



UNH Facilities Departmental Bike Program

Overview

All Facilities employees are encouraged to use the UNH Facilities Departmental bikes for trips around campus and downtown Durham.

The bikes allow for quick, economical transportation, with the added benefit that you will never be concerned about finding a parking spot. They also offer a great way to get some fresh air and exercise! Remember, the bikes are campus vehicles, and are intended to be operated per program rules and for official use only.

Before you can use a University bike, the following one-time steps must be completed:

- Step 1) *Read* the Safety Rules and Practices
- Step 2) *Request* and be fitted for a stylish UNH-supplied helmet, which will be assigned to you
- Step 3) *Schedule* and attend a brief initial bike safety training, led by either Alex Brickett or Steve Pesci, to go over the bike operations and rules of the road.
- Step 4) *Sign* the Release of Liability and Acceptance of Rules

How to Use the Bike:

Before You Ride

- Check the tire air pressure and front brake
- Remember the lock code (they are all the same)
- Sign out the bikes (just like the cars) on the board 2nd floor of Ritzman
- Turn on the headlight and taillights

When Riding

- Ride courteously and carefully obey traffic rules

After Riding

- Log your trips on the board so we can track the success of our efforts
- Lock the bike if leaving outside
- Return the bikes indoors at night (outdoor racks in daytime are okay)



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Safety Rules and Practices

Just as with University vehicles users have a responsibility to operate these vehicles safely and courteously. Users must also report any defects or safety concerns immediately to the fleet manager. If in doubt, park and lock the bike!

1. The bikes are UNH *vehicles* to be used by approved UNH staff for campus and downtown trips for work-related or Department Manager approved purposes only. Each employee desiring to use the bikes must sign and adhere to the **-Acceptance of Rules and Responsibilities**. The bikes are not to be taken out of Durham without prior authorization.
2. UNH fitted and provided helmets must be worn at all times while operating the bike.
3. Eye protection is strongly suggested while operating the bike.
4. Riders must attend an initial bike safety training before their first ride. This training will review the rules of roads, as well as the operation of the bicycle, including seat adjustments, braking, shifting, bell use and required lighting etc.
5. Use of handheld electronics while riding the bike is expressly forbidden.
6. Always check the tire pressure and brake *before riding*
7. If you suspect a defect with the bike notify the bike manager. If the defect could affect safety, park and lock the bike and alert the bike manager. **If you see (or feel) something concerning about the bikes– say something!**
8. All accidents, injuries, bike damages or theft shall be reported immediately to the bike manager and supervisor. Depending on the incident, the user may be required to complete an incident form provided by the Bike Manager or your supervisor.
9. The bikes are designed for use on roads, trails, pathways and hard surfaces. Please do not ride the bikes on unsuitable terrain and refrain from traversing landscape unnecessarily.
10. The operator of any bicycle is obligated to do so in conformance with all State Laws, applicable Town Ordinances, and University administrative regulations. The rules of the road that apply to motor vehicles also apply to bicycles. Bicycles are not to be operated in buildings, or counter flow to traffic.
11. **The Town of Durham prohibits riding bicycles on downtown sidewalks.** It is common sense to avoid riding bikes on any sidewalk and to yield to pedestrians on all UNH trails and pathways. Bicyclists must respect pedestrian's right of way. The emphasis is on the protection and safety of all.
12. The bikes are to be used only by staff who have received safety training and signed/provided the Release of Liability to the bike manager.



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Acceptance of Rules and Responsibilities

By signing below, I acknowledge:

- I have read the Facilities Departmental **Bike Safety Rules and Practices** and I agree to follow all safety and operational rules.
- I have received a properly fitted UNH helmet from the Bike Manager. This helmet will be worn at all times during operation of the Departmental Bikes. The helmet is assigned to me and I am responsible for its replacement if lost or damaged. I understand that eye protection is advised.
- I will adjust the seat and check the bike prior to each ride and I will report any bike defects or necessary adjustments to the bike manager. If I suspect any safety issues I will take the bike out of service and immediately report the problem to the bike manager.
- I understand the UNH bicycles are considered University vehicles and that I am responsible for safe operation and handling of the vehicle, and for safe storage and locking of the bike when not in use.
- I am familiar with the Bike Safety Rules & Practices and have reviewed the attached UNH Bike Ped Safety flyer.
- If at any time I determine that bike operation is unsafe or uncomfortable for me, I will return my helmet and discontinue use of the Facilities bikes.
- If any other problems arise, I will immediately bring them to the attention of the bike managers and my manager. If any accidents, collisions or other events occur during my bike use I will complete an Incident Report form as provided by the Bike Manager

I understand these bicycles are being made available for my convenience and I am under no requirement to use them. I am in good health and proper physical condition to participate in the bike program. I have reviewed the UNH Bike Safety Rules and Practices and agree to adhere to them. I understand that I may be liable for damage to property or injury to pedestrians or other individuals arising from any unsafe or reckless use of the University bicycles, and I agree to indemnify the University of New Hampshire for any such injury or damage.

Rider Name (Signature)

Rider Name (Print)

Date

Bike Manager Name (Signature)

Bike Manger Name (Print)

Date