

District 4

CALTRANS Bicycle Locker Agreement

Subject to the following terms & conditions, the California Department of Transportation (CALTRANS) hereby assigns..... New Locker OR Annual Renewal

Bike Locker _____ Key _____ at Location: _____ to
(locker number) (serial number) (park & ride facility name and location)

Name _____ Over 18 yrs. of Age ____ Yes ____ No*
(Cyclist/Applicant name - please print) (*Responsible parent/guardian signature required below)

Address _____
(Street) (City) (State) (Zip)

Phone (____) _____ (____) _____ E-mail Address _____
(Day) (Eve.)

Driver's License _____
(Drivers Lic. State and No.)

1. This agreement shall be in effect until *(date completed by Caltrans)* January 30, 20 ____ unless terminated by CALTRANS. The bike locker agreement must be renewed annually.
2. A \$50 refundable key deposit shall be paid for every new locker assignment. Provided that your bicycle locker is left in its original condition, upon return of your locker key you may be eligible for refund of your key deposit. In the event of a key loss, your key deposit will be forfeited. A new key deposit will be assessed for a new key.
3. The assigned locker shall be used only for storing a bicycle or moped. Any unauthorized use will result in the termination of this agreement by CALTRANS and possible forfeiture of the key deposit.
4. The assigned locker is to be used on a regular basis for ridesharing purposes. If there is a waiting list for lockers at this site, seldom or never used lockers will be reassigned.
5. CALTRANS has the right to inspect all assigned lockers at any time without notice.
6. User is always to keep the interior of locker clean.
7. User is to notify CALTRANS of all changes of address and/or telephone numbers.
8. User is to notify CALTRANS of intent to discontinue use of locker. Please notify CALTRANS at least 15 days in advance.
9. CALTRANS is not liable for any injury, loss, or damage arising from the use of any assigned lockers.

Failure to comply with any provisions of the Caltrans Bicycle Locker Agreement is cause for CALTRANS to terminate this agreement, retain the key deposit, and dispose of any property remaining in the locker in accordance with the law.

I have read and understand all the terms and conditions listed above.

Name _____ Date _____
Cyclist/Applicant (print and sign name) (Month-Day-Year)

Name * _____ Date _____
(Responsible parent/guardian (Please print and sign name & indicate relationship *if cyclist/applicant is under 18 years of age, a parent/guardian signature is required) (Month-Day-Year)

Name _____ Date _____
Caltrans-Park & Ride Coordinator (print and sign name) (Month-Day-Year)

Instructions:

New Locker

- Complete and sign this CALTRANS Bicycle Locker Agreement (CBLA). (*indicate request is for "New Locker"*)
- Return the signed copy of the CBLA with a **certified check or money order** for \$50 (key deposit) payable to: CALTRANS. Personal checks are not accepted.
- You will receive one locker key, a receipt for your key deposit, and a copy of the CBLA indicating your assigned locker number.

Annual Renewal: (due on January 30th of every subsequent year)

- Complete and sign this CALTRANS Bicycle Locker Agreement (CBLA). (*indicate request is for "Annual Renewal"*)
- Return a signed copy of the completed CBLA. *No additional fees are required.*
- A copy of the CBLA will be returned to you with the new expiration date.

Key Deposit Refund Requests:

- To ensure proper delivery, wrap the key with one sheet of paper to prevent key from puncturing the return envelope. *We are not responsible for keys lost in the mail.*
- Send the locker key with your request for key deposit refund. Provide your locker number, park & ride location, and the address to send the refund. Note: after the bike locker is inspected and found in good condition, we will process a key deposit check. The key deposit refund check may take up to 6-8 weeks and will be sent directly from State Controller's office

Return Forms & Key Deposit Refund Requests to:

CALTRANS - DISTRICT 4
TRAFFIC SYSTEMS, MS 5-H
PARK AND RIDE PROGRAM
P.O. Box 23660
Oakland, CA 94623-0660

If you have any questions, contact the Park and Ride Coordinator at 1-800-834-3032