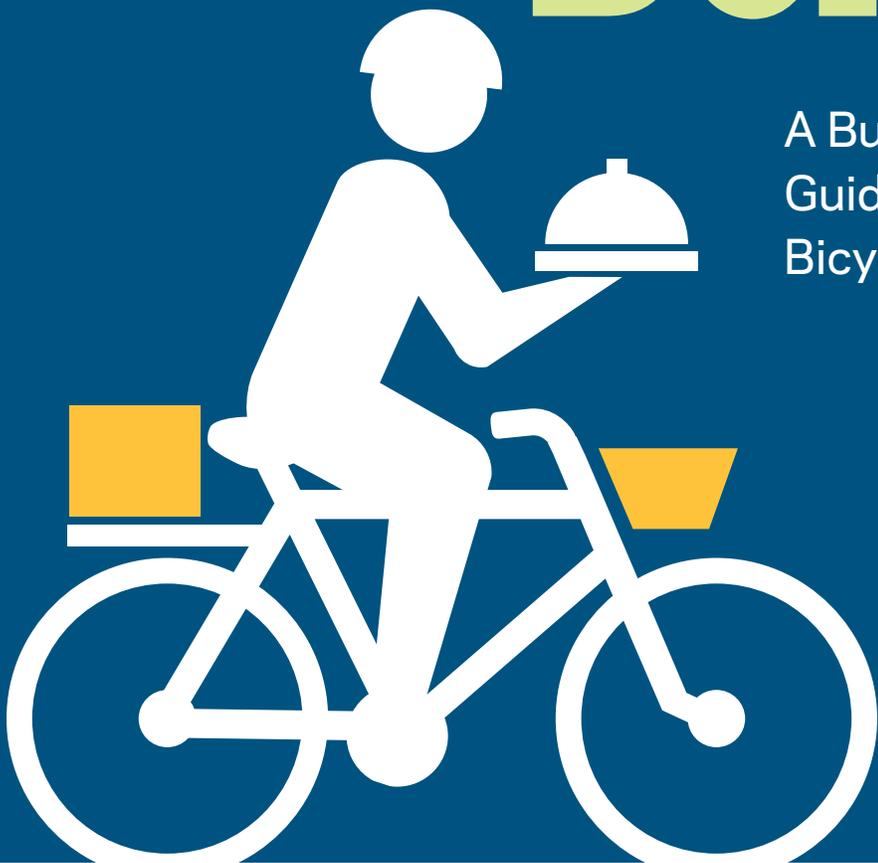




Do You Deliver?

A Business Owner's
Guide to Commercial
Bicyclist Law



About this Guide

More and more businesses are finding that you can't run a viable delivery service without bikes. They are inexpensive, fast, and efficient. But did you know that there are laws pertaining to commercial bicyclists and that as a business owner, you can be fined for non-compliance?

This booklet contains the information that you need to know in order to comply with the **Administrative Code of the City of New York Sections § 10-157 and § 10-157.1**, which pertain to businesses that employ commercial bicyclists.

How will the commercial bicyclist law be enforced?

The NYC DOT Commercial Bicycle Unit will enforce § 10-157 and § 10-157.1 at the point of business and will respond to 311 calls. (*summons to business*)

NYPD will continue to enforce both Commercial Bicyclist moving violations in the traffic environment (*summons to cyclists*) and § 10-157 and § 10-157.1 at the point of business (*summons to business*)

What's Inside

- I am a Business Owner. What am I Required to Do?
- What are My Commercial Bicyclists Required to Do?
- Tips for Success

Supplemental Materials:

- Commercial Bicyclist Safety poster
- *Do You Deliver?* brochure
- ID card template
- Vest ID template
- Roster template
- Bike sign template

For more information and replacement materials, go to nyc.gov/bikes

I am a Business Owner. What am I Required To Do?

See inside for a
step-by-step guide.



