

(Please scroll down for the English version.)

学生・教職員各位

自転車登録及び入構ルール遵守の徹底について、再度周知いたします。
なお、未登録の自転車については、来週中に移動を実施します。
手すり等の構造物にロックされている自転車については、ロックを切断し移動する場合があります。

また、登録シールを貼ってある自転車であっても、駐輪場以外の場所にとめられているものについては、近隣の駐輪場に移動します。

まだ登録がお済みでない方は、速やかに登録手続きを完了してください。
自転車登録ルールの遵守にご理解・ご協力をよろしくお願いいたします。

令和 5年 5月12日

学生・教職員各位

環境安全保健委員会委員長

松ヶ崎キャンパス自転車登録ルールについて

松ヶ崎キャンパスに自転車で入構するには「自転車駐輪許可申請」が必要です。自転車利用者は下記要領に従い、必ず申請手続きを行ってください。

記

1. 申請方法 生協での申請・交付となります。

(1) 手続き窓口

新規・継続申請 本学生生活協同組合KITSHOP 2階 サービスカウンター

(2) 申請時必要書類等

・自転車駐輪許可申請書（下記よりダウンロードするか、生協で入手する。）

自転車駐輪許可申請書 [PDF・WORD]

https://www.cis.kit.ac.jp/~shisetsu/anzen/08/b_shinsei-01.pdf

https://www.cis.kit.ac.jp/~shisetsu/anzen/08/b_shinsei-01.docx

・身分証（学生証・職員証）

・自転車駐輪場利用料（年度ごと） 1,000円

(3) 申請手順

[本学学生及び教職員]

1. 自転車駐輪許可申請書を入手し、必要事項を記入する。

2. 自転車駐輪許可申請書を本学生生活協同組合KITSHOP2階 サービスカウンターに提出する。
その際、身分証（学生証・職員証）を提示する。

3. 自転車駐輪場利用料を支払う。

4. 登録シールの交付を受ける。

[学外者（業務委託等関係者）]

学外者（学生証・職員証のない方）は、申請書に必要事項を記入の上、施設環境安全課環境安全係窓口までお越しくください。その際、所属が証明できるものをご提示ください。本人確認の後、申請書に承認印を押します。押印済みの申請書を生協窓口へ提出し、自転車駐輪場利用料を支払い、登録シールの交付を受けてください。

2. 注意事項

・必ず本人が申請手続きをしてください。

・申請できるのは1人につき1台です。重複申請や事実を偽った記載は申請を拒否します。
登録を受けた後に発覚した場合は、登録を取り消します。

・防犯登録をしていない自転車は申請できません。

・京都府では、自転車保険等（自転車事故により生じた他人の生命又は身体の損害を補償

することができる保険又は共済)への加入が義務化されています。未加入の場合は申請できませんので、必ず加入してください。

- ・有効な登録シールが貼付されていない自転車は、移動・施錠・撤去等の取締り対象となります。

3. 有効期限

登録シールは年度ごとに発行しており、有効期限は交付年度の年度末(3/31)までです。次年度も自転車で構内に入構する場合は、再度申請を行い、当該年度の登録シールの交付を受けてください。

4. 遵守事項

構内では、次の交通ルールを遵守してください。

- ・京都工芸繊維大学松ヶ崎キャンパス入構車両管理規則に従うこと。
 - ・登録シールは、車体後方の見やすい位置に貼付すること。
 - ・登録シールは、他人に貸与又は譲渡しないこと。
 - ・通用門を利用する際は、降車し手で押して入出構すること。
 - ・自転車を構内移動に使用しないこと。自転車で入構できるのは、自転車入構門から直近の自転車駐輪場までの区域です。
 - ・駐輪場に整列して停めること。駐輪場以外には、駐輪をしないこと。
 - ・大学を車庫代わりに利用するような行為を行わないこと。
 - ・自転車が不用になったときは、構内に放置せず自らの責任で処分すること。
 - ・構内での事故・盗難・損傷等については、自ら責任を負うこと。
 - ・自転車を大学の工作物に、鎖・ワイヤー錠等で繋ぎとめないこと。
- ※上記事項に反する行為があった場合には、登録を抹消する場合があります。

