

Personal transportation guideline

Parent policy

300-3-1 Building Access Control Policy

Purpose

Bow Valley College requires building access control policies to protect the college community, and its physical infrastructure. This guideline provides useful transport information for employees and students as well as regulating the operation, use, and storage of defined transportation devices in, and adjacent to Bow Valley College's downtown campus buildings. The college encourages employees and students to utilize alternative modes of transport, which are cost-effective and environmentally friendly.

Compliance

Members of the college community are expected to adhere to the policies, procedures, and standards established by the college. These policies are designed to foster a safe, respectful, and inclusive environment that supports learning, teaching, and professional integrity.

Non-compliance may create risk for the college and will be addressed accordingly through applicable college policies, procedures and contracts. This may result in disciplinary action, up to and including termination for employees, and expulsion for students.

Guidelines:

1. Students and employees who arrive at Bow Valley College by bicycle, e-bicycle, e-scooter or similar personal transportation devices are required to store those items in the secure bike storage facilities operated by Bow Valley College
2. Students, employees, and visitors are not permitted to bring bicycles, e-bicycles, e-scooters or similar transportation devices inside any campus building (including for battery charging purposes), onto the West Campus patio, or in the West Campus parking lot.
3. For safety and cleanliness reasons, bicycles, e-bikes, e-scooters or similar transportation devices cannot be brought inside Bow Valley College buildings. Lithium-ion batteries in electric scooters and bikes pose a fire hazard if damaged or improperly stored, and outdoor transportation devices can bring dirt, debris, and moisture, impacting campus cleanliness. Additionally, transportation devices present a health and safety risk, as they could obstruct employees or students and cause injuries. Employees and students are encouraged to use designated bike racks and storage area on campus for their convenience and safety
4. Users must sign the bike cage room waiver and read the bike cage room general rules before accessing the approved storage area for their bicycle, E-Bike or similar transportation device. Learners can access a waiver either online or request a physical copy from Student Services. Employees can access the waiver on College Connect. University of Lethbridge learners and

employees can obtain a physical copy of the waiver from their respective reception areas (located on the 6th floor south campus). Athabasca University learners and employees can obtain a physical copy of the waiver from the college's security office. For security, access to storage areas will only be granted via an access instrument. Roller blades, skateboards and non-electric scooters are not allowed to be used inside any college property. However, they may be stored in student-assigned lockers, or in employee-designated workspaces if those devices are not;

- Liquid-fueled
 - Do not require electricity charging
 - Are not battery-operated
 - Do not impede safe access or egress
 - Are not an obstruction
 - Do not impose undue cleaning requirements
5. Personal transportation device protocol does not apply to:
- a) Mobility aids, such as wheelchairs, motorized wheelchairs, electric carts or similar devices operated by individuals with disabilities.

Transportation resources

6. Calgary Transit

6.1 Bow Valley College is conveniently located in downtown Calgary, making it easily accessible by public transit. The main transit services include:

- CTrain (Light Rail Transit - LRT): The City Hall Station (both Red and Blue Lines) is within walking distance of the campus.
- Buses: multiple Calgary Transit bus routes serve the downtown area, connecting to various parts of the city.
- Transit apps: Use the Calgary Transit App or Google Maps to plan routes, check schedules, and track buses in real-time.
- Some transit services and rideshare platforms offer student discounts—check their websites for promotions.
- Note CTrain is free between 3rd Street East and 11th Street West along 7 Avenue, but fare must be purchased if travelling outside the downtown area.

7. Cycling & Walking

- Bike racks & storage: Bow Valley College provides secure bike racks in the bike cage room.
- Bike routes: Calgary has an extensive network of bike lanes and pathways. Check the City of Calgary [bike map](#) for route planning.
- Walking: If you live nearby, walking is an excellent option. The [Plus 15 Skywalk System](#) allows for indoor travel through downtown during colder months.

8. Carpooling

- Employees and students who wish to carpool should coordinate schedules in advance, share costs equitably, and follow all local traffic and safety regulations. Bow Valley College encourages carpooling to reduce commuting costs and environmental impact.
- Weather & road conditions: Stay updated with road and transit conditions on 511 Alberta.
- College parking: Bow Valley College does have limited on-campus parking, but several public parking lots and parkades are nearby. Check [Calgary Parking](#) for locations and rates.
- Street Parking: limited metered parking is available around downtown.
- Park & ride: If you live in the suburbs, consider using Calgary Transit's Park & Ride lots to take the train downtown.

Definitions

Access Control:

Is the selective restriction of access to a place or resource. These restrictions may incorporate business hours or holiday restrictions to Bow Valley College facilities, and scaled restrictions or places regulated through the usage of access instruments.

Access Instrument(s):

Represent the tools with which access is granted to a given area, including keys, Access Control cards and proximity fobs.

Transportation Device:

Any cycle propelled by human muscular power on which a person may ride, regardless of the number of wheels. E-Bike, E-Scooter.

Campus Security

An external contracted security company awarded a limited-term contract with Bow Valley College. Campus Security is assigned to make Bow Valley College a safe and secure environment to live, learn and work.

E-Bike:

A bicycle equipped with an electric motor and rechargeable battery to assist a rider when pedalling.

E-Scooter:

A stand-up electric-powered vehicle, with an electric hub motor in its front and/or rear wheel. Two-axle, consisting of a footboard mounted on two or more wheels and a long steering handle, without a seat and without pedals, is designed to be driven only by the rider on that vehicle.