Commercial Bicyclist Safety



Commercial Bicyclists Must:

- Obey Traffic Signs And Signals**
 - Bicyclists are subject to all applicable New York state and local laws, rules and regulations, including NYC Traffic Rules.
- Never Ride Against Traffic**
 - Bicyclists never ride against the flow of traffic. Ride with traffic to avoid accidents.
 - If available, bicyclists must use bicycle lanes.
- Be Safe**
 - Yield to pedestrians.
 - Keep at least one hand on the steering device or handlebars at all times.
 - Do not wear more than one telephone attached to radio, tape player or other audio device while riding.
 - Do not attach bicycle to another vehicle being operated on the roadway.
 - Any bicyclist involved in an accident resulting in property damage, injury or death must stop and give their name, address, insurance information, etc., and report the accident to the Police Department.
- Stay Off Sidewalks And Limited Access Roadways**
 - Bicycle operators must wear upper body apparel with the business name and the operator's identification number.
 - Bicycle operators must carry and produce, on demand, a business ID card with the operator's photo, name, home address and business name, address and phone. It is recommended that the operator also carry a second form of photo ID.
- Be Prepared**
 - When working, bicyclists must wear a properly fitted bicycle helmet.
- Wear A Helmet**
 - When working, bicyclists must wear a properly fitted bicycle helmet.
- Be Visible**
 - From dusk to dawn, bicyclists must use a white headlight and red taillight.
 - Stay visible at night with light-colored clothing and reflective materials.

Business Owners Who Employ Commercial Bicyclists Must:

Provide their bicycle operators with the following:

- A bicycle helmet in good condition, which fits properly.
- Upper body apparel with the business name and operator's identification number.
- Business ID card with the operator's photo, name, home address and the business name, address and phone number.
- A white headlight and red taillight.
- A bell or other audible signal (not whistled).
- Working brakes.
- Reflective strips and/or other reflective devices on new bicycles.

Businesses must maintain a log book, which must be available for inspection during regular and usual business hours.

Some of the responsibilities listed above are imposed by law and failure to comply with them may subject violators to legal sanctions.

NYC For more, please visit nyc.gov/bikes




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1 | Make available at the site:

The *Commercial Bicyclist Safety* poster, displayed where delivery cyclists will easily see it and in languages that they understand.

You can access the poster in English, Spanish, Chinese, Russian, Haitian Creole, Italian, and Korean through our website: www.nyc.gov/bikes.

A roster to include each delivery cyclist's:

Name, residence address, date of employment and discharge from employment

Unique 3-digit ID number

Confirmation of delivery cyclist's review of DOT Commercial Cyclist Safety course

Cyclist Roster

Name: **J. Delivery** Safety course
3-digit ID Number: **123**
Home Address: **23-19 Main Street**
Date of Employment: **08/5/12**
Date of Discharge:

Name: Safety course
3-digit ID Number:
Home Address:
Date of Employment:
Date of Discharge:

Name: Safety course
3-digit ID Number:
Home Address:
Date of Employment:
Date of Discharge:



IMPORTANT:
Failure to comply with these laws may result in a fine.

2 | Provide delivery cyclists with the following:

A unique 3-digit ID number for each bicyclist

Assign each bicyclist with a unique 3-digit employee ID number, for your internal use.

JOE'S 001
JOE'S 002
JOE'S 003

Retroreflective upper body apparel with the business' name and bicyclist's 3-digit ID number on the back

The ID still needs to be visible when your commercial bicyclist is wearing a coat or a rain jacket.



A bicycle helmet in good condition

Replace helmets that have been repeatedly dropped or have been involved in any type of crash- they are no longer safe.



Business ID card including the information pictured:

ID CARD*		COMMERCIAL BICYCLIST
	BUSINESS	
	Name: _____	Address: _____
		Phone: _____
BICYCLIST		Name: _____
		3-DIGIT ID #: _____

* Carry this ID card at all times.

IMPORTANT:
Failure to comply with these laws may result in a fine.

3 | Equip commercial bicycles with the following:

A bell or other audible device

A whistle or siren are not allowed by law.

White front light and red taillight

must be used from dusk to dawn.

Reflectors

must be on each wheel on the front and back of bicycle.

