



OIC Commuter's Handbook 2021

Ritsumeikan University





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Commuting Rules

◎Commuting by car is prohibited under any circumstances.

We ask you to refrain from commuting by motorcycle.

***If you have to commute by motorcycle for unavoidable reasons, you must complete registration procedure.**

As a general rule, Ritsumeikan University allows commuting to the university on foot, by bicycle, or by public transportation such as bus or train, while prohibiting students from commuting by car under any circumstances.

While we ask students to refrain from commuting by motorcycle, it is permitted at Osaka Ibaraki Campus (OIC) for those who have unavoidable reasons on the conditions that they complete “Motorcycle Registration” after attending a “Driving Safety Lecture”; they use motorcycles with engines of 125 cc or less; and they park the motorcycles in the Motorcycle Parking Lot. (Refer to page 14 - 17.)

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

1. Students have several public transportation options available.
2. The number of commuters is very high on the main roads near OIC, and there are also many large-sized vehicles.
3. OIC is located in a quiet residential area. Noise, traffic obstruction, and parking without permission could cause a disturbance to the residents in the area and their living environment.

■Violators of these rules will be penalized under school regulations.

In the event of violation of the university’s commuting rules, violators will be given necessary guidance and disciplined strictly under the school regulations.

◎Registration is required for commuting by bicycle.

(For more details, refer to page 5 - 9.)

You may not enter the campus with an unregistered bicycle.

At OIC, students must register bicycles to commute by bicycle to the campus in order to prevent traffic accidents and disturbing local residents, and to fulfill one’s duty as a member of society that respects and supports the environment and local community.

In addition, you are obligated to take the “Driving Safety Lecture”, complete your anti-bicycle theft registration, enroll in bicycle personal liability insurance (covering at least 100,000,000 yen), and install a headlight and locks on your bicycle.

■ Why is enrolling in liability insurance required?

In the OIC area, its excessive traffic has resulted in dangerous situations not only during commuting hours but at all times. Bicycle accidents have increased rapidly in recent years. Considering risks of being involved in or causing an accident, it's important to enroll in personal liability insurance. As there have been many cases where cyclists caused accidents and bore responsibility for a large amount of compensation for the victims, those who commute by bicycle are obligated to enroll in the insurance.

Commuting by Bicycle

You must register your bicycle beforehand to commute by bicycle. You may not use your bicycle for commuting without a registration sticker placed on it. Also, in the event of unauthorized parking or other misconduct, you will be penalized under school regulations and your registration will be revoked.

■Bicycle Registration Requirements

1. Enrollment in anti-bicycle theft registration (自転車防犯登録, *jitensha bohan toroku*) under your name.
2. Enrollment in personal liability insurance covering at least 100,000,000 yen (For more details, refer to page 10)
3. Headlight installation
4. Anti-theft measures (bicycle lock) are taken.
5. Individuals who have attended the “Driving Safety Lecture”, and can ride safely while following traffic rules and manners.

■Driving Safety Lecture

OIC students can watch the Bicycle and Motorcycle Driving Safety Lecture online.

Please access the following URL or QR code to watch the video: <https://pipm.co/4hgc>



■Items Necessary for Registration

1. Bicycle Registration Application / Bicycle Commuting Registration Pledge (pages 12 and 13)
2. Student ID (valid for the current academic year and showing the OIC address)
3. Personal liability insurance certificate (bring a photocopy of the certificate)

*Please confirm the details below in regards to insurance:

- (1) The insurance should cover you under your name or the name of your family member.
- (2) Length of coverage should be until the end of your minimum period of study.
- (3) The amount of compensation should be at least 100,000,000 yen.

*Please present a photocopy of the personal liability insurance certificate. A photo of the certificate is not acceptable.

*The insurance available through the university includes:

- a. Personal liability insurance for students (Ritsumeikan Co-operative)
- b. Comprehensive insurance program for students (Creohuman Co., Ltd.)

4. Your bicycle (anti-bicycle theft registration should be completed before registration.)

■Registration Hours and Location for 1st and 2nd Year Students

• Hours: 12:00 p.m. - 4:15 p.m.

• Location: A tent in front of Building D

Date	Students in
April 12 (Mon)	College of Business Administration
April 13 (Tue)	College of Business Administration
April 14 (Wed)	College of Policy Science
April 15 (Thu)	College of Comprehensive Psychology
April 16 (Fri)	College of Global Liberal Arts

* The schedule also applies to 2nd year students who have not registered their bicycles yet.

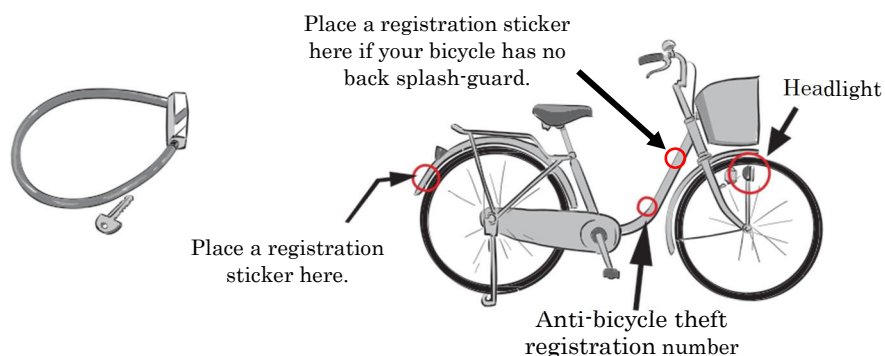
■Bicycle Registration Sticker

1. After completing the registration procedure, you will be given a bicycle registration sticker and its protective label. Once receiving these, please place the registration sticker on the back splash-guard of your bicycle where the sticker is easy to see (refer to the picture below).
2. If unauthorized use of the registration sticker is found, your registration will be revoked and it will be reported to the administrative office of your College.
3. If you lose your registration sticker, you will need a 200 yen certificate stamp (証紙, *shoshi*) to reissue a new one.

