MEMORANDUM CIRCULAR NO. 2021-2267

SUBJECT: GUIDELINES AND PROTOCOLS FOR DRIVERS IN THE OPERATION OF MOTORCYCLES, CARS, TRUCKS AND OTHER MOTORIZED VEHICLES

DATE: 21 May 2021

In compliance to Department Order No. 2020-14 dated 25 August 2020 and adopting the implementation policies that will enable the efficient and safe utilization of non-motorized transportation, the following guidelines in the operation of motorcycles, cars, trucks and other motorized vehicles are hereby promulgated:

1. No motor vehicle shall be allowed to either cross or park into bicycle lanes or pedestrian lanes. Bicycle lanes are for the sole use of cyclists, Non-motorized Transport (NMT) users and Light Mobility Vehicle (LMV) or Personal Mobility Devices (PMD) users. Motor vehicles, with their weight and potential speed, will endanger the other users of bicycle lanes when they enter bicycle lanes.

2. Give sufficient clearance and watch your speed when passing. Motor vehicle users are advised to give cyclists and NMT, LMV and PMD users the same clearance given to any other vehicle when passing, i.e. one car’s width or two (2) meters, as a safe standard and one (1) meter’s width as a minimum. When overtaking, pass slowly and smoothly, avoid using the vehicle’s horn. Speeding up or blowing horns at cyclists when passing can unnerve or startle cyclist into accidents.

3. Be extra careful when turning at intersections. Drivers should signal their turns as early as possible and use their mirrors to check if any cyclist is approaching from behind. For vehicles turning, make sure there are no passing cyclists coming from vehicular blind spots on the right side before making a turn.

4. Open doors with care. The driver must scan side mirrors to make sure there are no cyclists, NMT users or LMV/PMD users approaching from behind. It is
recommended to use the hand farthest away from the door to open it ("Dutch reach"); this forces your upper body to turn to face the door and to check for any bicycles approaching from behind.

5. **Check blind spots.** Drivers must be aware at all times ofcyclists, cars, motorcycles and other vehicles that could be approaching from any direction.

Further, the abovementioned rules shall be included in all modules used in the prescribed driver education standards.

For strict and immediate compliance.

EDGAR C. GALVANTE
Assistant Secretary
DEPARTMENT ORDER NO. 2020-17

SUBJECT : GUIDELINES AND PROTOCOLS FOR ACTIVE TRANSPORTATION AND LIGHT MOBILITY VEHICLES

DATE : AUGUST 2020

WHEREAS, Executive Order No. 125-A mandates the Department of Transportation (DOTr) to formulate and recommend national policies and guidelines for the preparation and implementation of integrated and comprehensive transportation and communications systems at the national, regional and local levels;

WHEREAS, Executive Order No. 125-A mandates the DOTR to establish and prescribe the corresponding rules and regulations for the enforcement of laws governing land transportation including the penalties for violations thereof, and for the deputation of appropriate law enforcement agencies in pursuance thereof;

WHEREAS, The DOTr is mandated to take part in the implementation of the National Transport Policy (NTP) issued by the National Economic Development Authority (NEDA) in 2017, wherein the promotion of inclusive and people-oriented mobility through the prioritization of active transportation in the overall framework of the transport policy by way of developing and implementing facilities and policies that will enable the efficient and safe utilization of non-motorized transportation.

IN VIEW OF THE FOREGOING, I, ARTHUR P. TUGADE, Secretary of the Department of Transportation, by virtue of the powers vested in me by law, hereby order the following guidelines and protocols on active transportation and use of light mobility vehicles:

BACKGROUND:

Non-motorized transport (NMT), particularly cycling, has been identified as one of the key priorities of the government as highlighted in the National Transport Policy (NTP) and its Implementing Rules and Regulations (IRR). The NTP highlights this through the prioritization of active transportation in the overall transport policy framework by way of developing facilities that will enable the efficient and safe utilization of non-motorized transportation.

Further, pursuant to Section 9 of Executive Order No. 774, s. 2008, the new paradigm in the movement of people and goods must follow a simple principle: “Those who have less in wheels must have more in road.” In this regard, the transport system shall favor non-motorized locomotion and collective transportation systems (walking, bicycling, and personal mobility devices).