以上

[参考]

- ・環境安全保健委員会HP > 交通安全対策
<https://www.cis.kit.ac.jp/~shisetsu/anzen/08.html>
- ・松ヶ崎キャンパス自転車入構ルールについて
<https://www.cis.kit.ac.jp/~shisetsu/anzen/08/kotsu-01.pdf>
- ・自転車駐輪許可申請について
<https://www.cis.kit.ac.jp/~shisetsu/anzen/08/kotsu-02.pdf>
- ・京都工芸繊維大学松ヶ崎キャンパス入構車両管理規則
<https://www.kit.ac.jp/01/prescriptions/act/frame/frame110000224.htm>
- ・京都工芸繊維大学松ヶ崎キャンパス入構車両管理規則実施細則
<https://www.kit.ac.jp/01/prescriptions/act/frame/frame110000225.htm>

【本件担当】

施設環境安全課 環境安全係
内線：7961・7962
E-mail：kanan@jim.kit.ac.jp

Dear students, faculty and staff,

We would like to remind you once again to be sure to register your bicycles and to observe the rules for entering the campus.
All unregistered bicycles will be removed within the next week.
Bicycles locked to railings or other structures may be disconnected from their locks and removed.
In addition, bicycles with registration stickers that are parked in areas other than the bicycle parking lots, will be moved to a nearby bicycle parking lot.
If you have not yet registered your bicycle, please complete the registration procedure as soon as possible.
Thank you for your understanding and cooperation in complying with bicycle registration rules.

To bring a bicycle on campus, you must register for bicycle parking, receive a parking registration sticker and help prevent accidents by following the bicycle regulations below.

Applying for bicycle parking permission and a registration sticker.

- To park a bicycle on campus, you must apply to park on campus and receive a parking registration sticker.
- Attach the parking registration sticker to the rear of your bicycle so it is clearly visible.
- Parking registration stickers are valid until the end (March 31) of the academic year of issue. You must apply for permission and a sticker every academic year.
- Refer to "Application for Bicycle Parking Permission" for the registration procedure.

Park in designated bicycle parking areas and do not leave bicycles unattended.

- Be sure to park your bicycle neatly in line with other bicycles in the Eastern, Northern, and Western bicycle parking lots on campus.
- When parking bicycles, be sure to lock your bicycle (double-locked is preferable) to prevent theft.
- Do not park bicycles anywhere other than KIT-designated bicycle parking areas. Be aware that bicycles parked near service gates, building entrances, emergency evacuation routes, green areas, etc. may be moved or removed immediately.
- Bicycles that are no longer needed (after graduation, etc.) should not be left on the KIT campus.

KIT prohibits using bicycle as transportation around the campus.

- Bicycles can enter and leave campus at the following four gates: the Central Bicycle Parking Gate (West), the West Gate, the Central Gate (East), and the Umabashi Gate. Entry and exit from the main Central Gate (West), the East Gate and the Northwest Gate are prohibited.
 - Bicycles may be ridden from the gates to the nearest bicycle parking areas. Riding bicycles on the campus is prohibited in all other areas.
 - Do not use bicycles for the purpose of moving around the campus.
 - KIT is not responsible for any accidents, theft, damage, etc. to bicycles on campus.
- * Note that accidents occurring in areas on campus where cycling is not permitted are not covered by Student Accident Insurance for Education and Research (Gakkensai).

Penalties for Violations

- Bicycles without a valid parking sticker or those parked outside KIT-designated bicycle parking areas will be subject to being moved, locked up or removed from campus.
- Bicycle-related misconduct and/or repeated bicycle parking violations may result in your bicycle parking permission being voided and your bicycle being banned from campus.

