RITSUMEIKAN

Biwako-Kusatsu Campus Commuting Manual

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Commuting Rules

Commuting by car is prohibited.
We ask that you refrain from commuting by motorbike.
If for unavoidable reasons you must commute by motorbike, you must complete registration procedures.

The main methods for commuting to the university are bicycle, public transportation such as bus or train, or on foot. We have introduced a “prohibition of commuting to all parts of campus by car.”

We ask you to refrain from commuting by motorbike, but if you must commute by motorbike for unavoidable reasons, it is allowed after attending a safety lecture and completing motorbike commuting registration. You must also park in the designated motorbike parking lot.

■Why is commuting by car prohibited and commuting by motorbike discouraged?

1) Public transportation options have been made available.
2) Trucks and passenger cars both are a constant sight on the roads near Biwako-Kusatsu Campus (BKC) due to the campus’s close proximity to the Shin-Meishin Expressway and several other high traffic thoroughfares. With the high traffic volume, accidents involving university students near campus are frequently reported, including fatalities.
3) BKC is located in a quiet residential area. Noise and parking without permission cause disturbance to the residents in the area and their living environment.

■ If any person causes problems and breaks the rules determined by the university, the person will be given necessary guidance and disciplined strictly according to university regulations.

Registration is required for commuting by bicycle. (Details: P. 3)
—Unregistered bicycles are not permitted to enter campus—

At BKC, bicycle registration is required in order to commute by bicycle (free for one bicycle).

When registering your bicycle, you are also required to complete bicycle anti-theft registration, enroll in liability insurance (with a compensation limit of ¥100,000,000 or more), and attach a light and lock.

■ Why is enrolling in liability insurance required?

There are many hills in the BKC area, and in recent years accidents involving bicycles have increased sharply. There have even been cases when a Ritsumeikan student was found at fault and required to pay a large amount of money to the victim, so we are requiring students to enroll in liability insurance. (For specific examples in which a student was required to provide compensation, please see P.10.)

Commuting by Bicycle

You must register your bicycle before using it to commute to campus. Bicycles that do not have a registration sticker attached are not allowed to enter campus. Parking on private property and any other restricted parking will be disciplined according to university regulations and your registration will be revoked.

■ Registration requirements

1. Bicycle anti-theft registration (registered to the individual's name) (Details: P. 9).
2. Enrollment in liability insurance (with a compensation limit of ¥100,000,000 or more).(Details: P. 10)
3. A light is installed.
4. Theft prevention measures (bicycle lock) are taken.
5. The individual can ride safely and abide by traffic rules and laws.

■ Required documents for registration

1. Bicycle Commuting Registration Application
2. Student ID
3. Proof of enrollment in liability insurance (copy)
   (1) The insurance must be in the name of the registered individual or his/her family, and the registered individual must be covered by the insurance.
   (2) Insurance that covers the minimum length of study.
   (3) Compensation limit of ¥100,000,000 or more.

