

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment



Department of Energy and Environment Administrative Issuance System

Office Order: 2024-01

EFFECTIVE DATE: March 15, 2024

SUBJECT: DOEE Bike Operator Program and Policy

PURPOSE: To establish guidelines for the safe operation of government bikes in compliance with laws governing the operation of government bikes while conducting authorized government business.

SCOPE: Agency-wide

AUTHORITY AND PROVISIONS:

I. Introduction

In accordance with Mayor's Order 2009-210, Government and Personal Vehicle Operators Accountability Policy, effective December 7, 2009, and DOEE Office Order 2014-02, DOEE Vehicle/Operators Accountability Policy and Program, effective November 15, 2013, this policy outlines DOEE's bike fleet registration policy and requirements for operation of government bikes.

II. Government Bike Fleet Registration

- a. The DOEE Bike Fleet Coordinating Official shall establish a bike fleet registry of all DOEE-owned bikes that includes the serial number, make, model, and year.
- b. The DOEE Bike Fleet Coordinating Official shall register DOEE-owned bikes with the National Bicycle Registry to permit the Metropolitan Police Department to track or locate the bicycle if it becomes lost or stolen.
- c. The DOEE Bike Fleet Coordinating Official shall maintain a daily record of each employee that has custody of each agency-controlled government bike at all times; purpose of the use; and reported accidents, incidents, citations or summons occurring during assignment.

III. Rules Governing Government Bike Use

An employee shall meet all the criteria in this section.

- a. The bike operator shall be a current District of Columbia Government employee, a contracted employee or employee of the federal government on detail to the Department of Energy and Environment.
- b. An employee shall complete the on-line DOEE Bike Operator's Acknowledgement Form and create a rider profile before operating a government bike; traditional or electric.
- c. An employee will use the online reservation system to create a reservation before each use.
- d. An employee shall only use the government bike for authorized government business. No personal use is allowed.
- e. An employee shall only use the government bike for authorized government business. No personal use is allowed.
- f. An employee shall operate the government bike in compliance with District of Columbia law, including strict adherence to speed limits, traffic lights and signs, and parking restrictions.
- g. An employee shall wear a properly fitted bike helmet while operating the government bike.
- h. An employee shall not use a mobile phone or other electronic device while operating the government bike, except when being used for directions and mounted to the bike.
- i. An employee shall obtain authorization from the DOEE Bike Fleet Coordinating Official before operating the government bike outside the District of Columbia.
- j. An employee shall return the government bike to the designated parking space at the conclusion of use. A government bike shall not be kept in an employee's custody overnight. Employees are responsible for charging the electric bike battery in accordance with guidance documents available on the DOEE intranet.
- k. An employee shall securely lock the government bike when parked.
- l. An employee shall be solely responsible for any notices of infraction received as a result of operating, or having custody of, a government bike on District government business, including parking tickets, red-light camera tickets, and speeding tickets.
- m. An employee must comply with all legal requirements for answering, adjudicating, and paying tickets identified as issued while the government bike is in the employee's possession.
- n. An employee may be responsible for reimbursing the District government for a lost or damaged government bike, depending on the reasons for the loss or damages.

IV. Expiration Date

This Office Order supersedes any previous orders and will remain in effect until superseded or rescinded in writing.



3-15-2024

Richard Jackson, Director

Date