



Student Bike Rack Access Procedure

Purpose

The purpose of this policy is to ensure the safe, secure, and orderly use of the College's student bike rack facilities. This policy outlines access requirements, responsibilities, and procedures for students who wish to use the bike rack.

Scope

This policy applies to all students who wish to store bicycles on the College grounds using the designated student bike rack.

Policy Statement

The student bike rack is a secured facility provided by the College to support safe and sustainable travel to and from school.

Access to the bike rack is managed in accordance with Brisbane Catholic Education (BCE) guidelines relating to student safety, supervision, security, and workplace health and safety (WHS).

The bike rack may only be accessed by students who have received formal permission from the College and have been issued with an authorised access card.

No student is permitted to use the bike rack without College approval and valid card access.

Access and Authorisation

- Students must obtain College approval prior to using the bike rack.
- Approved students will be issued with a College bike rack access card.
- Access cards are issued only after all requirements outlined in this policy have been met.
- Access cards are issued to individual students only and must not be shared.

Access Card Fee

- An initial access card fee of \$25 applies at the time of first issue.
- A replacement fee of \$25 will apply if the access card is lost, damaged, or not returned.
- Fees must be paid in full before a card is issued or replaced.

Register and Record Keeping

- Students must sign the College bike rack register prior to being issued with an access card.
- The register will record the student's name, year level, card number, and date of issue.
- By signing the register, students agree to comply with this policy and all related College procedures.



Administrative Process:

- The Bike Rack Access Form is available on Parent Portal.
- Payment of the applicable fee must be made through Finance prior to card issuance.
- Once approval and payment are confirmed, the access card will be issued and collected from IT Services.
- A record of issued lift cards will be maintained in IT Services.

Use of the Bike Rack Facility

- The bike rack may only be used during approved times as determined by the College.
- Students must ensure bicycles are securely stored within the designated bike rack area.
- The gate to the bike rack is automatically shut and locked upon exit.
- Students are responsible for ensuring the gate has fully closed and locked after entering or exiting the bike rack area.
- Students must not interfere with the gate, locking mechanism, or access system.

Prohibited Use

- Accessing the bike rack without an authorised access card is strictly prohibited.
- Allowing another person to enter the bike rack area using one's access card is not permitted.
- Misuse of the facility or access card may result in withdrawal of access privileges and further disciplinary action in line with College's behaviour policies.

Loss or Damage of Access Card

- Lost or damaged access cards must be reported to the College immediately.
- A replacement card will only be issued upon payment of the \$25 replacement fee.

Security and Liability

- The College provides the bike rack as a secured facility in line with BCE safety and security expectations.
- While reasonable measures are in place, bicycles and any other personal property are stored at the owner's risk.
- The College accepts no responsibility for loss of, or damage to, bicycles or personal property stored in the bike rack.
- It is strongly recommended that you bring your own locking device as an extra security measure.

Breach of Policy

Failure to comply with this policy may result in:

- Temporary or permanent removal of bike rack access
- Disciplinary action in accordance with College behaviour policies and relevant BCE Student Protection, Behaviour Support, and WHS guidelines



Student and Parent Acknowledgement

Use of the College bike rack is conditional upon both student and parent/carer acknowledgement of, and agreement to, this policy.

By signing below, the student and parent/carer confirm that they:

- Have read and understood the Student Bike Rack Access Policy
- Agree to comply with all conditions of access and use
- Acknowledge that failure to comply may result in withdrawal of access and further action in line with College and BCE policies

Student Acknowledgement

Student Name:	
Year Level & VPC:	
Student Signature:	
Date:	

Parent/Carer Acknowledgement

Parent/Carer Acknowledgement:	
Parent / Carer Signature:	
Date:	