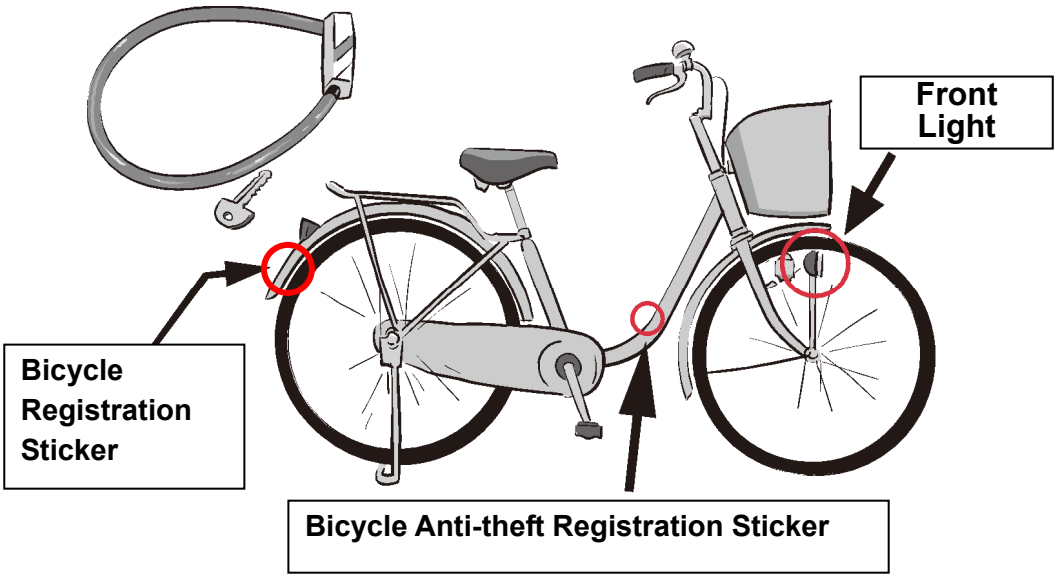
※Insurance policies that can be enrolled into on campus include ① Student liability insurance (Ritsumeikan CO-OP) and ② Student full package system (Creo Human).

■ Bicycle Commuting Registration Sticker

1. After completing registration procedures, you will be issued a registration sticker and protection label. Immediately after receiving them, attach the sticker to the splash guard on the back of the rear wheel in an easily viewed location (see image below), and attach the protection label over it. If your bicycle does not have a splash guard, talk with the Office of Regional Collaboration at BKC to determine the location to attach the sticker.
2. If an undergraduate student continues to graduate school, or if a master's student continues to a doctoral program, new registration procedures are required.
3. After registering the bicycle, if the time required to graduate changes, registration extension procedures are required.
4. If you lose the sticker, promptly complete the appropriate procedures.

*The above procedure is completed at the Office of Campus Management and Security (Core Station 1F).

5. If improper use of the registration sticker becomes evident, the registration will be revoked, and the incident will be reported to your College.



■ Bicycle registration Fees

1. Registration for the first bicycle is free. For the 2nd bicycle and each additional bicycle, a registration fee of ¥200 is required.

   (The certificate stamp type is "バイク・自転車シール再交付料¥200")

[Certificate vending machine locations]

Core Station, Prism House, and Central Arc

2. If your registration sticker is lost or destroyed, a reissuance procedure fee of ¥200 (certificate stamp) is required.
3. If you change bicycles, a reissuance procedure fee of ¥200 (certificate stamp) is required.

■ Warnings when using bicycle parking lots

1 . Only bicycles that have registration stickers attached are allowed to enter campus. Bicycles with expired stickers or without stickers may not use the parking lots. Inspections of the parking lots are conducted periodically, and bicycles with expired stickers or no sticker will be locked.

2. Please follow the posted instructions and directions from the staff in the parking lots.

Always lock your bicycle while parked. Please make an effort to use two locks on your bicycle, such as a chain lock. At BKC, you are strongly encouraged to use two locks on parked bicycles and motorbikes.

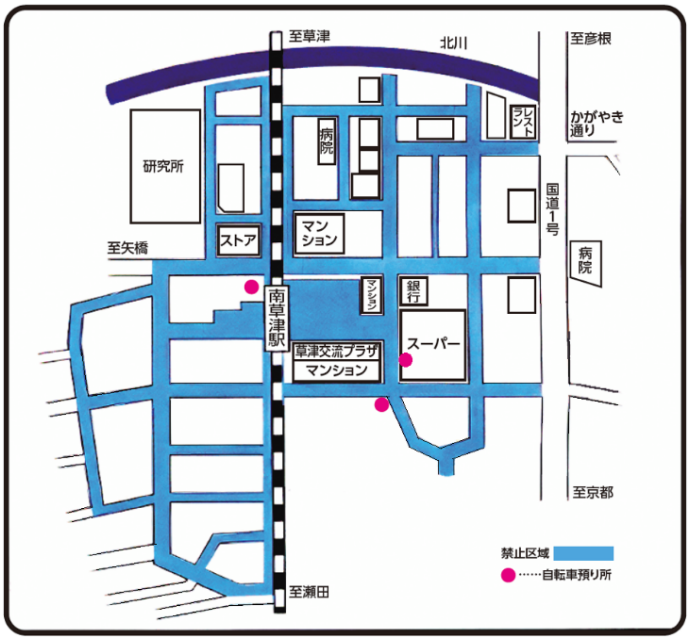
3. Bicycles left unattended on campus for an extended period of time will be disposed.
4. In case of theft, please report it to the Office of Campus Management and Security as soon as possible.
5. If you are the victim of theft or an accident in the parking area, the university will take no responsibility for any damage or loss.
6. If you transfer ownership of your bicycle, please remove the sticker beforehand. If the new owner plans to use the university's parking, they must change the anti-theft registration and register again with the university.

