

**CITY OF CAMBRIDGE**  
**Traffic, Parking and Transportation**  
57 Inman Street,  
Cambridge, Massachusetts 02139

Susan E. Clippinger  
Director

Administration 349-4700  
Parking Violations 349-4705  
Resident Parking 349-4701

February 18, 1997

TO: Richard Rossi, Deputy City Manager

FROM: Susan E. Clippinger, Director

RE: Bicycles on Sidewalks

We are redrafting our bicycle regulations. The new version will include:

- State regulations
- Language regulating how people can ride on the sidewalk where it is allowed.
- A framework that creates a structure for the schedule (list) of areas where

sidewalk bicycle riding is banned. There will be two categories: Areas where bicycles are banned for all age groups and areas where only children under a particular age (to be determined) are allowed to ride.

Currently, riding a bicycle on the sidewalk in Harvard and Central Square is banned. The Police Department has stepped up enforcement of the ban in these two areas. The Department of Traffic, Parking & Transportation, through its regulations, can ban additional areas. The Department wants the regulations to match the education efforts and the enforcement resources so that the regulations are as effective as possible. In some busy commercial areas in the city, high pedestrian volumes create congested sidewalks. In these areas, bicycle riding by people of any age is unsafe. When these areas are small, walking a bicycle is a reasonable option for children. Expanding the current Harvard and Central Square restrictions, which have no age exception, to other similar areas appears to offer a good opportunity to restrict sidewalk bicycle riding in the most congested areas in a way that matches the enforcement resources and education program needed to deal most effectively with the problem.

Final recommendation on the areas will be made after the hearing on February 26 to the Bicycle Riding on Sidewalks Committee for implementation this spring.

The schedule we are pursuing at this time is:

- First draft - Feb. 18
- Law, CDD, Police, Manager's Office review Feb. 18 - March 8
- Review with Bicycle on Sidewalks Committee - March 10
- Advertise - April 15
- Post Signs - May 15 - June 1
- Start enforcement June 1

**Proposed Adult Bicycle Safety Education Activities**  
**2/17/97**

**Target group: General public**

- Send a press release about new sidewalk regulations to the *TAB, Chronicle, Globe, Cambridge Current*, to neighborhood groups, and to college newspapers.
- Work with the press on regularly publishing information on travel safety.
- Produce a colorful 8.5x11" notice about the sidewalk cycling ban and ask store owners in areas to put it in their windows and put out flyers for customers.
- Revise map, *How to Get Around in Cambridge*, to reflect new regulations and continue to distribute it widely.
- Update the information about pedestrian and bicycle safety in City publications, including Web site.
- Locate appropriate information about how motorists should behave toward bicyclists and give it to driving schools, taxicab companies, and the MBTA.
- Ask the Bicycle Coalition of Massachusetts to work on improving bicycle safety information in the Registry of Motor Vehicles manual.
- Propose broadcast of bicycle safety videos on CCTV. Provide videos.
- Set up information tables at public events. Create colorful tabletop displays and acquire appropriate materials to give the public.

**Target group: College students**

- Meet with officials on all campuses to:
  - Explain importance of issue
  - Explain content of safety campaign
  - Explore effective ways to reach the students
  - Enlist them in the effort.
  
- Assist with education efforts. Possible steps:
  - PSA for campus radio stations
  - Press release about sidewalk cycling for campus newspapers
  - Safety information to give to students when they register their bicycles
  - Occasional campus-wide email messages
  - A banner hung at 77 Mass. Ave.
  - Distribution of City map to all incoming students.

**Target Group: Cyclists**

- Work with the Police Department to develop a free information packet for distribution by bicycle shops.



