



California Natural Resources Agency (CNRA) Policy Directive

POLICY INFORMATION

Policy Name	Headquarters Building Bicycle-Scooter Storage Policy			Policy ID:	CNRA-EP 20-01
Effective Date	04/1/2021	Addendum Date	-	Last Review	05/4/2020
Policy Contact	For questions regarding this policy, please contact the California Natural Resources Agency at CNRAPolicyMgt@resources.ca.gov				
Authority	This policy is issued under the authority of the Secretary of the California Natural Resources Agency				

INTRODUCTION AND OVERVIEW

This policy establishes the directives to follow regarding the use and storage of bicycles, scooters, e-bikes, e-scooters, and other personal transportation devices at the 715 P Street Natural Resources Headquarters building in Sacramento. The intent is to provide direction and a clarification for storage utilization of personal transportation devices.

SCOPE AND OBJECTIVES

Scope:

This policy applies to bicycles, e-bicycles, scooters, e-scooters, hoverboards, including but not limited to other personal and commercial transportation devices. It establishes the practices to follow regarding the storage of these devices in the designated locations at the 715 P Street Natural Resources Headquarters building in Sacramento. This does not apply to combustion-powered cycles, motorcycles, or other motor-operated vehicles. The scope of this policy and its associated directives does not include or apply to personal medical devices, including but not limited to, mobility scooters, wheelchairs, or other medical assisted devices. Any device or situation not mentioned or envisioned within this policy can be addressed through the exception process listed in this policy document.

Objectives:

- **Encouraged Use of Alternate Transportation** – CNRA encourages the use of alternative forms of transportation, commuting, and travel in the Sacramento downtown area to help reduce the environmental carbon footprint. CNRA supports the use of bicycles/scooters and other personal and business transportation devices by staff and visitors, while preserving the Natural Resources Headquarters facility safety and architectural design.
- **Provide Guidance** – Provide guidance to cyclists, scooter users, and users of other personal and commercial transportation devices that are used, stored, or operated on the grounds of the Natural Resources Headquarters building.



California Natural Resources Agency (CNRA) Policy Directive

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The following are the policy directives that must be adhered to:

- **Storage Space** – CNRA provides over 300 spaces for bicycles/scooters/personal transportation devices, including outside racks and a dedicated indoor storage room, including access to a shower area.
- **Parking/Storage Locations** – Personal transportation devices shall only be parked or stored in specifically designated signage or rack areas. No device shall be stored or left on any lawn or landscaped area except in areas designated as a bicycle parking area. No device shall be stored or left in any lobby, hallway or room of the Natural Resources Headquarters building unless the area is specifically designated for personal transportation device parking.
- **Device Owners** – Employees who use or store a personal transportation device are responsible for properly storing and securing their device in the indoor storage area or at one of the outdoor racks. Both personally owned devices and commercial devices that are being utilized must be kept in the designated storage areas.
- **Commercial Bicycles and Scooters** – Bicycles and scooters available from commercial operators shall be limited to the designated outdoor spaces or racks on the property.
- **Battery Powered Personal Transportation Devices** – Charging of devices is only allowed in the indoor bicycle storage area, which has limited capability for charging electric powered personal transportation devices.
- **Length of Device Storage** – Personal or commercially-owned devices shall not be stored or parked for more than 30 calendar days. Devices, personal or commercial, that are left unused or, in violation of this policy, may be impounded, moved, relocated, or removed—including removal or destruction of locking devices, or any combination of the foregoing actions. CNRA staff and/or security guards will make reasonable attempts to contact the device owner, if time or the situation permits.
- **Locking to Unauthorized Objects** – No personal or commercial transportation device shall be chained or otherwise locked, or attached to any object, including but not limited to, handrail, tree, shrubbery, door, signpost, lamp, telephone pole, lamppost, fence, or other object not designated for securing transportation devices.
- **Protection Responsibility** – Owners and users of devices shall ensure that their actions do not cause damage to any person, property, building landscape, or other personal transportation devices.
- **Operation of Bicycles, Scooters and Personal Transportation Devices** – All personal transportation devices must be safely operated in accordance with state and local laws.



California Natural Resources Agency (CNRA) Policy Directive

- **No Cost Bicycle Storage and Locker Room Use** – For the initial two-year period after moving into the Natural Resources Headquarters building indoor and outdoor storage will be provided at no cost to CNRA-affiliated organizations' employees. Employees access will be provided through their building access badge. The goal is to assure the fullest use of the storage room, showers, and lockers. After the initial two years of occupancy, or sooner, if demand for the space exceeds the available space, a nominal fee may be charged for indoor storage and locker room use to cover the maintenance of racks and support equipment.

POLICY APPLICABILITY

This policy applies to California Natural Resources Agency affiliated organizations' personnel, employees, contractors, students, retired annuitants, and all other non-CNRA personnel and visitors that will utilize the Natural Resources Headquarters building personal transportation device facilities.

EXCEPTION PROCESS

CNRA-affiliated organizations' personnel may request an exception to a given policy directive by contacting the CNRA Policy Management at CNRAPolicyMgt@resources.ca.gov. An exception, if granted, will be recorded and the user will be provided with documentation to keep with the device to show the scope and durations of the exception granted.