You can purchase a 200 yen certificate stamp for “Motorcycle or Bicycle Registration Sticker” from the Certificate Issuing Machine.

[Certificate Issuing Machine Location]

Beside the entrance of the AS Office (south side of the Concourse on the 1st floor of Building A)



■Bicycle Registration Fee

1. Registration for the first bicycle is free.
2. If you are an undergraduate student who advances to a Master's Program or a Master's student who advances to a Doctoral Program^{*1}, you must go through the registration process again. If you change the year you graduate or finish your program^{*2}, an extension procedure will be necessary.

^{*1} Applicable students do not have to pay for a new registration sticker.

^{*2} Applicable students must purchase a 200 yen certificate stamp for a new registration sticker.

3. If you change your bicycle, transfer ownership of your bicycle, or lose your registration sticker, please go through the necessary procedures as soon as possible.

*For the procedures above, visit the Campus Information Center located on the 1st floor of Building A.

■ Rental Bicycles

To commute by rental bicycle, a “Rental Bicycle Registration Certificate” issued by the university is necessary. It has been already confirmed that each rental bicycle shop takes anti-crime and safety measures required for rental bicycles such as anti-bicycle theft registration, anti-theft lock, and headlight. Therefore, you do not have to have a bicycle inspected.

Please be informed that rental bicycle users are also required to enroll in personal liability insurance. Please bring the items listed below when registering the bicycle and receive a “Rental Bicycle Registration Certificate”. Please carry the certificate with you at all times and show your certificate when asked to do so by the parking lot staff.

Rental bicycles shall be parked in the Rental Bicycle Parking Lot (refer to page 21.)

Items Necessary for Rental Bicycle Registration Certificate

1. Bicycle Registration Application / Bicycle Commuting Registration Pledge (included in the OIC Commuter’s Handbook)
2. Student ID
3. Personal liability insurance certificate or other items which prove your enrollment of personal liability insurance (a photocopy of one of these above is acceptable)
4. Rental bicycle membership card, IC card or other items which prove your rental bicycle agreement
5. Your bicycle to register

■ Bicycle Commuting Cautions

Students commuting by bicycle can cause complaints from nearby residents and people using the roads near the university. It is one of our roles as a university to form a better environment.

Students should be conscious of these things and should abide by the points below when commuting by bicycle.

1. Please do not cause danger or disturbances to local residents by parking your bicycle on the road, leaving your bicycle unattended for a long period of time, or cutting through primary and junior high school zones or private properties.

***Some areas surrounding stations in Ibaraki city are designated as No Parking Zones.**

2. In the event of a traffic accident, please report to the nearest police station and contact the Campus Information Center (on the 1st floor of Building A) as soon as possible.
3. Please follow the five rules to ensure safety when riding a bicycle.

Five rules for safe bicycle riding

1. In principal, cyclists should ride on the street and use sidewalks only in exceptional cases.

2. Cyclists should ride on the left side of the street.

3. Cyclists must reduce speed on sidewalks and give pedestrians the right of way.

4. Cyclists must obey traffic rules.

Cyclists are prohibited from riding under the influence of alcohol, riding double, or riding side by side.

Cyclists must use bicycle lights at night.

Cyclists must obey traffic lights at intersections and check for safety after coming a full stop.

5. Children must wear a helmet.

■ Cautions about Bicycle Parking Lot Use

1. Only bicycles which have registration stickers attached are allowed to park in the Bicycle Parking Lot.

Any bicycles with expired stickers or without stickers are not acceptable to park. Inspections of the Bicycle Parking Lot are conducted periodically and these unauthorized bicycles will be locked. Please understand that we will not unlock these bicycles unless relevant users complete all the necessary procedures properly to register your bicycle.

2. Operation hours of the Bicycle Parking Lot are as follows: 7:00 a.m. - 0:30 a.m.

3. Please follow the posted instructions and directions from the staff in the Bicycle Parking Lot. Always lock your bicycle while parked, and make an effort to use two locks on your bicycle, such as a chain lock, to prevent thefts. At OIC, you are strongly encouraged to use two locks on parked bicycles and motorcycles as stolen bicycles could be used for crimes.

4. As cycling in the Bicycle Parking Lot is not allowed, walk your bicycle.

5. In the Bicycle Parking Lot, be sure to use a bicycle rack to park.

6. Bicycles left unattended in the Bicycle Parking Lot for a long period of time will be disposed of.

7. Use an anti-theft net for your bicycle basket in an attempt to prevent thefts.

8. In the event of a theft, report to the Campus Information Center (on the 1st floor of Building A) and the nearest police station.

9. The university bears no responsibility for any accidents or thefts occurring in the Bicycle Parking Lot.

Anti-Bicycle Theft Registration

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

[Anti-bicycle theft registration]

In order to improve a situation which interferes with citizens' everyday life such as the increasing number of bicycle thefts and stolen bicycles abandoned in some areas including surrounding areas of the stations, the “Act on Promotion of Safe Use of Bicycles and Comprehensive Advancement of Measures for Bicycle Parking” was enforced in June of 1994.

- Bicycle owners are obligated to enroll in anti-bicycle theft registration under the law.
- In case of a bicycle theft, anti-bicycle theft registration can raise possibility of early discovery of the stolen bicycle.

***You have to complete the procedure by yourself.**

[Have you registered a bicycle you bought for anti-bicycle theft registration?]

*Please confirm that the registration number on an anti-bicycle theft registration sticker attached to your bicycle matches ones on the documents below before registering your bicycle.