**CITY OF CAMBRIDGE**

**POLICE DEPARTMENT**

**INTEROFFICE CORRESPONDENCE**

**TO:** Lt. Steven Williams *LSW*

**FROM:** Sgt. Paul Sugrue *PS*

**SUBJECT:** Bike Safety Education

**DATE:** February 14, 1997

**REFERENCE:**

Sir;

I have been working on the Bike Safety trifold brochure, the bike registration form and the bike safety school presentation. I cannot finalize any of these items until the City has decided on what, if any, changes in the City Ordinances will be. The trifold brochure and the registration form should be complete with the Commissioner's final approval pending. I have purchased two of the Lexington Program kits and have started on the Cambridge additions to this kit and should have the final product soon. Ms. Olga Guttag assures me that the middle school/high school program will be ready in March and she will get me one as soon as possible. I will have the Cambridge additions to this also ready at that time.

I have met with John Silva of the School Department and we have started work on the presentation to the Cambridge Public School children. With the School Department's help in scheduling we have planned to use the Bike Patrol Officers and a representative of the School Department to do these presentations. I have planned to use the Bike Patrol Officers in this program. In the grammar schools, Off. Ahern and Ortiz will take the schools east and south side of Harvard Sq. and Off. Dottin and Bynoe taking the schools from Harvard Sq. north and west. The parochial and private schools will be broken up evenly also. The High School will be done in six separate assemblies, one for each separate house. Each presentation should take approximately one hour of class time with set-up and take down another half-hour approximately at each end. The presentation will be done as an assembly with some schools being able to do all the targeted classes at the same time while other schools may take two or three assemblies to reach all the targeted classes. Mr. John Silva will be setting up a schedule of the public schools and I will contact the parochial and private schools to set up a schedule with them. With the numbers of classes and schools involved and the scheduling problems with previous school commitments Mr. Silva believes that this process may take up to two months to complete. If we start April 1, we should have all classes done by the beginning of June. This will be in time for the scheduled enforcement to begin, June 1. As an incentive to the children in the audience I would like to use some of the bicycles that are in the property room for a giveaway at each of the assemblies.

I have also been working with the Harvard Univ. PD and the MIT PD and they will assist with education of the students and employees at their respective schools as well as assist in any way they can with enforcement. The trifold brochure and the registration form will also have to be distributed to the bike stores throughout the City.

There are still some other things that need to be finalized before June 1.

- Printing of the Trifold brochure.
- The legality of fining the parents for their children's offenses (City Solicitor opinion)
- The finalizing of the new citation and the printing of those citations.
- The printing of the new registration cards and setting up the database as well as some other questions on the registration process such as who will enter and maintain the records, stickered or stickerless registration , fee, etc.. This will depend on the outcome of the grant proposal that is pending.

THESE INSTRUCTIONS ARE TO HELP YOU IN REGISTERING YOUR BIKE  
 Complete all boxes on the registration card at the right. (use ink and please print)  
 When you have completed the bicycle registration card, be certain to enter the serial number and other data in the space provided on the back section of this card. Detach this section along the perforation and keep it for your records.  
 The registration card at right should be stamped and mailed to the police department. (preaddressed)  
 If your bicycle is lost or stolen report it the Police Department immediately by calling (non-emergency) (617)349-3300  
 If you transfer ownership of your bicycle make certain the person receiving the bicycle fills out a bicycle registration card. You will give the new owner this section of the card and he will submit this section with a new bicycle registration card to the Cambridge Police Department  
 Your registration is valid for 5 years. Reregister at time of expiration.

