GAUCHO RIDES BIKE SHARE PROGRAM
Department Agreement

As a condition of being allowed to participate in the Gaucho Rides Bicycle Share Program and provide Program bicycles to Department employees for transportation, ________________________________ (Name of Department) agrees to the following Terms and Conditions of Participation:

SPONSORING DEPARTMENT responsibilities shall be:

- To set up a Department Bike Share Program and to assign a Bike Manager and Back-up Bike Manager to administer the Program.
- To limit use of Program bicycles to employees engaged in activities within the course and scope of their employment.
- To limit use of Program bicycles to the UCSB Main campus. Department may allow employees to use Program bicycles to go to off-campus facilities in Isla Vista.
- To limit use of Program bicycles to daylight hours.
- To install reflectors on Program bicycles.
- To implement a regular maintenance service on Program bicycles
- Perform regular maintenance service (extent and frequency prescribed)
  - Document all maintenance service; retain records
  - Require Program participants to report maintenance issues.
  - To make repair and safety equipment, i.e. air pumps, inner tubes, bike lights, readily available
- To register and license all Program bicycles with Police Department.
- To require all participating Department employees to read and sign a Participant agreement that requires compliance with the following terms and conditions listed below.

PARTICIPATING EMPLOYEE responsibilities shall be:

- To use Program bicycles while engaged in activities within the course and scope of employment only. (An employee who uses a bicycle for personal use will be personally responsible for and fully defend and indemnify The Regents for any claims that may be asserted in connection any injuries and/or damages that employee causes to themselves or others while using the bicycle for personal use).
To only use Program bicycles for transportation on the UCSB Main campus and to off-campus department facilities in Isla Vista.

To always wear a bicycle helmet when riding Program bicycles.

To wear clothing that protects the arms, legs and feet when riding. (To avoid sleeveless blouses, shorts and skirts, sandals, etc.).

To check tire air pressure, chain condition and brakes before using a Program bicycle.

To check for missing or damaged equipment.

To report any maintenance issues or problems with Program bicycles to the Program's Bike Manager.

To NOT ride a Program bicycle if there are any problems or concerns with the bicycle.

To always secure and lock the Program bicycles with Program provided lock and chain.

To ride Program bicycles in compliance with California law and the bike safety tips and rules of the road at the following websites

  o [http://www.police.ucsb.edu/resources/bikeskateboardrulesandregulations](http://www.police.ucsb.edu/resources/bikeskateboardrulesandregulations)

SIGNATURE OF DEPARTMENT REPRESENTATIVE:

________________________________________________________________

Ext. Number: ____________ Email: ________________________________