In view of the foregoing, the Department, together with the Land Transportation Office (LTO) Land Transportation Franchising and Regulatory Board (LTFRB), Metro Manila Development
Authority (MMDA), Department of Public Works and Highways (DPWH), Department of Interior and Local Government (DILG), Department of Health (DOH) and Local Government Units (LGUs) are committed to re-design our transportation systems and issue policies under the new normal that promote inclusive and safe mobility for all, especially the cyclists and Light Mobility Vehicle (LMV) users. Hence, to encourage the greater use of bicycles and LMVs/personal mobility devices (PMDs), the following road safety and health protocols for motor vehicles, cyclists and users of PMD are hereby prescribed by the Department:

I. GUIDELINES FOR DRIVERS OF MOTORCYCLES, CARS, TRUCKS AND OTHER MOTORIZED VEHICLES

Pedestrians and cyclists have the same right to use the road as a motor vehicle in accordance with the existing regulations in place. It should be noted that pedestrians and cyclists are vulnerable road users with little to no protection compared to a more protective private motor vehicle going at a high speed. Motor vehicles are advised to slow down and give way when they are in the vicinity of any pedestrian or cyclist. Take the same precautions when you approach cyclists as you would for any motor vehicle.

1. No motor vehicle shall be allowed to cross or park into bicycle lanes or pedestrian lanes. Bicycle lanes are for the sole use of cyclists, NMT users and LMV/PMD users. Motor vehicles, with their weight and potential speed, will endanger the other users of bicycle lanes when they enter bicycle lanes.

2. Give cyclists sufficient clearance and watch your speed when passing. Motor vehicle users are advised to give cyclists and PMD users the same clearance when passing given to any other vehicle i.e one car's width or two (2) meters, as a safe standard and one (1) meter's width as a minimum. When overtaking, pass slowly and smoothly, avoid using the vehicle's horn. Speeding up or blowing horns at cyclists when passing can unnerve or startle cyclists into accidents.

3. Be extra careful turning at intersections. Drivers should signal their turns as early as possible and use their mirrors to check if any cyclist is approaching from behind. For vehicles turning, make sure there are no passing cyclists coming from vehicular blind spots on the right side before making a turn.

4. Open doors with care. The driver must scan side mirrors to make sure there are no cyclists, NMT users or LMV/PMD users approaching from behind. It is recommended to use the hand furthest away from the door to open it ("Dutch reach"); this forces your upper body to turn to face the door and to check for any bicycles approaching from behind.

5. Check blind spots. Drivers must be aware at all times of cyclists, cars, motorcycles and other vehicles that could be approaching from any direction.
II. GUIDELINES FOR ACTIVE TRANSPORT AND LIGHT MOBILITY VEHICLE USERS

A. BEFORE THE RIDE

1. Use of personal safety gears/equipment. To ensure the safety of all the cyclist and PMD users, the following equipment shall be utilized:
Required Personal Gears/Equipment:
   a. Properly-fitted helmet;
   b. Breathable Face mask (may be temporarily taken off when traveling uphill roads to encourage proper breathing);
   c. Bright clothing or reflectorized vest;
   d. Lamps and reflectors during night and early morning rides.

Recommended Personal Gears/Equipment:
   a. Shatter-resistant protective eyewear;
   b. Bicycling gloves;
   c. Closed shoes.

2. Use of bike/LMV/PMD gears/equipment. Make sure that the bicycle/LMV/PMD parts and accessories are in good working condition before proceeding with the trip. Check tire air-pressure, brakes, and other moving parts.

![Bicycle Equipment Diagram]

Figure 3. Ideal Bicycle Equipment for Bike Lane Users

Required Equipment:
   a. Lamps and reflectors (e.g., headlight, a tail light, reflectors, or other reflective materials). Such devices, either attached on the bicycle, LMV/PMD, or on the helmet, shoes, arms, legs and torso, are required during night or early morning rides to illuminate the path. It shall be visible from a distance of 50 meters from all sides to advise other road users of the rider’s presence pursuant to Section 34(f) of Republic Act No. 4136.