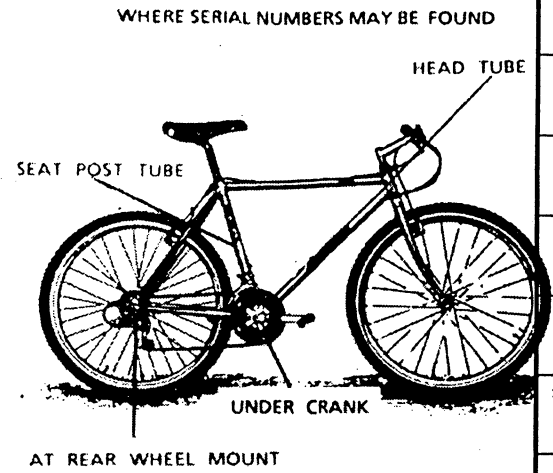
BIKE REGISTRATION CARD CAMBRIDGE POLICE DEPT.					
NAME OF OWNER (LAST)		(FIRST)		(MI)	
HOME ADDRESS STREET		(CITY)		(STATE)	(ZIPCODE)
HOME TELEPHONE #			BUSINESS TELEPHONE #		
MAKE	MODEL	COLOR	YEAR	WHEEL SIZE	FRAME SIZE
FRAME TYPE		# OF SPEEDS		SERIAL #	
MENS		WOMEN'S		KIDS	
ACCESSORIES/UNUSUAL CHARACTERISTICS					
STORE OR PERSON PURCHASED FROM				DATE OF PURCHASE	
ADDRESS OF STORE OR PERSON WHERE PURCHASED (STREET, CITY, STATE, ZI					
PLEASE PRINT CLEARLY				P-99	

**DRAFT**

PLACE  
US  
POSTAGE  
HERE

CAMBRIDGE POLICE DEPT.  
ATTN. RECORDS SECTION  
5 WESTERN AVE  
CAMBRIDGE MA

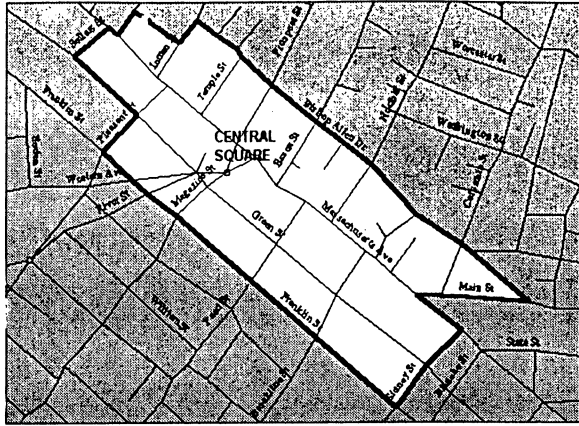
02139



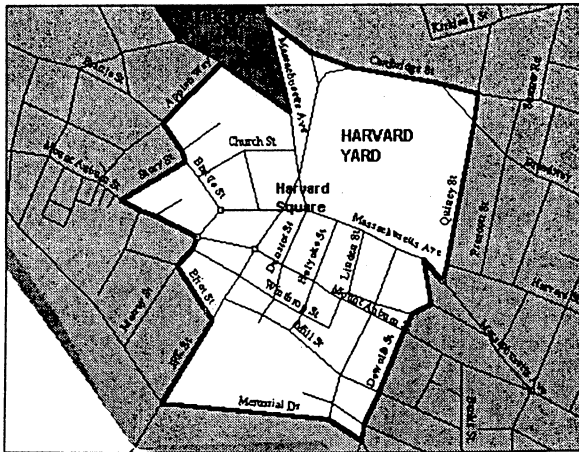
MAKE
MODEL
YEAR
FRAME SIZE
WHEEL SIZE
# OF SPEEDS
SERIAL #
DATE REGISTERED

**DRAFT**

These are the business districts in Cambridge where sidewalk bicycling is banned to all bike riders.

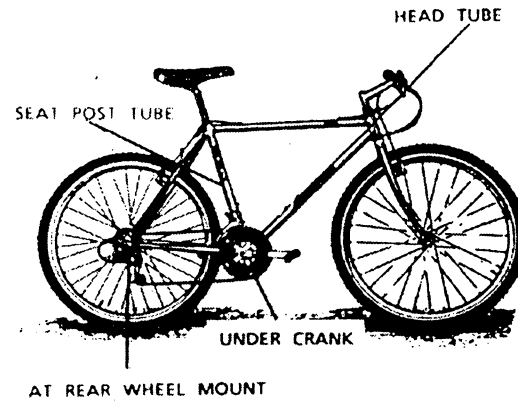


CENTRAL SQ



HARVARD SQ

WHERE SERIAL NUMBERS MAY BE FOUND



To register your bike fill in the information on the enclosed registration form ( if missing you can pick one up at the Police Station, or any Bike Store in Cambridge) and mail or drop it off in person to the

