

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 to 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>
 - o https://www.dmv.ca.gov/portal/dmv/?1dmy&urile=wcm:path:/dmv_content_en/dmv/pubs/brochures/fast_facts/ffd137

SIGNATURE OF DEPARTMENT REPRESENTATIVE:

Ext. Number: _____ Email: _____