

## Use of OVO bikes on University Business

Staff members may use the hire bikes when travelling on University business, for example between campuses.

When doing so, the **University expects you**

- to have ability and up-to-date cycling skills. Please see also '[Recommended routes and more cycling information](#)'.
- to wear a helmet and a high-visibility waistcoat. If you do not own them, they are provided by the University for free for those using the hire bicycles on University Business. Please [email](#) to obtain them. **Please note, this offer is only available to staff members who use the OVO bikes for business (not commuting) travel.**
- consider the appropriateness of cycling in darkness and/or rain, snow, high winds or other weather conditions that may decrease visibility
- wherever possible, to take routes that are not on-road, segregated or quiet routes. Please see the '[Recommended routes and more cycling information](#)'.

As these bicycles are hired and not property of the users, no mileage expenses claim for cycling can be made. A monthly overview of use and cost will be issued to the subscriber by nextbike, which can be used to claim any usage cost above the first free 60 minutes back from the University.