■ Parking Off Campus

1. Apartment parking areas are exclusively for residents of the building. There have been frequent cases where students visiting their friends have used these parking spaces and caused trouble to residents. Whenever possible please try to visit your friends using public transportation or by walking to their apartment. If you plan on parking at the apartment please receive permission from the apartment owner, manager or company in charge beforehand. Do not just receive permission from your friend. (Some apartments have visitor parking, however please make sure to follow the rules established by the apartment.)
2. There have been many instances of students parking at apartments and businesses around Minami-Kusatsu Station. In an effort to prevent this, many apartments and businesses have been chaining and locking bicycles parked on their property. If you are going to the station please use the paid municipal parking areas near the Minami-Kusatsu Station East Exit (BKC side) or directly outside the West Exit. Otherwise, please walk or commute by public transportation.
3. The university receives complaints nearly every day. Please stop parking with the mindset that you won't be caught. If you have multiple parking violations or complaints, the university will take appropriate disciplinary action which may include suspending your commuting registration.

■ With Regard to Parking Bicycles or Related Vehicles around JR Minami−Kusatsu Station

The area around JR Minami Kusatsu Station is designated as "Bicycle or Related Vehicle Parking Prohibited Area." Every bike (bicycles, motorized bicycles etc.) left in prohibited parking area will be removed after notice. Please be sure to use a nearby bicycle parking lot whenever cycling to shops or restaurants around the station.



Bicycle or Related Vehicle Parking Prohibited Area
(JR Minami Kusatsu Station Area)

To retrieve your confiscated bike, fees for removal and storage will be charged.
3,000yen per a bicycle (6,000yen over 1 month storage)
4,000yen per a motorized bicycle (8,000yen over 1 month storage)

<Items Needed for Retrieval>
・Fees for removal and storage (Mentioned above)
・Identity Verification Document
・Vehicle key

■ Warnings regarding commuting by bicycle

<Never ride your bicycle with a second person riding, with the light off, while listening to music, or while on your cell phone. Remember bicycles are vehicles and can be dangerous to pedestrians.>

We have received complaints from neighborhood residents and persons using the roads surrounding the university regarding Ritsumeikan University students commuting to campus on their bicycles. Building a better regional environment is one of the missions of the university. All students should remain aware of this fact, and are to adhere to the following when commuting to campus by bicycle.

*The path from the main gate to Nanda-yama intersection is the commuting route for Tamagawa Elementary school.

*The area surrounding Minami-Kusatsu station is designated as a bicycle parking prohibited area.

■ Revised Road Traffic Act

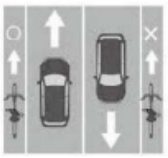
A revised Road Traffic Act has been in effect since June 2015.

Any cyclist found committing “Dangerous Acts” more than 2 times will be required to take an appointed safety course within 3 months of receiving orders from the Public Safety Commission.

■Ride on the left side of the road

Bicycles are considered vehicles and should be ridden on the left side of the road with the flow of traffic.

■Ride in bicycle lanes, etc. on the left side of the road



Bicycles should be ridden on the left side,even when riding on the shoulder of the road or in bicycle lanes.