Cambridge Police Dept.  
5 Western Ave.  
Cambridge Ma 02139

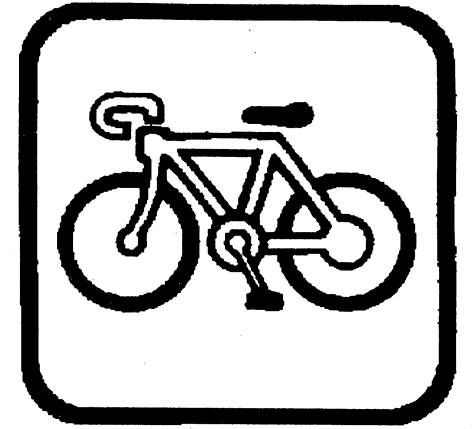
*Safe Bicycling is No Accident*

Any questions on anything contained in this brochure call the :

City Of Cambridge Bicycle Committee  
(617)349-4604

Cambridge Police Department's  
Bicycle Patrol Unit  
(617)349-3204  
5 Western Ave.  
Cambridge MA 02139

*BICYCLE*



**DRAFT**

*SAFETY*

**CAMBRIDGE**



**POLICE DEPARTMENT**

Conflict between pedestrians , bicycles and autos is commonplace in this hectic world we live in. It is up to all of us to try to do our part to minimize these conflicts and hopefully avoid injuries to all. The following is information that will give you some insight into the rules and laws of bike riding in the City of Cambridge so as to avoid injuries to all.....

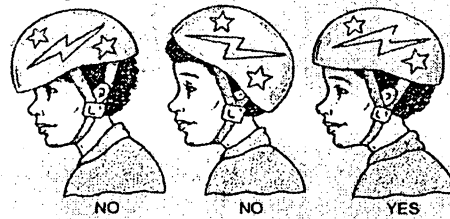


**BICYCLE LAWS OF MASSACHUSETTS AND CAMBRIDGE**

- All bike riders must obey all traffic laws of the Commonwealth of Massachusetts including red lights, stop signs , and riding with traffic. (M..G.L. Ch85s11B)
- All bike riders must stay to the right of the roadway except where bike lanes direct otherwise.
- Between dusk and dawn a bike is required to have a red light or reflector on the rear and a white light on the front

- A bike rider must yield to pedestrians at all times
- A bicycle operator shall park his bike upon a way or sidewalk so as to not obstruct vehicular or pedestrian traffic.
- Everyone 12 years old and younger is required by law to wear a bicycle helmet while riding a bicycle. It is also a good idea for everyone else to wear a helmet..

**Bicycle Helmet Fit**



- When involved in an accident resulting in bodily injury or property damage in excess of \$100 dollars a cyclist must notify the police in writing on an accident report .
- If you are involved in any accident while riding a bicycle you must identify yourself to all involved
- A Bicycle may not be ridden on a sidewalk in the Harvard Sq. and Central Sq. business districts, the entire length of Mass. Ave. the entire length of Cambridge St., and Huron Village ( Huron Ave. between Fayerweather St. and Lakeview Ave.)

- The City may also ban other areas to sidewalk bicycling in the future.
- When you get to a banned area you must 1. Walk your bike, 2. Ride on the street or 3. Take an alternative route.
- When riding on the sidewalk in other areas a cyclist may not ride at a speed greater than a regular walk..
- When on a sidewalk a bicyclist is required to give an audible warning, such as a bell or horn, when passing a pedestrian or whenever necessary. .
- Always use hand signals



right turn



stop



left turn

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All violations of these laws are punishable by a fine of \$20. A person stopped by a police officer for violating these laws, who refuses to state his true name and address, is subject to arrest and a fine of \$50.



