

## Pool Bikes - Terms and Conditions

BIKE Number .....

### Eligibility and Criteria for Use:

- Bicycles may only be used by staff and students who are respectively employed by or registered with the University of York.
- Bicycles may be used for travel around the City of York but should not be taken outside city limits.
- Loans of bicycles will be for a maximum loan period of 4 weeks beginning from the day the bike is collected.
- Any bicycles issued to a member of staff or student can only be used by that member of staff or student.
- Borrowers must have read and understood the risk assessment prior to taking the bike from the mail room.

### Staff or students wishing to use a loan cycle must first:

- Be confident to ride a bicycle.
- Have reserved a bike via Travel and Transport team; email address: [admn676@york.ac.uk](mailto:admn676@york.ac.uk)

### Upon the completion of the loan period, or before, staff and students must:

- Return the bicycle in the same condition to the Mail Room on Campus West.
- Return the bicycle lock and keys, as issued, to the Mail Room at Heslington Campus West.

### Maintenance:

- The bicycles are checked and maintained to be in roadworthy condition on a planned preventative basis at regular intervals.
- Users must not under any circumstance take a cycle out in the knowledge that a fault is present. Brakes, tyres and free movement of wheels and pedals must be checked by the user before commencing use. All faults must be reported immediately by the user to the Transport team at: [admn676@york.ac.uk](mailto:admn676@york.ac.uk), either upon initial inspection by the user or at any time subsequently as soon as the user becomes aware of a fault.

### Insurance:

- The bicycles are insured for theft and accidental damage but with a £100 excess payable by the user in the event of any claim arising in relation to a bicycle whilst loaned by the user. The bicycles have D-locks and must be fully locked to a secure cycle parking stand, whenever left unattended except if kept overnight at the user's private address, where the bicycles must be kept in a secure locked area.
- If a bicycle is stolen, the user must report this immediately to Campus Safety (+44 (0)1904 32 4444).
- If a bicycle is stolen from the user's private address, sufficient evidence must be provided by the user to prove forced entry before a claim can be considered. All claims will be subject to the terms and conditions of the insurance. These can be viewed by the user upon application to the University Security Office.

**Disclaimer:**

- Users of the pool bicycles shall abide by the Highway Code at all times. The University of York shall not be liable for any injury or loss in relation to use or loan of a bicycle. Any injury or loss resulting from or arising in connection with the reckless, careless or improper use of a pool bicycle by a user shall be borne by such user. Users have a duty to report any damage or faults relating to the bicycles immediately, so that they can be maintained in a roadworthy condition.
- If any damage is sustained to a bicycle while in the possession of a user (beyond reasonable wear and tear) and not covered by the insurance, then the user will reimburse the University on demand the cost of any repair required and shall be invoiced accordingly by the University.

**Redress for Late Return:**

- The success of the bicycle pool depends on bicycles being available to the maximum potential number of users. To encourage this and to compensate the University for being unable to allocate a cycle to another user whilst overdue, a fee of £10.00 will become payable by the user to the University for the first 3 days after failure by the user to return the Bicycle at the due time. Then at £10.00 per week thereafter for four calendar weeks. If the cycle is not returned after a period of four calendar weeks from the original hire date the user will pay to the University on demand the cost of replacing the Bicycle and shall be invoiced accordingly by the University.

**Cycling Training and Proficiency: Wearing of helmets**

- For enhanced personal safety, users are encouraged to wear a helmet.
- Helmets, lights and locks are available for purchase at a discounted price from the University mailroom, Transport team at: [adm676@york.ac.uk](mailto:adm676@york.ac.uk).
- Personal Cycle Training is available from York City Council. Information and booking available here - <https://www.itravelyork.info/cycling-training>

I have read and understood these Terms and Conditions and will comply when hiring a pool bike.

Name:.....

Signed:.....

Telephone Number:.....

Email Address:.....

Date:.....