- (1) Anti-bicycle theft registration form
- (2) Proof of purchase for your bicycle
- (3) Warranty certificate or receipt of your bicycle showing the bicycle serial number

[When receiving a used bicycle from the previous owner, make sure to enroll in anti-bicycle theft registration]

***You must complete anti-bicycle theft registration. (Register the bicycle under your name.)**

Anti-bicycle theft registration is available at the OIC Shop.

(Contact at 072-645-4103, open on weekdays from 10:30 a.m. to 4:30 p.m.)

To register your bicycle at the OIC Shop, following items are required:

- (1) A certificate from the previous owner which shows the bicycle was given or anti-bicycle theft registration form if the previous owner had the registration. A copy of an email or other items proving a purchase are also acceptable.
- (2) Photo ID (student ID, official certificate with a photo attached such as passport or driver's license)
- (3) Registration fee of 600 yen

*The amount can vary depending on each local municipality.

- (4) Your bicycle

*Please make a record of the registration number issued after the above procedures.

When transferring ownership of your bicycle to someone else, please make sure to have the new owner complete anti-bicycle theft registration.

Personal Liability Insurance Membership Details

OIC is situated in Ibaraki city where over 10,000 vehicles travel on its main roads every day. Bicycles are the most common mode of transportation of its residents and the number of bicycle users in the city makes up one fourth of the total amount of traffic. Given these facts, the city has a heavy traffic with vehicles and bicycles.

In Osaka Prefecture, the number of bicycle accidents has been reduced by 21% from 2007 to 2013. In Ibaraki city, however, the number of bicycle accidents has remained relatively unchanged in the same period of time. The accident rate per 1,000 people places Ibaraki city as the 4th highest in Osaka Prefecture.

In recent years, the rates of bicycle accidents with pedestrians and other bicycles have been increasing. The transition in the numbers of bicycle accidents from 2003 to 2013 shows the following facts: the numbers of bicycle accidents with automobiles and motorcycles have greatly decreased by 33% and 44%, respectively; and the numbers with pedestrians have increased by 14% and with other bicycles have decreased by only 6%, which have remained high.

If you cause an accident with a pedestrian or another cyclist, you must bear full responsibility for compensating the victim, and the amount of compensation is the same as when you were driving an automobile or motorcycle.

The university has obligated students who commute by bicycle to enroll in personal liability insurance whose amount of compensation is at least 100,000,000 yen. All students commuting to OIC by bicycle must enroll in the insurance with compensation equivalent to the above as a precaution.

Your insurance should be valid until the end of your minimum period of study.

■Insurance Available on Campus

- (1) Personal liability insurance for students (Ritsumeikan Co-operative)

TEL: 0120-465-098

- (2) Comprehensive insurance program for students (Creohuman Co., Ltd.)

TEL: 075-463-9178



自転車通学登録申請書

(記入例)

Bicycle Registration Application

(Example)

For OIC
Students

※自転車通学登録誓約書も必ずご記入ください。

※Please be sure to fill in the Bicycle Commuting Registration Pledge.

申請日 Date	<div> <div>○</div> <div>年</div> <div>/</div> <div>○</div> <div>月</div> <div>20</div> <div>○</div> <div>○</div> <div>日</div> </div> <div>(MM/DD/YYYY)</div>																			
登録区分 Registration Type	<div> <input type="checkbox"/> 新規 <input checked="" type="checkbox"/> New registration <input type="checkbox"/> 変更 (乗換・シール再交付・復学) <input type="checkbox"/> Existing (Change of vehicle / Sticker reissue / Reenrollment) </div>																			
学生証番号 Student ID No.	1	3	4	1	9	9	9	9	9	9	—	0								
フリガナ Name in Katakana	リツメイ タロウ																			
氏名 Name	立命 太郎																			
携帯電話番号 Cell Phone No.	090-1234-5678																			
メールアドレス Email Address	@ed.ritsumeikan.ac.jp																			
所属 Affiliation	Business Administration				学部 College 研究科 / Grad. School				Business Administration				学科 Dept 課程 / Program				1 回生 Year			
防犯登録番号 Anti-theft Registration No.	大阪 B 123456								卒業年 Graduation Year		年 月 / (MM/YYYY)									
安全運転講習 Driving Safety Lecture	<input checked="" type="checkbox"/> WEB安全運転講習ガイダンスを視聴しました。 I watched the Online Driving Safety Lecture.																			

※ 個人情報については、学校法人立命館個人情報保護規定に基づき、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。

※ Personal information will be handled according to the Ritsumeikan Trust Personal Information Protection Regulations. It will not be used for any purpose other than bicycle registration.

キャンパスインフォメーション使用欄 / Office Use Only				
保険確認	生協・クレオ・任意		新登録番号	管理者保管用シール貼付
レンタサイクル	登録店:		旧登録番号	
自転車点検結果			安全運転講習ガイダンス受講確認	
前照灯		点検者	担当者印	
鍵				
防犯登録				



自転車通学登録申請書

Bicycle Registration Application

For OIC
Students

※自転車通学登録誓約書も必ずご記入ください。

※Please be sure to fill in the Bicycle Commuting Registration Pledge.

申請日 Date	年 / 月 / 日 (MM/DD/YYYY)											
登録区分 Registration Type	<input type="checkbox"/> 新規 <input type="checkbox"/> New registration <input type="checkbox"/> 変更 (乗換・シール再交付・復学) <input type="checkbox"/> Existing (Change of vehicle / Sticker reissue / Reenrollment)											
学生証番号 Student ID No.												—
フリガナ Name in Katakana												
氏名 Name												
携帯電話番号 Cell Phone No.												
メールアドレス Email Address	@ed.ritsumeikan.ac.jp											
所属 Affiliation	学部 / College 研究科 / Grad. School						学科 / Dept 課程 / Program			回生 Year		
防犯登録番号 Anti-theft Registration No.							卒業年 Graduation Year		年 月 / (MM/YYYY)			
安全運転講習 Driving Safety Lecture	<input type="checkbox"/> WEB安全運転講習ガイダンスを視聴しました。 I watched the Online Driving Safety Lecture.											