# CAMBRIDGE

## VIOLATION NOTICE OF MUNICIPAL ORDINANCE

ENTERED IN SYSTEM		PREVIOUS # OF CITATIONS		LETTER SENT TO PARENT	CITE SENT TO PARENT
MONTH	DAY	YEAR	CONTROL NUMBER <b>000000</b>		COURT USE ONLY
LOCATION					TIME AM PM
NAME OF OFFENDER (PLEASE PRINT) LAST			FIRST	MI	
ADDRESS		CITY	STATE	ZIP CODE	
PARENTS NAME (IF VIOLATOR UNDER 17) LAST			FIRST	MI	
ADDRESS		CITY	STATE	ZIP CODE	
REGISTRATION NUMBER			TELEPHONE NUMBER (OPTIONAL)		
SIGNATURE OF ENFORCING PERSON			BADGE NUMBER	ASSIGNMENT	

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOREGOING CITATION

X \_\_\_\_\_

- UNABLE TO OBTAIN SIGNATURE OF OFFENDER
- A1 UNLICENSED DOG \$25
- A2 UNRESTRAINED DOG \$25
- A3 DOG LICENSE NOT ATTACHED \$25
- A4 IMPROPER DISPOSAL OF DOG FECES \$25
- C1 CONSTRUCTION W/OUT PERMIT \$50
- H1 SMOKING PROHIBITION \$25
- H2 SELLING TOBACCO TO MINOR \$100
- P6 DISPLAY OF MERCHANDISE \$25
- P8 SIDEWALKS-SNOW AND ICE REMOVAL \$25
- S1 PLOWING SNOW INTO STREET \$25
- N1 NOISE CONTROL \$
- G1 GRAFFITI REMOVAL \$
- M1 CAR ALARM OVER 20 MINUTES \$25
- Z1 OTHER \$

- SENT IN MAIL
- B1 BICYCLE / RED LIGHT \$20
- B2 BICYCLE / SIDEWALK RESTRICTED AREA \$20
- B3 BICYCLE / HELMET UNDER 12 \$0
- B4 BICYCLE / OTHER \$20
- B5 BICYCLE SPEEDING SIDEWALK \$20
- B6 BICYCLE / OPERATING TO ENDANGER \$20
- B7 BICYCLE / LEAVING THE SCENE OF AN ACCIDENT \$20
- B8 BICYCLE / NO AUDIBLE WARNING GIVEN ON SIDEWALK \$20

WARNING	<input type="checkbox"/>
OFFENSE	<input type="checkbox"/>
TOTAL OF FINE(S) DUE	\$



## Cambridge Police Department

## Bicycle Enforcement Policy

Effective Date: March 1, 1997

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The City of Cambridge has taken an active role in promoting the safe passage of motorists, bicyclists and pedestrians by committing its resources to reach this goal. In addition to its role in the educational component, the Cambridge Police Department will be taking the lead in the enforcement of the laws and ordinances as they pertain to the operation of bicycles on the roadways of the City. The following is a proposed guideline for all department personnel to utilize when performing these enforcement measures.

- A new violation notice book is being developed which will allow the officer utilizing these books to more easily and accurately capture the necessary information required for the enforcement component to be successful. Only those violations at which the Police Department's enforcement action is directed will be listed on the new book. In addition, more information blocks have been established to obtain more detailed information of the violator. This information includes the full name and address of the violator, the registration number of the bicycle and the full name and address of the parent of a juvenile violator. All of this information is needed in order to accurately track the progress of the violation and to determine if any violators are repeat offenders. In addition the officers must legibly sign their name and badge number in order to accurately record the issuance of the violation for that officer.
- Massachusetts General Laws Chapter 85, Section 11B clearly define the responsibilities of the operators of bicycles while riding on a way. Among these regulations are the allowing of a bicycle to be ridden on a sidewalk outside business districts, and the adherence to the traffic laws and regulations of the Commonwealth. All bicyclists must obey the same traffic laws as motorists. **"SAME ROADS - SAME LAWS"**. The City of Cambridge may implement other regulations for bicyclists as established by the Department of Traffic, Parking and Transportation. These changes will be clearly posted and disseminated when available.
- Massachusetts General Laws Chapter 85, Section 11C clearly define the requirements a municipality must follow when enforcing these regulations. The municipality must print notices of such violations in a violation notice book. This has been done as previously described.
- When an officer observes a violation he/she is permitted to stop the bicyclist. The following should be utilized as a guideline for an officer to use when a violation has been observed.