Recommended Equipment:
a. **Rear-view mirror.** This allows the rider to keep an eye on the other vehicles (cars, bicycles, LMV/PMD, etc.), and easily notice vehicles overtaking or vehicles nearby when making a turn;
b. **Rear and/or front rack.** This will help the rider carry items such as an office bag, shopping bag, or other unexpected items;
c. **Water bottle cages (and water bottle).** This will help the rider avoid dehydration by regularly drinking water throughout the trip;
d. **Audible signal devices** (e.g., horn, bell, etc.). This will help the rider signal the other cyclists or LMV/PMD users, and even pedestrians when requesting to overtake or to pass.

**Other Equipment Reminders:**
a. The handlebars must also be set in a comfortable position;
b. The brake levers should be positioned where there is no strain to the wrist and can be easily reached by the fingers;
c. Bring basic repair toolkit and disinfectants;
d. Conduct periodic bicycle/LMV/PMD checkup.

**B. DURING AND AFTER THE RIDE**

1. Always strictly obey traffic regulations, traffic signs, and traffic signals;
2. Wear safety gear and protective equipment all through the ride;
3. **Plan routes before heading out to your destination.** Identify possible routes and ask for help in planning which roads to pass if necessary. Knowing the route ahead will prevent cyclists and LMV/PMD users from getting lost or stopping midway.
4. Always prioritize and give way to pedestrians.
5. **Physical distancing.** Physical distancing (at least 1 meter from all directions) must be observed at all times when riding and walking bike or PMD;
6. **The unnecessary use of the following is prohibited:**
a. Headphones or any similar devices that cancel outside noise
b. Mobile devices (e.g. cellular phones, tablets, etc.)
c. Use of the aforementioned gadgets is only permitted for work (e.g, delivery services) and navigation purposes only.
7. **Hand signals.** Use hand signals to indicate what the bike lane users intend to do shall be practiced (e.g. left or right turns, slowing or stopping). Cyclists and PMD may also use hand signals to warn other road users of approaching obstacles by pointing in the direction of the hazard;
8. **Control.** It is required to keep at least one hand on the handlebars of bicycles and LMVs/PMDs at all times;

9. As much as possible, **travel in a straight line with head up, looking one and a half to two blocks forward.**

10. **Take a rest or breather when feeling tired.** Cyclist and LMV/PMD users shall not over-exhaust their bodies. Take a couple of minutes to take a break between trips to avoid overfatigue. Bringing a bottle of water is recommended in order to rehydrate and ensure that the cyclist/LMV/PMD user is fit to finish the trip.

11. **Disinfect bicycle/PMD.** Regularly disinfect bicycles/LMVs/PMDs after each use or upon reaching your destination.

12. **Avoid biking/PMD use in the rain.** Cycling or LMV/PMD use in strong rain is not advised. Seek shelter and wait out the rain before resuming, or make sure to use complete safety gear and reduce speed.

13. In unprotected/unsegregated bicycle lanes, **ride at least 3 feet from parked cars** when the road condition permits and always watch out for the unexpected opening of parked car doors;

14. **Watch out for any obstacle such as potholes or drainage covers** when using the bike lanes. Warn other road users of hazard;

15. **Always look over the shoulder (both sides) before making turns;**

16. **Be aware of motor vehicles turning; and**
17. Be extra cautious when riding close to a vehicle especially those with high seat position such as trucks, as they have limited line of sight for objects near their vehicle;

![Motor Vehicle Blind Spots](image)

Figure 5. Motor vehicle blind spots

C. ROAD AND TRAFFIC PROTOCOLS

1. Always ride on the right, in the same direction as other traffic, but ride no closer than one (1) meter from parked cars to avoid being hit by an opening door.