※ 個人情報については、学校法人立命館個人情報保護規定に基づき、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。

※ Personal information will be handled according to the Ritsumeikan Trust Personal Information Protection Regulations. It will not be used for any purpose other than bicycle registration.

キャンパスインフォメーション使用欄 / Office Use Only				
保険確認	生協・クレオ・任意		新登録番号	管理者保管用シール貼付
レンタサイクル	登録店:		旧登録番号	
自転車点検結果			安全運転講習ガイダンス受講確認	
前照灯		点検者	担当者印	
鍵				
防犯登録				

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

【遵守事項】[Conditions]

1. 立命館大学大阪いばらき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 Osaka Ibaraki Campus.
2. 自転車登録シールを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OIC地域連携課の指示に従います。
I will affix the registration sticker in a clearly visible 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 Office of Regional Collaboration at OIC and follow their instructions.
3. 自転車登録シールを、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. 駐輪場へ入構する際には降車し、手で押して入構します。
When I enter the bicycle parking lot, I will get off my bicycle and push it by hand.
5. 駐輪場以外の場所には、駐輪いたしません。誘導ブロック(点字ブロック)の上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. I will not park on the yellow guiding strips for the visually impaired.
6. 自転車が不要になった際には、構内に放置せず、自身の責任で処分いたします。
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。
Should I no longer need my bicycle, I will not leave it on campus. I will take responsibility for disposing of it.
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.
7. 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き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.
8. 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.
9. 近隣店舗や住民への迷惑駐輪は行ないません。不正駐輪した場合には、大学が自転車を撤去しても異議申し立ていたしません。
I will not park my bicycle in such a manner as to cause inconvenience to shops and residents in the neighborhood. I will not raise any objection should the university remove my bicycle in the event that my bicycle is considered to be parked in a manner that may cause inconvenience.
10. 以上のことに違反した場合は、自転車の撤去、施錠、許可の取り消し等の処分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, has its registration repealed, etc.

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

申請書も必ず記入してください。You must fill out the application as well.

Commuting by Motorcycle (125 cc or Less Only)

As a general rule, students are asked to refrain from commuting by motorcycle. However, only students who have to commute by motorcycle for unavoidable reasons and meet requirements are permitted to register their motorcycles. In the event of unauthorized parking or other misconduct, violators will be penalized under the school regulations and their registration will be revoked.

At OIC, only motorcycles with engines of 125 cc or less are permitted to use for commuting.

■Motorcycle Registration Requirements

1. Undergraduate or graduate students, or other individuals who have unavoidable reasons to commute by motorcycle and are permitted to do so by the university
2. Individuals who have enrolled in compulsory automobile liability insurance

Enrollment in compulsory automobile liability insurance is an obligation. Individuals violating this are subject to imprisonment for not more than one year or a fine of not more than 500,000 yen in addition to driving license suspension.

Please also enroll in voluntary automobile insurance in case of traffic accidents.

Maximum compensation amounts of compulsory automobile liability insurance are 30,000,000 yen for death and 1,200,000 yen for injuries of victims. These amounts are not enough to cover the entire compensation amount in terms of the current compensation level.

Moreover, compulsory automobile liability insurance covers people killed or injured in accidents, but not damage you cause to other drivers' cars, guardrails or other properties.

Without enrolling in voluntary automobile insurance, you may not receive out-of-court settlement negotiation service provided by insurance companies.

3. Individuals who have attended the "Driving Safety Lecture", and can ride safely while following traffic rules and manners.

■Driving Safety Lecture

OIC students can watch the Bicycle and Motorcycle Driving Safety Lecture online.

Please access the following URL or QR code to watch the video: <https://pipm.co/4hgc>



■Items Necessary for Registration

1. Motorcycle Registration Application / Motorcycle Commuting Registration Pledge (pages 19 and 20)
2. Student ID (valid for the current academic year and showing the OIC address)
3. Driver's license

4. Certificate of compulsory automobile liability insurance

*The insurance should be under your name or the name of your family member. Make sure the license plate number of your motorcycle is shown in the certificate.

5. Certificate stamps necessary for motorcycle registration

*You can purchase certificate stamps from the Certificate Issuing Machine placed besides the entrance of the AS Office (south side of the Concourse on the 1st floor of Building A).

■Registration Hours and Location

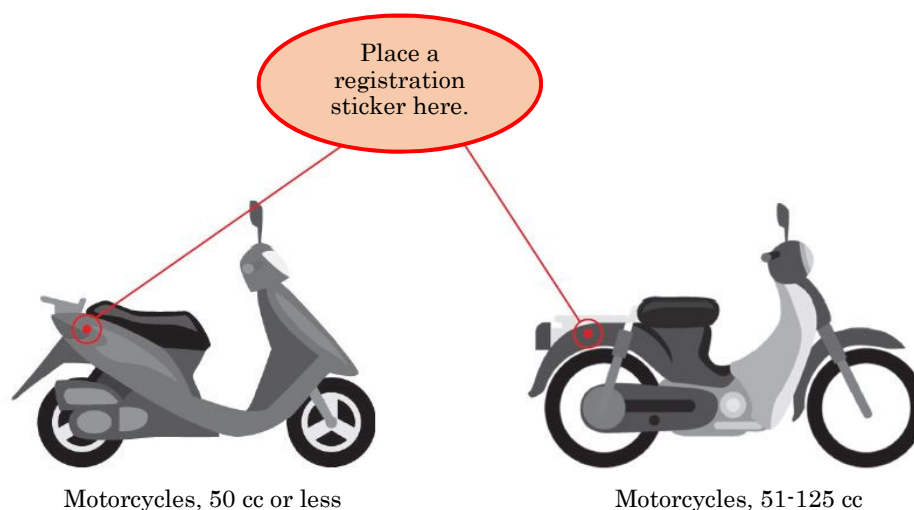
- Hours: 10:00 a.m. to 5:00 p.m. on weekdays
- Location: Campus Information Center on the 1st floor in the north side of Building A