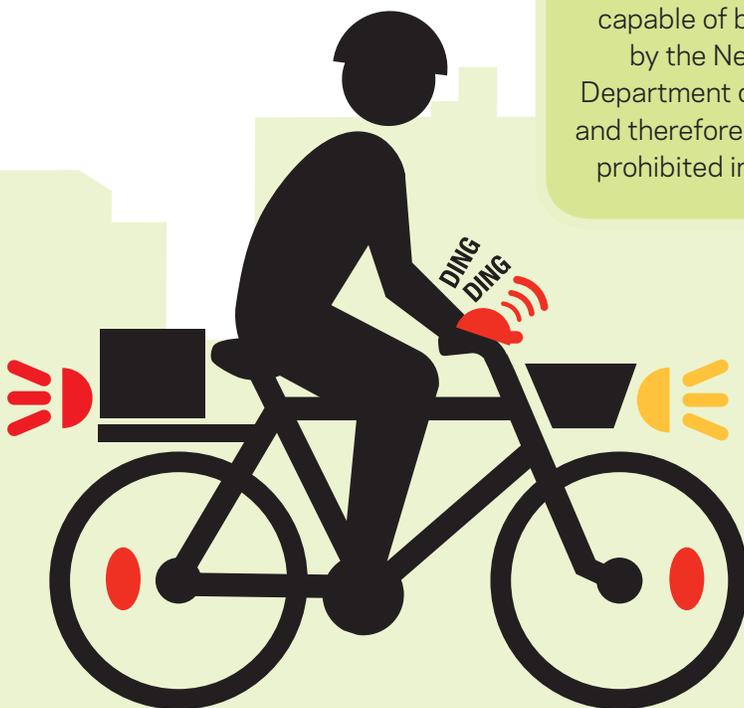
Brakes

A metal or plastic sign at least 3 inches by 5 inches with the business' name:

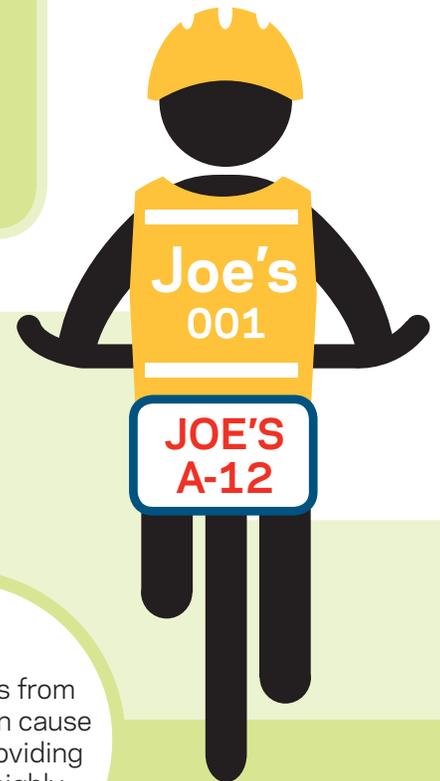
Affixed to the rear of each bicycle or bicycle seat or both sides of the delivery basket.

Assign each **bicycle** a unique 3-digit number, different from the **bicyclist's** ID number.

**JOE'S
A-12**



Electric bicycles are not capable of being registered by the New York State Department of Motor Vehicles and therefore their operation is prohibited in New York City.



TIP:
Hanging bags from handlebars can cause accidents. Providing a basket is highly recommended.



What Are My Commercial Bicyclists Required To Do?

All bicyclists riding in New York City must obey traffic laws and may receive a summons if they do not comply. It is your responsibility to make sure that all bicyclists who work for you know and follow the laws at all times.

On the following pages you will find training materials for your employees.



Discuss traffic laws and compliance with your delivery cyclists:

Distribute *Do You Deliver?* brochure to your delivery cyclists and review each section as described below.

Traffic Laws

As you review this brochure, emphasize the following:

- “Yield to pedestrians” means that they have to let people walking go BEFORE them at all times.
- Your delivery cyclists must not ride the wrong way on any street. Please let your delivery cyclists know that you will allow for the time it takes to travel safely – and that you expect them to go around the block in order to ride in the correct direction.
- Remember, everyone out there is a potential customer.

Please note, the front light must be WHITE and the rear must be RED, just as on a motor vehicle.