2. Going straight through an intersection. To go straight through an intersection, cyclists and LMV/PMD users should ride in the lane that is closest to the right side of the road. Enter the intersection either ahead of or behind the vehicle in the lane. Do not approach or enter an intersection beside another vehicle.
3. Making a left turn. There are three (3) main ways of making a left turn on a bicycle or LMV/PMD:

a. As a vehicle: In approaching an intersection, cyclists and LMV/PMD users should look over their left shoulder for traffic, signal their turn, and when clear, move over to the left side of the lane (on a two-lane road), or into
the left lane or the center-turn lane (1). Cyclists and LMV/PMD users should be positioned so cars going straight through cannot pass you on your left. Yield to oncoming traffic before turning. When riding in a bike lane, or on a road with several lanes, cyclists and PMD users need to look and signal each time they are changing lanes. Never make a left turn from the right side of the road, even when in a bike lane.

b. Perimeter style: Proceed straight through the intersection on the right. Then stop, make a 90-degree left turn, and either walk the bicycle/LMV/PMD along the crosswalk (2), or proceed as if the cyclist/PMD user were coming from the right (3). If there is a signal, wait for the green or WALK signal before crossing. Yield to pedestrians in the crosswalk. Cyclists and LMV/PMD users must dismount and walk the bicycle/LMV/PMD when in a crosswalk.

4. Making a U-turn. Cyclists and LMV/PMD users are advised to stop and dismount their bicycle or LMV/PMD, then cross safely by using the pedestrian lane or overpass (i.e. cross the intersection on the walk signal);

![Making a U-Turn](image)

**Figure 8. Guide for making a U-turn when Using the Bike Lanes**

5. Passing on the left. When overtaking a slower moving traffic, pass on their left and allow at least one (1) meter of clearance. When passing other cyclists, warn them in advance by voice or bell.

6. Passing on the right. When passing vehicles on the right between intersections, cyclists and LMV/PMD users should check over their shoulders first, then move into the middle of the lane and line up with the rest of traffic.
It is advisable to pass on the right when:
   a. you are in a bike lane; or
   b. the vehicle is turning left or indicating a left turn

NOT to pass on the right when:
   a. traffic is moving;
   b. there is a street, driveway or parking spot a car can turn into; or
   c. there is less than 1.5m between traffic and the curb

7. **Use extra caution when traveling in traffic with large vehicles** such as buses and trucks. Avoid riding in their blind spots and be prepared for wide turns.

![Guide when riding near a turning vehicle](image)

Figure 9. Guide when riding near a turning vehicle

8. **Riding in National Roads and Highways.** Cyclists and LMV/PMD users who will utilize major local roads and national roads must be **at least 16 years old.** Underage cyclists and LMV/PMD users must be accompanied by an adult when using major local roads and national roads.

**III. GUIDELINES FOR BIKE LANE USE**

1. Bike lanes can only be utilized by bicycles and LMVs/PMDs weighing not more than 100 kg.
2. **Speed.** The recommended maximum speed in bike lanes is 25km/hour;
3. **Counterflowing is prohibited on a one-way bike lane.**

---

1 Department of the Interior and Local Government Memorandum Circular 2020-100:
Light Mobility refers to travel using electronic or non-motorised vehicles weighing not more than 100 kgs
IV. ENFORCEMENT

The DILG Memorandum Circular 2020-100 mandated the LGUs to enforce policies relating to active transportation and LMV use to ensure the safety of all the road users and pedestrians. Further, MMDA shall aid in the enforcement of the said policies in the National Capital Region especially in national roads.

V. SEPARABILITY CLAUSE

If any part or provision of this Department Order is held unconstitutional or invalid, other parts of provisions which are not affected shall continue to remain in full force and effect.

VI. REPEALING CLAUSE

Existing orders, circulars, memoranda, and other prior issuances and administrative regulations that are inconsistent with the provisions of this Order, if any, are hereby amended, modified, superseded, or repealed accordingly.

VII. EFFECTIVITY

This Order shall take effect immediately following the completion of its publication in the Official Gazette or in a newspaper of general circulation and the filing of three (3) copies hereof with the UP Law Center pursuant to Memorandum Circular dated 09 October 1992 of the Office of the President.
Dear Atty. Paras-Leynes,

Good day!

Respectfully forwarding some of the related documents that can be used as a reference in harmonizing LTO policies and programs with Active Transportation initiatives. This also serves as a follow-up coordination with our initial meeting last April 12, 2021.

Please let us know if you have any questions related to our discussion. Thank you very much!