■Motorcycle Registration Sticker and Student ID Authentication

1. After completing the registration procedure, you will be given a motorcycle registration sticker and its protective label. Once receiving these, please place the registration sticker on the rear fender of your motorcycle (either right or left side) where the sticker is easy to see (refer to the picture below).
2. In order to open the gates of the Motorcycle Parking Lot, you need to place your student ID over the scanner of the entrance or exit. As inappropriate usage can damage the gates, make sure to open the gates with your ID and go through while the gates are fully opened. **You will be responsible for paying all costs related to damage you cause to the gates due to inappropriate usage.**
3. If unauthorized use of the registration sticker or your student ID is found, your registration will be revoked and it will be reported to the administrative office of your College.

■If you renew compulsory automobile liability insurance following its expiration, do not forget to submit a photocopy of the renewed insurance certificate to the Campus Information Center (on the 1st floor of Building A).

■Motorcycle Registration Fee



The fee collected shall be used to manage the Motorcycle Parking Lot and keep the campus and its adjacent areas secure.

1. Undergraduate and graduate students shall make one-time payment for the fee which should cover the

amount until the end of their minimum period of study. You may not pay in installments or receive any refund.

Undergraduate Students			Graduate Students		
Enrolled in	Motorcycles, 50 cc or less	Motorcycles, 51-125 cc	Enrolled in	Motorcycles, 50 cc or less	Motorcycles, 51-125 cc
First year	4,000 yen	8,000 yen	First year of Master's program (M1)	2,000 yen	4,000 yen
Second year	3,000 yen	6,000 yen	Second year of Master's program (M2)	1,000 yen	2,000 yen
Third year	2,000 yen	4,000 yen	First year of Doctoral program (D1)	3,000 yen	6,000 yen
Fourth year or higher	1,000 yen	2,000 yen	Second year of Doctoral program (D2)	2,000 yen	4,000 yen
Auditing students	1,000 yen	2,000 yen	Third year of Doctoral program (D3)	1,000 yen	2,000 yen
			Fourth year of Doctoral program (D4) or higher	1,000 yen	2,000 yen
Reissue fee for a registration sticker: 200 yen					

2. ~~You must pay the registration fee and register your motorcycle again~~ in any of the following cases: if you are an undergraduate student who advances to a Master's Program or a Master's student who advances to a Doctoral Program*¹, or if you change the year you graduate or finish your program*².

*¹ Applicable students do not have to pay for a new registration sticker.

*² Applicable students must purchase a 200 yen certificate stamp for a new registration sticker.

3. If you change your motorcycle, transfer ownership of your motorcycle, or lose your registration sticker, please go through the necessary procedures as soon as possible. Please remove and return the sticker when changing your bicycle or transferring ownership of your motorcycle.
4. If you register your first motorcycle, purchase certificate stamps for applicable "Motorcycle Registration Fees" from the Certificate Issuing Machine.

If you change your motorcycle (50 cc or less) to another one (51-125 cc), purchase certificate stamps for the difference of "Motorcycle Registration Fees" and a 200 yen stamp for "Motorcycle or Bicycle Registration Sticker". (You may not receive any refund on changing your motorcycle (51-125 cc) to another one (50 cc or less).)

If you change your motorcycle to another one (whose engine size is the same as the previous one), purchase a 200 certificate stamp for "Motorcycle or Bicycle Registration Sticker".

*For the procedures above, visit the Campus Information Center located on the 1st floor of Building A.

■Motorcycle Commuting Cautions

1. You must wear a helmet properly and be sure to ride safely.
2. Please do not cause danger or disturbances to local residents by parking your motorcycle on the road, making loud noise while riding your motorcycle late at night, or cutting through primary and junior high school zones or private properties.

*Some areas surrounding stations in Ibaraki city are designated as No Parking Zones. Parking is not

allowed on roads around the campus or sidewalks near apartment buildings or other stores adjacent to the stations.

3. In the event of a traffic accident, please report to the nearest police station and contact the Campus Information Center (on the 1st floor of Building A) as soon as possible.

■ Cautions about Motorcycle Parking Lot Use

1. Only motorcycles which have registration stickers attached are allowed to park in the Motorcycle Parking Lot. Any motorcycles with expired stickers or without stickers are not acceptable to park. Inspections of the Motorcycle Parking Lot are conducted periodically and these unauthorized motorcycles will be locked. Please understand that we will not unlock these motorcycles unless relevant users complete all the necessary procedures properly to register their motorcycles.
2. Operation hours of the Motorcycle Parking Lot are as follows: 7:00 a.m. - 0:30 a.m.
3. Please follow the posted instructions and directions from the staff in the Motorcycle Parking Lot. Always lock your motorcycle while parked, and make an effort to use two locks on your motorcycle, such as a U-lock or a chain lock, to prevent thefts.
4. The Motorcycle Parking Lot is designed to enter from the north gate (entrance only) and exit from the south gate (exit only). Motorcyclists must reduce speed while watching for pedestrians in the Motorcycle Parking Lot.

*Please refer to the “Campus Map for Bicycle and Motorcycle Parking Lot Locations” (on page 21).
*How much you should reduce your speed: the speed at which a motorcycle can be stopped right after putting on the brakes.
5. You may not leave your motorcycles unattended in the Motorcycle Parking Lot for a long period of time. These motorcycles will be disposed of.
6. In the event of a theft, report to the Campus Information Center (on the 1st floor of Building A) and the nearest police station.
7. The university bears no responsibility for any accidents or thefts occurring in the Motorcycle Parking Lot.
8. **There have been many reports of helmet theft.** Be sure to lock your helmet to your motorcycle or otherwise bring yours with you.