■Be careful not to cause danger or harm to pedestrians walking on the shoulder of the road

Driving in a way that feels dangerous if a pedestrian were suddenly to appear is prohibited.

■Give priority to pedestrians if you must drive on the sidewalk

Refrain from ringing your bicycle bell excessively. Drive slowly at roughly walking speed (4–5 km/hr).

■Do not drive while using earphones

Driving while listening to music reduces concentration and can be extremely dangerous.

■Do not ride parallel to other cyclists (in groups, etc.)

Parallel riding is in violation of Article 19 of the Road Traffic Act.

■No double riding

In general, bicycles are to be ridden by a single person. (Cargo racks are not for carrying passengers.)

■Driving while intoxicated is a crime

Driving while intoxicated is illegal and carries severe penalties, even for cyclists.

■Do not drive while using an umbrella

Driving with only one hand on slippery roads in the rain is extremely dangerous.

A total of 14 violations that include such things as ignoring traffic signals or passing under a lowered railroad crossing gate are considered as Dangerous Acts. Be sure not to commit Dangerous Acts.

■ Control your speed on downhill slopes

The road from the main gate of campus to the Matsushita intersection is on a steep slope. There have been instances of Ritsumeikan students losing control of their bicycles due to high speeds and becoming involved in accidents.
In 2014, two students from Ritsumeikan were double riding and crashed because they were going too fast down the road from the main gate to the Matsushita intersection.
The student who was riding on the back of the bicycle hit the road hard, resulting in a broken jaw and requiring transport to the hospital by ambulance.

■ Please use extra caution around campus.

We have received complaints from neighborhood residents and persons using the roads surrounding the university regarding Ritsumeikan University students commuting to campus on their bicycles.
Building a better regional environment is one of the missions of the university.
All students should remain aware of this fact when commuting by bicycle.
*The path from the main gate to Nanda-yama intersection is the commuting route for Tamagawa Elementary school.
*The area surrounding Minami-Kusatsu station is designated as a bicycle parking prohibited area.

Bicycle Anti-theft Registration

To register your bicycle,
you are first required to enroll in anti-theft registration.

Anti-theft registration

- Those who purchase a bicycle are required by law to complete anti-theft registration.
- If you complete anti-theft registration, when you are victim of an incident such as bicycle theft, there will be a higher chance that your bicycle will be found sooner.
- The period of effectiveness is eight years (Shiga prefecture).

***You have to complete the procedures yourself.**

I bought a bicycle….Am I enrolled in anti-theft registration?

Please check that the anti-theft number sticker that was attached to your bicycle matches that on the documents below before you complete Bicycle Commuting Registration.

1. Copy of registration form
2. Sales receipt of bicycle purchase
3. A warranty form or receipt from when you purchased the bicycle that lists the bicycle serial number

If you are given a bicycle ⇒⇒ You must complete anti-theft registration

***You are required to complete anti-theft registration procedures.**
(You are required to complete registration under your own name.)

*Anti-theft registration is also possible at the Co-op (Link Square),
To register at the Co-op, the following documents are required.

1. A certificate from the previous owner that shows that the bicycle was given, and if the previous owner had anti-theft registration, the registration form. Or, a copy of an e-mail that can be used to confirm a purchase.
2. Proof of identification (student ID or public identification like passport or driver's license)
3. Registration fee payment (¥500)
4. The bicycle itself
5. Please make a record of the anti-theft registration number that is issued after the above procedures.

When transferring ownership of a bicycle, please make sure the bicycle owner's name can be properly transferred for anti-theft registration. Every year there are multiple cases at BKC of original owners being contacted when their old bicycle is reported stolen.

Enrolling in Liability Insurance

Many roads around BKC are narrow and go through hilly and residential areas. Minor collisions occur quite frequently. If you happen to cause a serious accident, the amount of compensation required is the same regardless of whether you are driving a bicycle or motorbike. In order to be able to fulfill your responsibility toward the victim in an accident, the university requires you to enroll in liability insurance with a compensation limit of at least ¥100,000,000.