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- When the bicyclist commits a violation that is non-criminal in nature a police officer may ask the bicyclist to state his/her true name and address. When this information is given to the officer it should be recorded on the violation notice. After the notice is completed a copy should be given to the bicyclist so that he/she can either pay the fine involved or contest the issuance of the violation. These options will be clearly listed on the violation notice.
- The officer may choose to issue the bicyclist an oral warning, a written warning or a violation with a fine. If the officer decides to give an oral warning to the bicyclist there will be no need for the officer to obtain the name and address of the bicyclist. This information would only be needed upon the issuance of a written warning or violation with a fine.
- When a juvenile (under 17 years of age) is observed committing a violation, and decides to issue a written warning or violation, the officer must obtain the following information; the juvenile's name and the name and address of the juvenile's parents. Whether the officer issues a written warning or violation to the juvenile the officer should not give a copy of the violation notice to the juvenile, but rather, should submit the violator's copy to the Community Relations Section. When received by the Community Relations Section it will be determined if this is the first violation issued to this juvenile. If so the parent will be sent a notice of the offense.
- When an adult is observed committing a violation the officer may choose to issue an oral warning, a written warning or a violation with a fine, unless otherwise instructed by Department Directive. If either a written warning or a violation is issued a copy of the violation notice should be given to the offender.
- As previously noted, the bicyclist must state his/her true name and address upon request of the police officer. Section 11C notes that any person who refuses to state his true name and address or gives a false name and address or a name and address which is not his name and address in ordinary use, shall be punished by a fine of not less than \$20.00 nor more than \$50.00. Any such offender so refusing to state his name and address may be arrested without a warrant....

While the preferred response to such violations is the issuance of a violation notice, and it is stressed that all officers must utilize their discretion when enforcing these regulations, officers are empowered to make an arrest if the offender so refuses to state his name and the circumstances are such that an arrest is warranted.

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- Section 11B also empowers the police department to impound the bicycle of a person who disobeys these regulations who is under the age of eighteen. Unless there are some other circumstances involved, it shall not be the policy of the Cambridge Police Department to impound these bicycles for a violation of these regulations.
- All officers must be aware of the need to ensure that safety of bicyclists who are riding within the marked bicycles lanes throughout the city. Chapter 89, section 4B details the act that all motorists “shall drive in the lane nearest the right side of the way when such lane is available for travel, except when overtaking another vehicle or when preparing for a left turn. When the right lane has been constructed or designated for purposes other than ordinary travel, a driver shall drive his vehicle in the lane adjacent to the right lane....” Such is the case where the marked bicycle lanes are placed on the streets of Cambridge. If a motorist crosses into a marked bicycle lane and obstructs the operation of a bicycle in that lane, the motorist may be stopped and issued a Motor Vehicle Violation. The penalty for such an infraction is set forth in Section 5 of Chapter 89 as “not more than one hundred dollars.”



# City of Cambridge Police Department

TELEPHONE  
(617)349-3300

FAX  
(617)349-3320

Ronnie Watson  
Police Commissioner

Robert W. Healy  
City Manager

Dear Parent/Guardian;

Harold F. Murphy  
Superintendent

David J. Degou  
Superintendent

Michael D. Giacoppo  
Deputy Superintendent

Yvonne M. Hall  
Deputy Superintendent

Thomas F. O'Connor  
Deputy Superintendent

Gloria A. Pimentel  
Deputy Superintendent

Lt. Steven Williams  
Community Relations

Mr. Raymond Santilli  
Planning, Budget  
& Personnel

Officer Frank Pasquarello  
Public Information Officer

The City of Cambridge has committed all available resources to make the safe operation of bicycles a reality in the City. This effort will allow motorists, pedestrians and bicyclists safe passage in and around Cambridge. A part of this effort is the strict enforcement of all violations of the Laws and Ordinances dealing with bicycle operation.

