

Indicate by checking box:

New Locker  Annual Renewal

Return form to:

CALTRANS – DISTRICT 4  
TRAFFIC SYSTEMS, MS 5-H  
PARK AND RIDE PROGRAM  
P.O. Box 23660  
Oakland, CA 94623-0660

# District 4 CALTRANS Bicycle Locker Agreement

Subject to the following terms & conditions, the California Department of Transportation (CALTRANS) hereby assigns....

Bike Locker \_\_\_\_\_ and Key \_\_\_\_\_ at Location: \_\_\_\_\_ to  
(Number) (Serial Number) (park & ride facility location)

Name \_\_\_\_\_ Over 18 yrs of Age \_\_\_\_ Yes \_\_\_\_ No\*  
(Cyclist/Applicant - please print) \*Responsible parent/guardian signature required below.

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ (E-mail) \_\_\_\_\_  
(Day) (Eve)

Driver's License \_\_\_\_\_  
(State and No.)

1. This agreement shall be in effect until *(date completed by Caltrans)* January 30, 20 \_\_\_\_, unless terminated by CALTRANS. The bike locker agreement must be renewed annually.
2. A \$50 refundable key deposit shall be paid for every locker. Upon termination of this agreement, provided that your bicycle locker is left in its original condition, the \$50 key deposit shall be refunded upon return of your locker key. In the event of a key loss, a new charge will be assessed for a new key.
3. The assigned locker shall be used only for the purpose of storing a bicycle or moped. Any unauthorized use will result in the termination of this agreement by CALTRANS and possible forfeiture of the key deposit.
4. The assigned locker is to be used on a regular basis for ridesharing purposes. If there is a waiting list for lockers at this site, seldom or never used lockers will be reassigned.
5. CALTRANS has the right to inspect all assigned lockers at any time without notice.
6. User is to keep the interior of locker clean at all times.
7. User is to notify CALTRANS of all changes of address and/or telephone numbers.
8. User is to notify CALTRANS of intent to discontinue use of locker. Please notify CALTRANS at least 15 days in advance.
9. CALTRANS is not liable for any injury, loss, or damage arising from the use of any assigned lockers.

Failure to comply with any provisions of the Caltrans Bicycle Locker Agreement is cause for CALTRANS to terminate this agreement, retain the key deposit, and dispose of any property remaining in the locker in accordance with the law.

I have read and understand all the terms and conditions listed above.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Cyclist/Applicant (Please print and sign name) (Month-Day-Year)

Name \* \_\_\_\_\_ Date \_\_\_\_\_  
Responsible parent/guardian (Please print and sign name & indicate relationship) (Month-Day-Year)

\*if locker- cyclist/applicant is under 18 years of age, responsible parent/guardian signature required

Name \_\_\_\_\_ Date \_\_\_\_\_  
Caltrans - District 4 Park and Ride Coordinator (print and sign name) (Month-Day-Year)

# Instructions:

## New Locker

- Complete and sign this CALTRANS Bicycle Locker Agreement (CBLA). (*indicate request is for “New Locker”*)
- Return the signed copy of the CBLA with a **certified check or money order** for \$50 (key deposit) payable to: CALTRANS. Personal checks will not be accepted.
- You will receive one locker key, a receipt for your key deposit, and a copy of the CBLA indicating your assigned locker number.

## Annual Renewal: (*due on January 30<sup>th</sup> of every subsequent year*)

- Complete and sign this CALTRANS Bicycle Locker Agreement (CBLA). (*indicate request is for “Annual Renewal”*)
- Return a signed copy of the completed CBLA. *No additional fees are required.*
- A copy of the CBLA will be returned to you with the new expiration date.

## Key Deposit Refund Requests:

- To ensure proper delivery, wrap the key with one sheet of paper to prevent key from puncturing the return envelope. *We are not responsible for keys lost in the mail.*
- Send the locker key with your request for key deposit refund. Provide your locker number, park & ride location and the address to send the refund. Note: after the bike locker is inspected and found in good condition, we will process a key deposit check. The key deposit refund check may take up to 6-8 weeks and will be sent directly from State Controller's office.

## Return Forms & Key Deposit Refund Requests to:

CALTRANS – DISTRICT 4  
TRAFFIC SYSTEMS, MS 5-H  
PARK AND RIDE PROGRAM  
P.O. Box 23660  
Oakland, CA 94623-0660

If you have any questions, contact the Park and Ride Coordinator at 1-800-834-3032