



University
of Glasgow

E-bike user registration and agreement

University of Glasgow staff wishing to use an e-bike complete and sign this User Agreement. The e-bike Manual and Privacy Notice must be read prior to signing the form.

Name	
Staff Number	
College, School, Unit or Service Department	
Work Email	
Work phone	

The University has obtained the e-bikes through a EST funding programme. For monitoring purposes, the funding conditions include the commitment to provide the funder with information about users regarding their age, sex and ethnicity.

Sex please circle		
female	male	Prefer not to say
What is your age ? please circle		
16 - 24	25 - 34	35 - 44
45 - 54	55 - 64	65+
		Prefer not to say
Ethnic background please circle		
Arab	Asian or Asian British - Bangladeshi	Asian or Asian British - Chinese
Asian or Asian British - Indian	Asian or Asian British - Pakistani	Asian or Asian British - Other
Black or Black British - African	Black or Black British - Caribbean	Black or Black British - Other
Mixed – White and Asian	Mixed – White and Black African	Mixed – White and Black Caribbean
Mixed - Other	Not known	Gypsy / Traveller
White - Scottish	White - Other	Other Ethnic background
		Prefer not to say

Terms and Conditions

1. I have read and I accept the e-bike Manual.
2. I have undergone a practical induction on how to use the e-bike.
3. I acknowledge that I am responsible for my own safety.
4. I am a confident and competent cyclist and will abide by the Highway Code at all times. I will also adhere to the speed limit on campus.
5. I confirm that I will wear a helmet and high-visibility clothing for each journey I undertake by University e-bike on business. These can be my own, or will be provided by the University and returned by me after use.
6. I confirm that I will judge cycling conditions before starting my journey, and adapt accordingly. This may include
 - cancellation of e-bike journey in case of extreme weather conditions (icy conditions, heavy winds, heavy rain or snow)
 - plan my journey for day light hours only
 - plan my journey route to incorporate cycle lanes and quiet roads.
7. I understand that the e-bike is for my use only and that I must not allow others to use it.
8. I certify that to the best of my knowledge I do not have a medical condition which might affect my ability to cycle confidently, competently and safely.
9. I will carry out a check of the e-bike before departing and report any faults immediately to the relevant person / reception. I understand that I may be asked to use another e-bike or have to cancel my e-bike journey in case the e-bike is found to be not roadworthy.
10. I understand that the e-bike will not be used improperly and that the e-bike and accessories will be returned to the University of Glasgow in the same condition as it was received (save for ordinary wear and tear) at the agreed location. I will report any faults with the e-bike upon return. **In particular, I will ensure that I carry the battery to and from the bicycle in a safe manner and take care not to drop it.**
11. If not cycling, I will wheel the bicycle, and only lift the bicycle if there is no alternative available.
12. I understand that I should not carry out any work to the e-bike to rectify faults (including punctures) which appear during use, and accept that if I choose to do so I am using the e-bike at my own risk and will immediately report the fault upon return of the e-bike (regardless of if I believe I have resolved the fault).
13. I understand that the e-bike manual includes a procedure on what to do in the case of e-bike breakdown, and will adhere to this.
14. I will take all reasonable precautions to prevent loss, theft or damage of the e-bike, including always using the supplied D-lock to fix the bike to an immovable object (ideally a cycle stand) by the frame, and use secure cycle stores where available.

15. I understand that currently, the University owned e-bikes can only be used for business trips and only under prior agreement for private or commuting purposes. I acknowledge, that in this case, there is no cover under the University insurance policy for an employee's personal liability as well as for loss, damage or theft, for use of the e-bike during their own time.
16. I will report theft immediately to University Security (0141 330 4282) and the e-bike scheme administrator.
17. I understand that the University reserves the right to withdraw the e-bike scheme at any time.

I have read and agree to the Terms and Conditions.

Yes No

I have read and agree to the Privacy Statement.

Yes No

User Signature _____

Date _____