Your child was observed by a Cambridge Police Officer committing a violation of the Massachusetts State Law and/or Cambridge City Ordinance regarding the proper operations of bicycles in Cambridge. A copy of this violation is enclosed. This letter serves as a written warning to notify you of the importance for you to take part in this safety effort.

A Bicycle Safety brochure, which outlines these Laws and Ordinances, is also enclosed. We ask that you instruct your child in these rules.

Please assist us in making the streets of Cambridge safe for all, and remember all bicyclists MUST obey the same rules of the road as an automobile.

**"SAME ROADS-SAME LAWS"**

Sincerely yours,

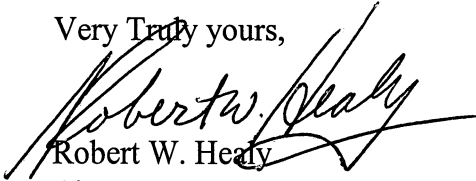
Ronnie Watson  
Commissioner of Police

C. Enforcement.

The Police Department is pursuing a variety of actions to strengthen their enforcement activities. These include revising their violation notices from developing an approach to the parents of children who receive bicycle citations and allocating enforcement resources to the areas where bicycle riding on sidewalks is banned.

The initial results of the implementation of this program will be seen this summer. City staff from all the affected departments will continue to work with the City Council, the Bicycle and Pedestrian Committees and residents to continue to make Cambridge safe and attractive for bicycles and pedestrians.

Very Truly yours,

A handwritten signature in black ink, appearing to read "Robert W. Healy", written over a horizontal line.

Robert W. Healy  
City Manager



CITY OF CAMBRIDGE  
CAMBRIDGE, MASSACHUSETTS 02139



TEL 349-4300  
FAX 349-4307

EXECUTIVE DEPARTMENT  
ROBERT W. HEALY  
City Manager

RICHARD C. ROSSI  
Deputy City Manager

February 24, 1997

To TheHonorable, The City Council:

In response to Awaiting Report #31. The Pedestrian and Bicycle Committees set up a joint subcommittee to deal with dangerous bicycle riding on sidewalks. That subcommittee had numerous meetings and put a great deal of time and energy into creating a consensus around some specific recommendations to resolve problems.

On January 22, the City Council Traffic and Transportation Committee held a public hearing on the issue. On February 26, a second City Council Traffic and Transportation Committee hearing will be held to hear testimony on the issue of at what age children should be banned from riding bicycles on certain sidewalks.

The four key city departments are working closely together to create a comprehensive approach to resolving problems created by bicycle riding on sidewalks. The four departments are: Traffic, Parking & Transportation, Law, Police and Community Development. To be effective, a program has to include regulations, education and enforcement.

A. Regulations

The entire section of the Traffic, Parking & Transportation regulations on bicycles is being rewritten. The new section will include state laws, regulations defining safe bicycle riding on sidewalks where it is allowed and areas where bicycle riding on sidewalks is banned (see attached memo).

B. Education

The Police and the School Department are creating a thorough education program aimed at school children. Information about their program is attached. This is being supplemented by a variety of educational and promotional activities aimed at adults, including college students, that will be coordinated by the Community Development Department. Information on this is also attached.

Relative to Awaiting Report Item  
Number Thirty-One, regarding the  
plan and timeline for the educational  
program on safe bicycling in the  
City.

In City Council February 24, 1997

Referred to hearing  
on February 26, 1997 at  
6:30 p.m. on motion of  
Councillor Davis and  
educational material  
be referred to the  
Bicycle and Pedestrian and  
Traffic and Transportation  
Committee be included  
with report.