バイク通学登録申請 (記入例)

Motorcycle Registration Application (Example)

For OIC
Students

※ バイク通学登録誓約書も必ずご記入ください。

※ Please be sure to fill in the Motorcycle Commuting Registration Pledge.

申請日 Date	○ 年 ○ 月 20○○ 日 (MM/DD/YYYY)												
登録区分 Registration Type	<input type="checkbox"/> 新規 <input type="checkbox"/> 変更 (乗換・シール再交付・復学) <input checked="" type="checkbox"/> New registration <input type="checkbox"/> Existing (Change of vehicle / Sticker reissue / Reenrollment)												
学生証番号 Student ID No.	1	3	4	1	9	9	9	9	9	9	-	0	
フリガナ Name in Katakana	リツメイ タロウ												
氏名 Name	立命 太郎												
携帯電話番号 Cell Phone No.	090-1234-5678												
メールアドレス Email Address	@ed.ritsumeai.ac.jp												
所属 Affiliation	Business Administration				学部 College 研究科 / Grad. School				Business Administration 学科 Dept. 課程 / Program				1 回生 Year
ナンバープレート License Plate No.	茨木市		に	1	2	3	4	排気量(125cc以下) Engine size (Must be 125cc or under)				49 cc	
車体番号 Vehicle No.	CA56781234				自賠責保険期間 Auto liability insurance period				(自) 2016年Y 4月M 1日D (至) 2019年Y 4月M 5日D				
安全運転講習 Driving Safety Lecture	<input checked="" type="checkbox"/> WEB安全運転講習ガイダンスを視聴しました。 I watched the Online Driving Safety Lecture.												

※ 個人情報については、学校法人立命館個人情報保護規定に基づき、適正に管理いたします。バイク登録以外の目的では利用いたしません。

※ Personal information will be handled according to the Ritsumeikan Trust Personal Information Protection Regulations. It will not be used for any purpose other than motorcycle registration.

学部生 / Undergraduates		
回生/Year	小型(50cc以下) Small (50cc and under)	大型(51cc以上) Large (51cc and over)
1 回生/1	4,000 円/yen	8,000 円/yen
2 回生/2	3,000 円/yen	6,000 円/yen
3 回生/3	2,000 円/yen	4,000 円/yen
4 回生/4	1,000 円/yen	2,000 円/yen
乗り換え、シール再交付、復学 Transfer / Sticker reissue / Reenrollment	200 円/yen	

大学院生 / Graduate Students		
回生/Year	小型(50cc以下) Small (50cc and under)	大型(51cc以上) Large (51cc and over)
前期 1/M1	2,000 円/yen	4,000 円/yen
前期 2/M2	1,000 円/yen	2,000 円/yen
後期 1/D1	3,000 円/yen	6,000 円/yen
後期 2/D2	2,000 円/yen	4,000 円/yen
後期 3/D3	1,000 円/yen	2,000 円/yen
乗り換え、シール再交付、復学 Transfer / Sticker reissue / Reenrollment	200 円/yen	

※単年度登録生(5回生・M3・M4以上、他キャンパス所属、科目履修生、聴講生) ※1-year Registration (5th year, M3, M4 and above, students from other campuses, non-degree and auditing students)	
小型(50cc以下) Small (50cc and under)	大型(51cc以上) Large (51cc and over)
1,000 円/yen	2,000 円/yen
Transfer / Sticker reissue	200 円/yen

登録に必要なもの Items Required for Registration

- ☐ (1) 学生証 Student ID card
- ☐ (2) 運転免許証 Driver's license
- ☐ (3) 自賠責保険証明書(本人または家族名義)
Compulsory automobile liability insurance certificate
(in name of student or student's family)
- ☐ (4) 登録料の証紙(左表参照)
Certificate stamps for registration fee (See a chart on the left.)

提出先: キャンパスインフォメーション
Submit to: Campus Information Center

キャンパスインフォメーション使用欄 Office Use Only	
新登録番号	
登録番号(変更前)	
ゲート No.	
安全運転講習ガイダンス受講確認	
担当者印	



バイク通学登録申請

Motorcycle Registration Application

For OIC
Students

※ バイク通学登録誓約書も必ずご記入ください。

※ Please be sure to fill in the Motorcycle Commuting Registration Pledge.

申請日 Date	年 / 月 / 日 (MM/DD/YYYY)											
登録区分 Registration Type	<input type="checkbox"/> 新規 <input type="checkbox"/> New registration <input type="checkbox"/> 変更 (乗換・シール再交付・復学) <input type="checkbox"/> Existing (Change of vehicle / Sticker reissue / Reenrollment)											
学生証番号 Student ID No.												
フリガナ Name in Katakana												
氏名 Name												
携帯電話番号 Cell Phone No.												
メールアドレス Email Address	@ed.ritsumeikai.ac.jp											
所属 Affiliation	学部/College 研究科/Grad. School						学科/Dept. 課程/Program			回生 Year		
ナンバープレート License Plate No.							排気量(125cc以下) Engine size (Must be 125cc or under)			CC		
車体番号 Vehicle No.							自賠責保険期間 Auto liability insurance period		(自)	年Y	月M	日D
									(至)	年Y	月M	日D
安全運転講習 Driving Safety Lecture	<input type="checkbox"/> WEB安全運転講習ガイダンスを視聴しました。 I watched the Online Driving Safety Lecture.											