Best regards,

Dan

Engr. Daniel K. Bayona III
Project Officer
DEVELOPMENT OF THE METROPOLITAN BIKE LANE NETWORKS

POLICIES ON ACTIVE TRANSPORT

- E.O. No. 774, s. 2020
- RA 11454
- DOH-DEG
- DOT-DPW
- DPWH-DOH

INFRASTRUCTURE AND NETWORK DESIGN

- Class 1
- Class 2
- Class 3

COVERAGE OF BAYANIYAN II BIKE LANE NETWORKS

- Metro Manila
- Metro Cebu
- Metro Davao

338.83km
138.90km
87.26km

Target both ways
Target both ways
Target both ways

BIKE LANE NETWORK PLANNING

- Proposed Bike Lane Networks
- Land Usage
- Commute Trip Patterns from Transport studies and Surveys
- Road Crash Data

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

MAY 27, 2021

RECEIVED

TIME: 8:55

BY:
DEVELOPMENT OF THE METROPOLITAN BIKE LANE NETWORKS

POLICIES ON ACTIVE TRANSPORT

The promotion of active transportation is embedded through various National government statutes.

- **E.O. No. 774, S. 2008**
  - Mandated various government agencies to undertake necessary measures to integrate active transportation in the overall transportation framework of the country.

- **NEDA National Transport Policy**
  - Mandated various government agencies to integrate active transportation in the overall transportation framework of the country.

- **DOH-DILG-DOTr- DPWH JAO 2020-0001**
  - Guidance on the implementation of Active Transportation projects by delineating the roles of NGAs and local government units (LGUs).

- **DOTr DO 2020-014**
  - Guidelines and protocols for active transportation provide a step-by-step guide for the active transport/LMV users on the following:
    (a) personal safety gears and equipment
    (b) bicycle safety equipment and accessories; and
    (c) road and traffic protocols

- **RA 11494**
  - Mandated National Government Agencies (NGAs) to establish bike lane infrastructure with the corresponding appropriations as provided by the law.

- **DPWH-DOTr Guidelines on the Design of Bike Facilities**
  - Establishes the design and standards of various components of bike lane infrastructure to ensure the safety of the cyclists and LMV users based on International standards as deemed suitable to the country's road characteristics.
DEVELOPMENT OF THE METROPOLITAN BIKE LANE NETWORKS

BIKE LANE NETWORK PLANNING

Developed to increase the accessibility and interconnectivity of the activity areas and fundamental facilities in cities and municipalities. The network and infrastructure were planned taking into consideration the limited funds and time provided by the Bayanihan II law.

Based on the bike lane network maps from the Institute of Climate and Sustainable Cities, MNL Moves, and the University of Twente derived from active mobility surveys conducted by the said organizations and institutions.

Key activity areas and fundamental facilities in the metropolitan areas were overlaid based on the land use data from Metropolitan Manila Development Authority (MMDA) and OpenStreetMap.

The Metro Manila Urban Transportation Integration Study Update and Capacity Enhancement Project Study (MUCEP) and transport surveys conducted by the DOTr and Move as One Coalition were also used as a reference in the development of the bike lane networks.

56% Modal Shift to active transport was observed among private and public vehicle commuters from Metro Manila, Metro Cebu, and Metro Davao combined.

Road crash data from MMDA Bicycle Related Road Crash Statistics (2019) were considered in the selection of routes for the bike lane networks to prioritize areas where road crash incidents involving cyclists frequently occur.

Proposed Bike Lane Networks

Land Usage

Commuter Trip Patterns from Transport Studies and Surveys

Road Crash Data
DEVELOPMENT OF THE METROPOLITAN BIKE LANE NETWORKS

INFRASTRUCTURE AND NETWORK DESIGN

The DPWH-DOTr infrastructure design standards were followed to ensure the quality and uniformity of bike lane infrastructure.

CLASS 1
Separated from the carriageway

CLASS 2
Protected with bollards and curbs
Pavement markings

CLASS 3
Shared roadway, bicycles have the priority

Motor Vehicle Operating Speed (km/hr)

Average Daily Traffic

U.P. LAW CENTER
OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
Administrative Rules and Regulations

MAY 27 2021
RECEIVED
DEVELOPMENT OF THE METROPOLITAN BIKE LANE NETWORKS

4.1 COVERAGE OF BAYANIHAN II BIKE LANE NETWORKS

The Department prioritized the establishment of bike lane networks in the country's metropolitan areas—Metro Cebu, Davao, and Manila where economic activities are the highest.

