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## Headquarters Facility Access Guidelines for Bicycles and Personal Electronic Vehicles

**BULLETIN:** TSB-2026-06

**DATE:** June 15, 2026

**SUBJECT:** DOT Headquarters Facility Access Guidelines for Bicycles and Personal Electronic Vehicles

**PURPOSE:** This bulletin provides guidance on the access, storage, and use of bicycles and personal electronic vehicles (PEVs) within DOT Headquarters. Developed in accordance with facility operations, security requirements, and building management standards, these guidelines ensure safe operations, maintain accessible pathways, and support security protocols as building occupancy increases.

**INFORMATION:** All employees, contractors, and visitors using bicycles or personal electronic vehicles (PEVs) including e-bikes, e-scooters, electric skateboards, and electric unicycles—must adhere to the following DOT Headquarters requirements:

- **Authorized Access**
  - **Mandatory Registration:** All bicycles and PEVs must be registered with the Parking and Transit Office via the [DOT Parking Portal](#).
  - **ID Requirements:** When entering the DOT Headquarters garage, you must present a valid DOT-issued Personal Identity Verification (PIV) card to Protective Security Officers (PSOs) upon request.
  - **Security Screening:** Access to the DOT Headquarter facility remains subject to standard security screening and facility access procedures.
  
- **Approved Storage Locations**
  - **Designated Parking:** Bicycles and PEVs must be parked and secured only in designated bicycle parking areas and racks within the DOT Headquarters garage.

- **Clear Pathways:** Devices and charging equipment must not obstruct entrances, exits, sidewalks, pedestrian walkways, or designated accessible routes.
- **Owner Responsibility:** Owners are solely responsible for properly locking and securing their bicycles and PEVs while on DOT property.
- **Interior Building Restrictions**
  - **Prohibited Indoor Areas:** Bicycles and PEVs are strictly prohibited within DOT Headquarters office spaces and interior common areas, including offices, cubicles, hallways, lobbies, atriums, stairwells, and conference rooms.
  - **Approved Storage Only:** Bicycles and PEVs must remain in designated garage storage areas and cannot be stored anywhere else inside the facility.
  - **Charging Restrictions:** Due to facility safety and operational regulations, PEVs and their batteries **must not** be charged inside any DOT Headquarters office or workspace.
- **Accessibility Accommodations**
  - **Accessibility and Accommodations:** This guidance does not apply to medically necessary mobility devices, such as wheelchairs and mobility scooters, used for accessibility purposes. Individuals requiring accommodations should continue to follow established departmental reasonable accommodation procedures.
- **Facility Compliance**
  - **Enforcement Authority:** In support of security and facility management requirements, Security Officers may deny entry to prohibited devices and remove unauthorized devices found within interior workspaces.
  - **Policy Compliance:** Failure to comply with these regulations may result in administrative action consistent with applicable Department policies.

**CONTACT:** If you have questions regarding this bulletin, please contact the Parking and Transit Benefit Office at (202) 366-1398 or [Parking.TransitOffice@dot.gov](mailto:Parking.TransitOffice@dot.gov).