the deposit refunded to the department will be determined by the condition of the bicycle upon its return.

Failure of the Customer to return the bicycle (or renew the loan) after one year will result in the department being invoiced for the cost of replacing the bicycle.

Additional information can be obtained from the Administrator at [eshellml@jmu.edu](mailto:eshellml@jmu.edu)