Additionally, you are required to enroll in the insurance for a period that covers at least the minimum number of years for graduation.

In 2015, there were a total of 665 traffic accidents in Kusatsu, of which 139 (more than 20%) involved cyclists. About 70% of Ritsumeikan students are enrolled in liability insurance offered through the Rits CO-OP, and the amount of damage compensation being paid is increasing every year. In 2015 there were 66 bicycle accident cases that resulted in damage compensation being paid out. In June of 2011 a Ritsumeikan Student cut through an intersection ignoring the traffic signal on the prefectural highway running through Kusatsu and hit a women crossing in the crosswalk resulting in her death. The student was determined to be guilty.

■ Insurance Window in Ritsumeikan

□Student liability insurance（立命館生活協同組合 Rits CO-OP） TEL：0120-465-098

□Student full package system（㈱クレオヒューマン Creo Human）TEL：075-463-9178

Examples of damage compensation in bicycle accidents

-While riding, ran into and caused the death of a pedestrian. <Compensation: ¥60,080,000>

-Ran into a bicycle that was coming from the side, and caused the other cyclist to fall, which caused a major injury. <Compensation: ¥21,280,000>

-While riding a bicycle, ran into an automobile and caused damages (multiple occurrences) <Compensation: 250,000 – 360,000>

[Example ~~1~~] Kobe District Court Ruling [2013]

An 11 year old cyclist, at the time of the accident (2008), was returning home through a hilly residential area of northern Kobe City. Although the mountain bike had its light switched on while descending a slope, the cyclist hit a women head-on who was walking with an acquaintance. The women was knocked over and forcefully struck her head. She entered into a coma and remains unconscious four years later. <Compensation: ¥95,000,000>

通学自転車登録申請書

Bicycle Commuting Registration Application

※　太枠内のみ、ボールペンで記入してください。

***Fill out the information in the thick-bordered box below using a ballpoint pen.**

学生証番号 Student ID											−		申請日 App. date	20　年　月　日 Year Month Day
所属 Affiliation	学部/College 研究科/Grad. School						学科/Dept. 課程/Program						回生 Year	
フリガナ													男　・　女 M　/　F	
氏　名 Name														
現住所 Address	〒													
生年月日 Date of Birth	年　月　日 Year Month Day							携帯番号(緊急連絡先) Cell Phone Number (Emergency Contact)						
自転車防犯登録番号 Bicycle Anti-theft Registration No.														

(以下、事務局にて記入します)

(DO NOT WRITE IN ANY OF THE SPACES BELOW – FOR OFFICE USE ONLY)

変更後・2台目自転車防犯登録番号		

自転車点検結果			賠償責任保険 加入確認	□　修業年限まで　□　　年度まで
前照灯		検収印	登録番号	＊バーコードシール添付欄
鍵				
防犯登録				

許可事項(事務局で記載します)			
受付年月日　/　　年　　月　　日		担当	
再発行 変更 2台目	＊バーコードシール添付欄		**変更・2台目** **自転車点検** 前照灯（　） 鍵（　） 防犯登録（　）
受付年月日　/　　年　　月　　日		担当	
再発行 変更 3台目	＊バーコードシール添付欄		**変更・3台目** **自転車点検** 前照灯（　） 鍵（　） 防犯登録（　）

＊個人情報については、学校法人立命館個人情報保護規程に基づき、適正に管理いたします。自転車登録以外の目的では利用いたしません。

We will use your personal information in accordance with the guidelines set forth in the document entitled "Management of Personal Information at Ritsumeikan University".

通学自転車登録誓約書/Bicycle Commuting Registration Pledge

【遵守事項】[Conditions]

1. 立命館大学びわこ・くさつキャンパス構内交通規制に従います。
I will adhere to the campus traffic regulations of Ritsumeikan University Biwako-Kusatsu Campus.