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4 回生/4	1,000 円/yen	2,000 円/yen
乗り換え、シール再交付、復学 Transfer / Sticker reissue / Reenrollment	200 円/yen	

大学院生 / Graduate Students		
回生/Year	小型(50cc以下) Small (50cc and under)	大型(51cc以上) Large (51cc and over)
前期 1/M1	2,000 円/yen	4,000 円/yen
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後期 2/D2	2,000 円/yen	4,000 円/yen
後期 3/D3	1,000 円/yen	2,000 円/yen
乗り換え、シール再交付、復学 Transfer / Sticker reissue / Reenrollment	200 円/yen	

※単年度登録生(5回生・M3・M4以上、他キャンパス所属、科目履修生、聴講生) ※1-year Registration (5th year, M3, M4 and above, students from other campuses, non-degree and auditing students)	
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登録に必要なもの Items Required for Registration

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- ☐ (3) 自賠責保険証明書(本人または家族名義)
Compulsory automobile liability insurance certificate
(in name of student or student's family)
- ☐ (4) 登録料の証紙(左表参照)
Certificate stamps for registration fee (See a chart on the left.)

提出先: キャンパスインフォメーション
Submit to: Campus Information Center

キャンパスインフォメーション使用欄 Office Use Only	
新登録番号	
登録番号(変更前)	
ゲート No.	
安全運転講習ガイダンス受講確認	
担当者印	

バイク通学登録誓約書/Motorcycle Commuting Registration Pledge

【遵守事項】[Conditions]

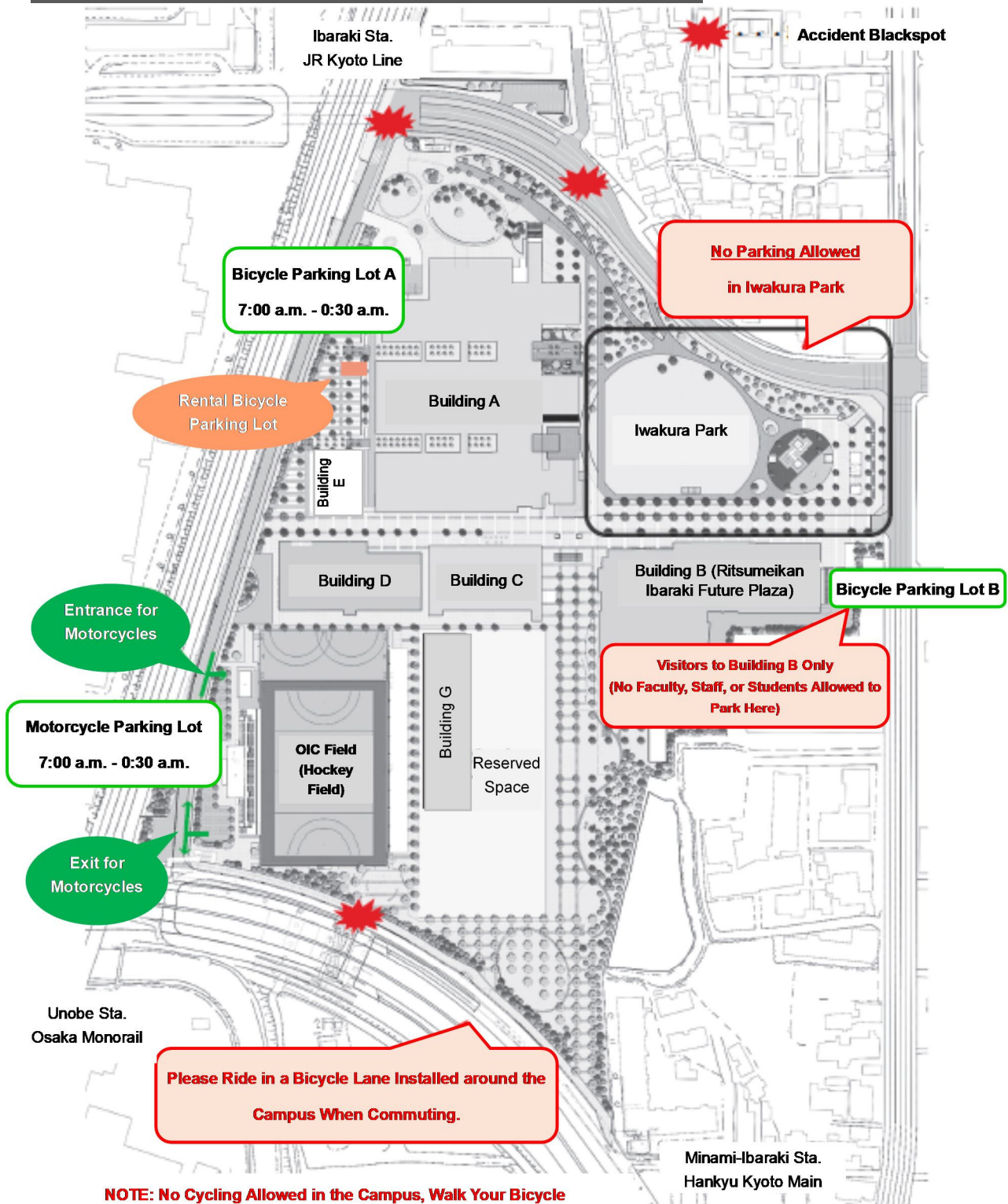
1. 立命館大学大阪いばらきキャンパス構内交通規制に従います。
I will adhere to the campus traffic regulations of Ritsumeikan University Osaka Ibaraki Campus.
2. バイク登録シールを車体後方の見やすい位置に貼付けします。
I will affix the registration sticker to the rear of my motorcycle in a clearly visible location.
3. バイク登録シールを、他人に貸与又は譲渡しません。
I will neither give nor lend my registration sticker to anyone else.
4. バイク置場へ入構する際には、周囲の状況をよく確認し、徐行にて入構します。
I will check my surroundings and reduce my speed when entering the motorcycle parking lot.
5. バイク置場以外の場所には、駐車いたしません。誘導ブロック(点字ブロック)の上には駐車いたしません。
I will not park my motorcycle in any location other than the motorcycle parking lot. I will not park on the yellow guiding strips for the visually impaired.
6. バイクが不要になった際には、構内に放置せず、自身の責任で処分いたします。
長期にわたってバイクを留置した場合、大学が放置バイクとみなして処分することに異議申し立ていたしません。
Should I no longer need my motorcycle, I will not leave it on campus. I will take responsibility for disposing of it.
If I leave my motorcycle over a long period of time, I will not raise any objection should the university consider it to be abandoned and dispose of it.
7. 警察へ盗難届けを出したバイクが卒業後発見された場合に、本人の都合によりバイクの引き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 motorcycle as stolen to the police but the motorcycle is found after I have graduated and I am unable to pick it up, the university is free to dispose of the motorcycle.
8. 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.
9. 近隣店舗や住民への迷惑駐車は行ないません。不正駐車した場合には、大学がバイクを撤去しても異議申し立てをいたしません。
I will not park my motorcycle in such a manner as to cause inconvenience to shops and residents in the neighborhood. I will not raise any objection should the university remove my motorcycle in the event that my motorcycle is considered to be parked in a manner that may cause inconvenience.
10. 以上のことに違反した場合は、バイクの撤去、施錠、許可の取り消し等の処分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 motorcycle is removed, locked, has its registration repealed, etc.