METRO MANILA

<table>
<thead>
<tr>
<th>NAME</th>
<th>LENGTH IN KM BOTH WAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-1 to R-7</td>
<td>66.48</td>
</tr>
<tr>
<td>C-5</td>
<td>65.00</td>
</tr>
<tr>
<td>C-4</td>
<td>46.90</td>
</tr>
<tr>
<td>R-5</td>
<td>42.71</td>
</tr>
<tr>
<td>Bike Share Routes</td>
<td>35.66</td>
</tr>
<tr>
<td>R-3</td>
<td>22.70</td>
</tr>
<tr>
<td>R-4</td>
<td>16.35</td>
</tr>
<tr>
<td>R-6</td>
<td>13.60</td>
</tr>
<tr>
<td>R-8</td>
<td>7.92</td>
</tr>
<tr>
<td>Other roads</td>
<td>22.21</td>
</tr>
</tbody>
</table>

Combined length of road sections may have minor variation with the metro's target length due to conditions that may affect actual construction.

I. Quezon City Bikelanes are in green
DEVELOPMENT OF THE METROPOLITAN BIKE LANE NETWORKS

COVERAGE OF BAYANIHAN II BIKE LANE NETWORKS

METRO CEBU

Combined length of road sections may have minor variation with the metro's target length due to conditions that may affect actual construction.

<table>
<thead>
<tr>
<th>NAME</th>
<th>LENGTH IN KM BOTH WAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cebu South Coastal Road</td>
<td>16.71</td>
</tr>
<tr>
<td>Ml Quezon Nati Hwy</td>
<td>15.28</td>
</tr>
<tr>
<td>N Bacalso Ave</td>
<td>14.28</td>
</tr>
<tr>
<td>Mactan Circumferential Rd</td>
<td>12.41</td>
</tr>
<tr>
<td>General Aviation Rd</td>
<td>8.79</td>
</tr>
<tr>
<td>MV Pataling Jr Ave</td>
<td>6.46</td>
</tr>
<tr>
<td>MC Briones St</td>
<td>4.18</td>
</tr>
<tr>
<td>AC Cortes Ave</td>
<td>4.13</td>
</tr>
<tr>
<td>Katipunan St</td>
<td>3.98</td>
</tr>
<tr>
<td>Basak-Mariquendon Rd</td>
<td>3.91</td>
</tr>
<tr>
<td>Other roads</td>
<td>50.87</td>
</tr>
</tbody>
</table>
DEVELOPMENT OF THE METROPOLITAN BIKE LANE NETWORKS

4.3

COVERAGE OF BAYANIHAN II BIKE LANE NETWORKS

METRO DAVAO

Combined length of road sections may have minor variation with the metro’s target length due to conditions that may affect actual construction.

<table>
<thead>
<tr>
<th>NAME</th>
<th>LENGTH IN KM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Davao-Cotabato Road</td>
<td>29.80</td>
</tr>
<tr>
<td>ABS-CBN Quimpo Blvd. Div. Road</td>
<td>9.10</td>
</tr>
<tr>
<td>E Quirino Ave</td>
<td>2.49</td>
</tr>
<tr>
<td>Daang Maharika Road (CM Recto St)</td>
<td>2.20</td>
</tr>
<tr>
<td>E Jacinto Ext</td>
<td>2.05</td>
</tr>
<tr>
<td>Mabini St</td>
<td>1.90</td>
</tr>
<tr>
<td>Roxas Avenue</td>
<td>1.56</td>
</tr>
<tr>
<td>Quezon Blvd</td>
<td>1.50</td>
</tr>
<tr>
<td>Loyola St</td>
<td>1.44</td>
</tr>
<tr>
<td>G.E. Street (Sandawa Road)</td>
<td>1.41</td>
</tr>
<tr>
<td>Other roads</td>
<td>5.85</td>
</tr>
</tbody>
</table>