

## New e-Bike Registration Process

### OVERVIEW

Beginning Fall 2024, all students will be required to have an e-Bike Permit ID Tag if they ride an e-bike between home and school. There is no cost for the e-bike Permit ID Tag.

The safety of our students remains a top priority, and this e-bike permit application process helps to ensure all students are equipped to ride safely. *Students will not be allowed to park and lock an e-bike on the school's campus without a school-issued e-Bike Permit ID Tag.* The permits are only valid for the school year during which they are issued, meaning a permit application must be resubmitted the following school year if the student plans to continue riding and e-bike to and from school, or to and from a school sponsored event.

This Bicycle Permit Application process (following the instructions below) must be completed by students in partnership with their parent or legal guardian.

Complete the requirements listed below to receive your Bicycle Permit ID Tag. The Permit Tag will be issued by the school and must be secured to the student's e-bike in the designated place in order to park on campus.

### HOW TO REGISTER YOUR E-BIKE (CLASS 1 AND CLASS 2 ONLY)

1. Identify your e-bike classification (see Marin Bicycle Coalition e-bike buyers guide [here](#)).  
NOTE: You may not park a class 3 e-Bike nor e-Motorcycle on any TUHSD campus. See note below under "E-Bike Expectations"
2. Take a picture of your e-Bike
3. Note the following information about your e-Bike:
  - a. Serial Number
  - b. Year
  - c. Make (Brand)
  - d. Model
4. Recommended: Register your bicycle on the [Bike Index](#), in the event your bicycle is lost or stolen. This may help law enforcement locate your lost or stolen bicycle.
5. Complete the following FREE e-bike safety course (approx. 15 mins) *and save a digital copy or take a picture of your completion certificate*: [Electric Bicycle Safety & Training Course](#) (needed for registration).
6. **Once you have completed steps #1-4 above (#5 is optional)**, complete your e-Bike Registration: [TUHSD E-BIKE REGISTRATION FORM](#)

## HOW TO GET YOUR PERMIT TAG

Bicycle Permit ID Tags will be issued through the school's front office. Your issued ID Tag will be zip tied securely onto the student's e-bike\* by an authorized school employee in a designated place and shall not be removed. If the ID Tag is lost or stolen, report this information to the school office immediately for investigation and replacement. Multiple replacement requests may result in revocation of the permit.

## E-BIKE EXPECTATIONS

- **Safety:** Students must walk their e-bikes upon entering campus, and at all times while on campus, including parking lots and pathways unless permission from a school official has been granted otherwise. Rules of the road, California e-bike laws, and safety requirements must be followed both on campus and in the local community, even outside of the school day (keep our neighbors safe). Wheelies and other stunts are never permitted on roadways, bike lanes, or campus. e-Bikes are never permitted on the track.
- **Helmets:** An appropriately fitted helmet must be worn and secured properly at all times. Riders under the age of 18 are required to wear a helmet by law (Section 21212 CVC), and all riders are required to wear a helmet on a class 3 E-Bike (Section 21213 CVC).
- **Storage:** All e-bikes should be parked in their designated area(s) on campus. They should never block ingress or egress or be placed in any location that would compromise safety and access.
- **Charging:** Students using e-bikes need to charge their equipment prior to arriving on campus. District outlets should not be used for charging
- **Security:** It is the responsibility of the student to lock and secure their e-bike. The District is not responsible for damage or theft of e-bikes on campus or en route to and from school and school-sponsored events.
- **Permits:** All students are required to apply for a permit and display their permit in the designated place if they plan to ride their e-bike to school and park it on campus.
- **Permit Tags:** After completion of the application process, students will receive a district-issued parking permit tag which will need to be affixed to the frame of their e-bike by school staff.
- **e-Bike Classifications:** E-Bikes must be age-appropriate as defined by law. TUHSD will only allow Class 1 and Class 2 e-Bikes on campus. For more information, see the Marin Bicycle Coalition e-bike buyers guide [here](#).
- **Class 3 e-Bikes:** Students must be 16 years of age to operate a Class 3 e-bike and must provide proof of license and registration. **Currently, the DMV is not issuing licenses or registrations for Class 3 e-Bikes.** Therefore, the only type of e-bikes students are permitted to bring onto camps are Class 1 and Class 2 e-Bikes.
- **Off-Campus Parking:** If you choose NOT to register your e-Bike and park off-campus, your e-bike will be subject to local parking regulations and enforcement by local authorities.

## LOSS OF PRIVILEGE

Failure to register your bike or comply with the expectations above will result in the following consequences, up to and including loss of your e-Bike permit for the school year:

1. **First offense:** Your bike will be (double) locked to the bike rack and you will be required to report to the office. Your bike will be photographed, the incident will be logged, and your parent/guardian(s) will be notified.
2. **Second offense:** Your bike will be double locked and you will be required to report to the office. Your bike will be photographed, the incident will be logged, and your parent/guardian(s) will be notified. Your permit will be revoked for one month.
3. **Third/Final Offense:** Your permit will be revoked and you will no longer be allowed to park on campus for the remainder of the school year.

For more information, see the 5/3/24 [Message from Law Enforcement Regarding E-Bikes](#) that was sent from ParentSquare.

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