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

申請書も必ず記入してください。You must fill out the application as well.

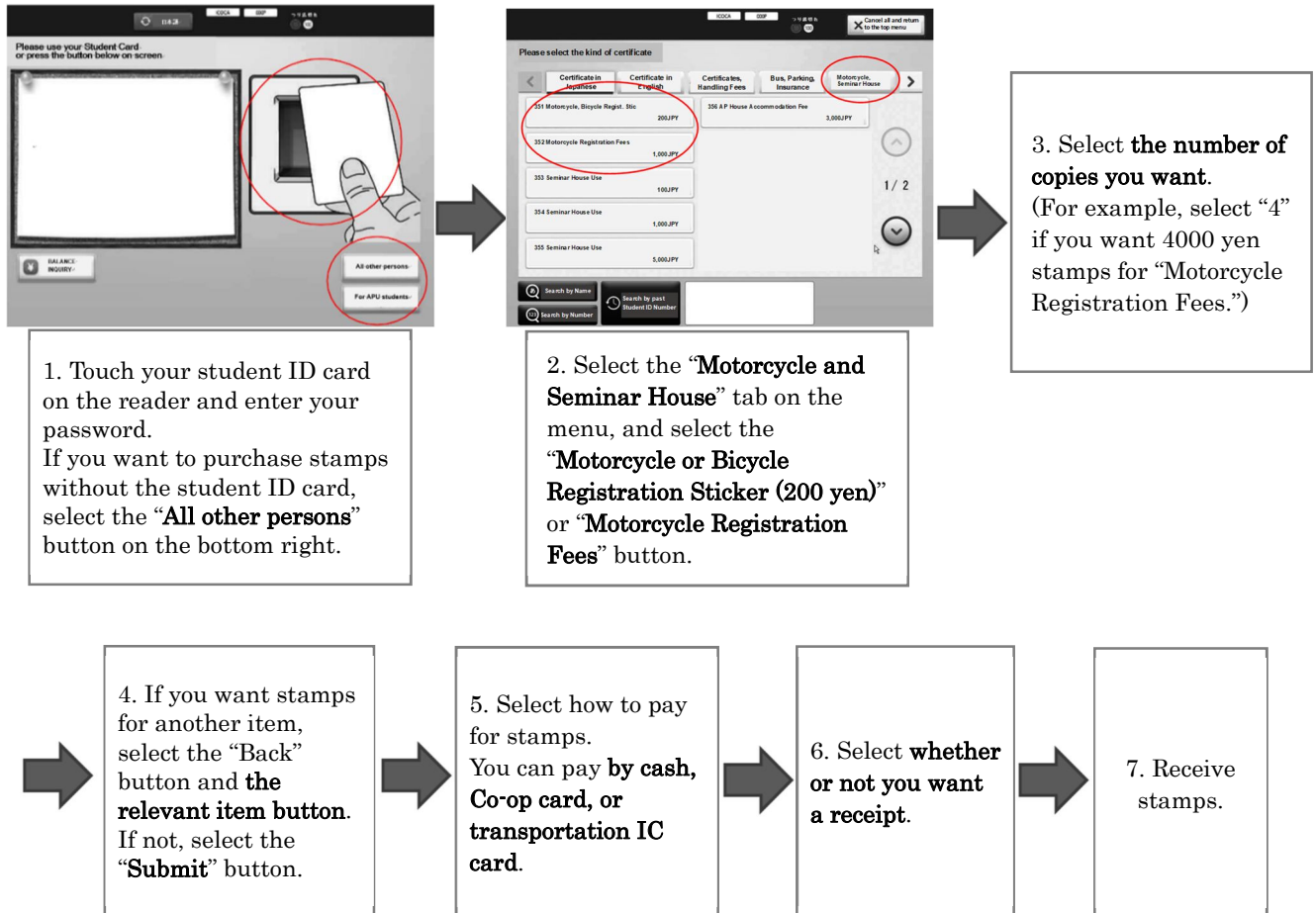
Ritsumeikan University Osaka Ibaraki Campus Points to Note on Commuting to the Campus by Bicycle/Motorcycle



How to Purchase Certificate Stamps

You can purchase certificate stamps from the Certificate Issuing Machine. The machine is located beside the entrance of the AS Office (south side of the Concourse on the 1st floor of Building A).

See below for step-by-step instructions on how to buy from the machine.



Emergency Contact Information

OIC Campus Information Center.....072-665-2020
 Ibaraki Police Station.....072-622-1234
 Saiseikai Ibaraki Hospital.....072-622-8651
 Hakuai Ibaraki Hospital.....072-622-1515
 Nisshoukai Hospital.....072-623-0234