2. 登録シールは車体後方の泥除けの見やすい位置に貼付けします。泥除けの無い自転車はBKC地域連携課と協議し、従います。
I will affix the registration sticker in a easy-to-see location on the splash-guard on the rear of the bicycle. If my bicycle does not have a splash guard, I will discuss this with the BKC Office of Regional Collaboration and follow their instructions.

3. 登録シールは、他人に貸与又は譲渡いたしません。
I will neither give nor lend my registration sticker to anyone else.

4. 東門を利用する際はいったん降車し、手で押して入構します。
When I enter the East Gate, I will get off my bicycle and push it by hand.

5. 駐輪場以外には、駐輪いたしません。
I will not park my bicycle in any location other than the bicycle parking lot.

6. 自転車が不要になったとき、構内に放置せず、自らの責任で処分いたします。
If I no longer need my bicycle, I will not leave it on campus. I will take responsibility for disposing of it.

7. 長期にわたって自転車を留置した場合、大学が放置自転車とみなして処分することに異議申し立ていたしません。
If I leave my bicycle over a long period of time, I will not raise any objection should the university consider it to be abandoned and dispose of it.

8. 警察へ盗難届けを出した自転車が卒業後発見された時、本人の都合により自転車の引取りができない場合は、大学に引き取りと処分を一任します。
If I have reported my bicycle as stolen to the police but the bicycle is found after I have graduated and I am unable to pick it up, the university is free to dispose of the bicycle.

9. 構内での事故・盗難・損傷等については、大学に対して一切その責任を求めません。
I will not hold the university liable in the event of any accident, theft, damage, loss, etc., on campus.

10. 登録自転車を迷惑駐輪した場合、大学が撤去することに異議申し立ていたしません。
I will not raise any objection to the removal of my registered bicycle by the university if the parking of my bicycle is considered to be causing inconvenience.

11. 以上のことに違反した場合は、自転車の撤去、施錠、許可の取り消し等をされても異議申し立てをいたしません。
Should I fail to comply with any of the above, I will not raise any objection if my bicycle is removed, locked, or its registration is repealed.

申請にあたっては、上記のことを遵守することを誓約いたします。
I hereby pledge to adhere to the conditions above.

署名
Signature

裏面の申請書も必ず記入してください。You must fill out the back side of this application as well.