1. How to apply:

1.1 Applications will be available/accepted starting April 1.

1.2 Processing Counters

- New/continuing bicycle parking registration applications:

KIT Co-op Service Counter (2nd floor of KIT House)

- Parking sticker re-issue applications (for replacing an old, with a new bicycle or to obtain a lost/missing sticker):

Facility Management and Security Office (3rd floor, Building No. 3)

Office hours (weekdays): 9:00–12:00, 13:00–16:00

1.3 Required Documentation and Bicycle Fees

- Bicycle Parking Permission Application Form (obtain one at the Co-op Service

Counter or download it from the URL below)

https://www.cis.kit.ac.jp/~shisetsu/anzen/08/b_shinsei-01.pdf

https://www.cis.kit.ac.jp/~shisetsu/anzen/08/b_shinsei-01.docx

- ID (student/staff ID)
- Annual bicycle parking fee: 1,000 yen

1.4 Application Procedure

[Students, faculty and staff]

1. Obtain and fill out a Bicycle Parking Permission Application Form.
2. Submit the application form at the KIT Co-op Service Counter (2nd floor of KIT HOUSE). When submitting the application, present your KIT student or staff ID.
3. Pay the bicycle parking fee.
4. Receive a bicycle parking registration sticker.

[Off-Campus Visitors]

Non-authorized persons (persons without a KIT student or staff ID) are required to fill out an application form and submit it to staff at the Safety and Environment counter of the Facility Management and Security Office (3rd floor, Building No. 3, office hours: 9:00-12:00, 13:00-16:00). At that time, present proof of the business/company you represent. Staff will confirm your identity and stamp your application. Submit the stamped application form to staff at the University Co-op counter, pay the bicycle parking fee, and receive a bicycle parking registration sticker.

2. Caution

- Applications must be completed in person (not online).
- Only one application is allowed per person. Duplicate applications and those containing false statements will not be approved. Approved applications will be voided if found to contain false statements or to be duplicates.
- Only bicycles with crime-prevention stickers will be registered for on-campus parking.
- Kyoto Prefecture mandatory bicycle insurance (insurance or mutual aid that can compensate for injury or death caused by a bicycle accident) is also required. If you are not insured, you will not be able to apply for parking permission, so be sure to purchase the necessary insurance.
- Bicycles without a valid parking registration sticker are subject to being moved, locked up or removed from campus.

Reissuance of Bicycle Registration Stickers

If you wish to have your registration sticker reissued due to having a new bicycle, or other reason, remove the old registration sticker and bring it and your ID (School ID for KIT student, faculty or staff) to the Safety and Environment counter of the Facility Management and Security Office (3rd floor, Building No. 3, office hours: 9:00-12:00, 13:00-16:00). If you are requesting parking registration sticker reissue for a new bicycle, be sure to have your parking registration permission number with you. A new sticker will be issued after you fill out the Bicycle Sticker Reissue Application form at the counter.

3. Expiration dates

Registration stickers are issued annually and are valid until the end (March 31) of the academic year of issue. To continue parking your bicycle on campus in the following academic year, apply again and receive a parking registration sticker for the next fiscal year.

4. Campus Bicycle Rules

KIT requires all campus bicycle users to comply with the following:

- Obey all KIT Matsugasaki Campus Traffic Safety Regulations.
- Your bicycle registration sticker must be affixed to the rear of the bicycle in a clearly visible location.

- Your bicycle parking registration sticker must not be lent or transferred to another bicycle.
- When using gates other than ones specifically for bicycles, get off the bicycle and push it when entering and exiting the campus.
- Do not ride your bicycle around campus. Bicycles may only be ridden between the bicycle entrance gate and the closest bicycle parking lot (near the West Central Gate).
- Park bicycles in an orderly fashion in the bicycle parking areas. Only park bicycles in KIT-designated bicycle parking areas.
- Do not leave your bicycle parked at KIT for extended periods.
- When bicycles are no longer needed, do not abandon them on campus. Each student is responsible for removing his/her unwanted bicycle from campus.
- Any accidents, theft, damage, or other bicycle/parking related issues occurring on campus are the responsibility of the parties involved.
- Do not chain or wire-lock bicycles to university structures.

⊗ Be aware that violation of any of the above rules may result in your parking registration being revoked.