Commercial Bicyclists must obey all traffic laws including the following:

Los Ciclistas Comerciales deberán obedecer todas las leyes de tránsito, incluyendo las siguientes:

騎乘腳踏車的送貨員必須遵守一切交通規則，包括以下方面：



Yield to pedestrians

Ceda el paso a los peatones
讓路給行人



Ride in the direction of traffic

Circule en el sentido del tránsito
順著交通方向騎乘



Stop at all red lights and stop signs

Deténgase en las luces rojas del semáforo y las señales de pare (STOP)

在號誌轉為紅燈後和 STOP (暫時停車) 標誌前停下



Stay off the sidewalk

No use las aceras
禁止騎上人行道



Use a white headlight and red taillight at night

Use una luz delantera blanca y una luz trasera roja por la noche

晚上使用白色頭燈和紅色尾燈

When reviewing the laws pertaining to equipment, please keep in mind that it is the business owner's responsibility to provide a helmet, a bell and front and rear lights.

To clarify: adults are not required by law to wear helmets, however any commercial bicyclist must wear a helmet every time they ride "on the job."

Being predictable is a big part of staying safe. Your cyclists must let drivers and pedestrians know when they are turning to avoid collisions. Practice these signals with them and insist they use these important indicators.

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騎乘腳踏車的送貨員必須遵守一切交通規則, 包括以下方面:



Wear a helmet

Use un casco
戴上頭盔



Use a bell to signal presence

Utilice el timbre para indicar su presencia
使用鈴鐺提示他人



Do not wear more than one earphone while riding

Utilice únicamente un solo auricular cuando ande en bicicleta
騎車時切勿雙耳佩戴耳機



Signal when turning

Al dar vuelta, haga una señal
轉彎時用手勢表示



LEFT
Izquierda
左



RIGHT
Derecha
右



STOP
Alto/Pare
停

Tips for Success

Encouraging safe riding habits provides for the safety of both your employees and the public. It can also save your restaurant money.

When a local bagel chain adopted a bicyclist safety program, they experienced a combined 50% reduction in crashes among their 12 locations and thousands of dollars in savings in medical costs and insurance in just the first year!



Simple Ways to Work with Your Delivery Cyclists

Train new delivery staff

Before any employee begins working as a delivery cyclist, they must understand bicycle traffic laws. Consider using the *Do You Deliver?* brochure and the *Commercial Bicyclist Safety* poster as training materials.

Hold regular meetings

Conduct weekly, biweekly, or monthly staff meetings for your delivery cyclists. Go over any unsafe behaviors that may have been reported. Use our *Tip of the Month* sheets from our website nyc.gov/bikes.

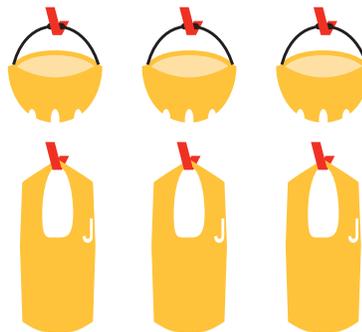
Make safety gear easy to find & access

Keep helmets organized and within arms' reach so that cyclists can get to them.

Give accurate delivery times

Cyclists may engage in unsafe behavior in order to deliver meals too quickly. When you tell your customer how long a delivery order will take, build in time for your employees to stop at red lights and stop signs and ride the correct way on one-way streets.

Welcome to the team!



Safety Tips for Cyclists

Be Alert

Talking on the phone while riding is dangerous and distracting.



Report a Crash

Stay at the scene, inform a manager and call the Police. Under Executive Order 41, Police will not inquire about immigration status when asked for assistance.

Bad Weather Riding

Remember that it is more difficult for bicyclists and motorists to see each other in the rain or snow. This makes having lights extra important.

Sewer grates and manholes can become slippery when it rains. Snow on the street may hide potholes, grates, or icy patches.



Avoid the Blind Spot

Trucks have very large blind spots. Leave extra room when riding near them.



Don't Get Doored

Ride at least three feet away from parked cars and stay alert. Use the bike symbol on the street as a guide.



For more tips visit www.nyc.gov/bikesmart



Notes:



For more information visit nyc.gov/bikes or call 311