Emergency Contact Information

Ritsumeikan University

The Office of Campus Management and Security ・・・・・・077-561-2621

RU Office of Student Affairs (BKC) ・・・・・・・・・・・077-561-3917

Kusatsu Police ・・・・・・・・・・・・・・・・・・・・・・・077-563-0110

Minami-Kusatsu Station Police Station ・・・・・・・・・077-562-7360

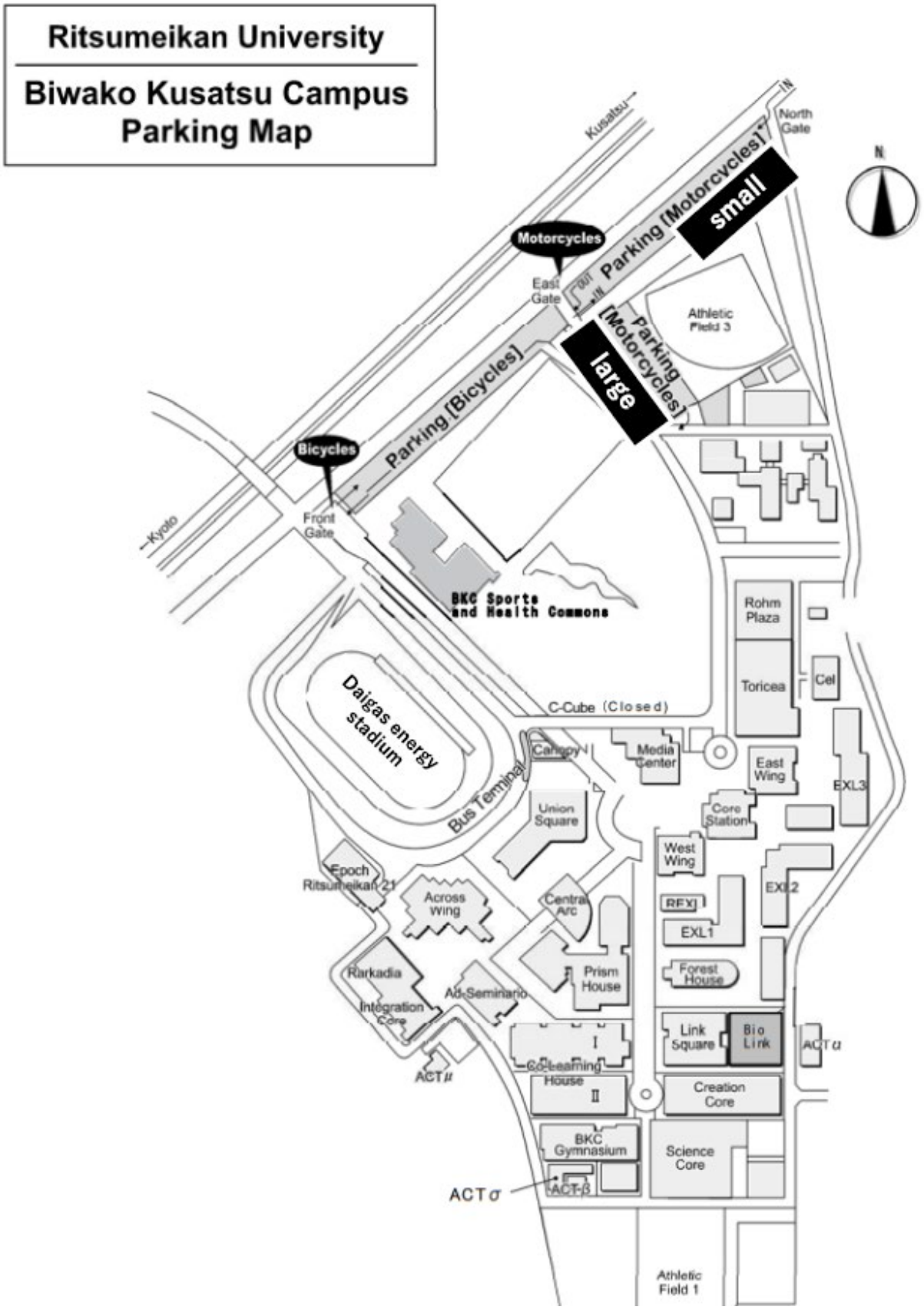
Minami-Kusatsu Hospital ・・・・・・・・・・・・・・・・077-562-0724

Ohmi Kusatsu Tokushukai Hospital ・・・・・・・・・・・・・・・077-567-3610

■ If You are in an Accident

1. **If someone is injured, first check to make sure they are alright, provide aid and call 119 (emergency telephone number).**
2. **Contact the police and receive a "Kotsujiko Shomeisho" which will be needed by your insurance company if you file a claim.**
3. **Exchange information such as name, address, contact, etc., with the other person.**
4. **Contact your insurance company or provider in order to file a claim. If you do not do this, you may not be able to receive insurance money.**
5. **Please consult with your guardian or the student office to solve any issues.**
6. **Treat the other person (victim) in good faith.**

■ If You are a Victim of an Accident

1. **First contact the police and get the other person's information, including their license plate number and insurance information.**
2. **Take photos of the scene and try to keep evidence intact as much as possible.**
3. **Get checked by a doctor, even if you think you are okay.**
4. **If you feel pain or strange a few hours or even days after the accident, visit a doctor. After that, go to the police and apply to change your accident classification from "Jiko Shomeisho" to a "Jinshin Jiko" (accident resulting in injury). If you don't do this you may find it difficult to file a claim with the other person's insurance company to cover your medical expenses.**
5. **If you are unable to collect the other person's information after the accident due to severe injury, you can receive a "Jiko Shomeisho" a few days later from the police**

which will include the other person's name and address.