

URINUS BIKESHARE PROCEDURES

Becoming a member:

Any Ursinus Student, Faculty, or Staff member can become an Ursinus BikeShare member. Follow these steps to become a registered member of BikeShare:

1. Signing up for BikeShare is electronic and the link can be found on the [Office of Sustainability BikeShare Webpage](#). Membership fees are payable through PayPal or Student Accounts. For PayPal, you will need either a credit, debit card, or PayPal account. Student Accounts will bill you at a later date. The membership fee is \$10 per year, beginning when you sign up and ending June 30th of each year. (BikeShare fiscal year is July 1-June 30).
2. All members are required to read and agree to Ursinus BikeShare Liability and Terms of Use Agreements. These forms can be viewed on the [BikeShare Webpage](#).
3. Upon completion of the registration form and payment, a grace period of 24 hours should be given to the Office of Sustainability to process your membership prior to checking out a bike.
4. If you are under 18, you will need to have your parent sign the BikeShare contract for you. You can do this by making individual arrangements with Office of Sustainability staff: email us at UCBikeShare@ursinus.edu.
5. All BikeShare members are automatically added to the BikeShare e-mailing list. Member updates and notifications will be sent to this list

Procedure for taking out a bike (all bikes must be checked out at Ursinus College's Campus Safety Office):

1. Wearing a helmet is a must for BikeShare. Students should provide their own helmet to ensure proper fit when utilizing BikeShare.
2. Give the dispatcher at the safety desk your Ursinus ID and tell them what bike you want. They will scan your ID, and assign your desired bike number to you. Bikes #1, 3, 4, 5, 11 and 14 are medium height (15"-16") and Bikes #2, 6-10, 12, 13, 15, and 17 are tall height (17"-18").
3. Locate the correct bike on the bike rack to the right of the Upper Wismer entrance. Before taking out the bike, make sure the bike is in good condition and that the tires are properly inflated. Record any damages to the campus safety dispatcher before you take the bike out. Riders are responsible for equipment damage beyond reasonable wear and tear.
4. Use the bike for your leisure. **Always lock the bike when it is not in use.**
5. When returning the bike, return to the properly numbered space on the BikeShare rack, and make sure to lock the bike securely to the rack
6. Bring the key back to campus safety and give them your ID once more. Your ID will be scanned and the bike returned.
7. Bikes are available from dawn to dusk (7a to 7p from April-September; 8a-5p from October-March). When you sign out a bike, you must return it to Campus Safety before the aforementioned time. If it is not returned in this period, you will be sent an email informing you of the charged late fine.
8. BikeShare bikes are not available during hazardous weather conditions, including snow and ice conditions. Once you sign out the bike, you are responsible for any and all parts of the bike, including the lock and key. You will be responsible for the replacement cost (at full retail value) of the equipment if not returned or if damaged beyond reasonable wear and tear. If you see any damage on the bike before you take it out, note that in the sign out log prior to taking it out

Bike Safety Resources:

- Cycling fits under the Commonwealth of Pennsylvania's definition of a vehicle. Read about PA's bike laws at <http://www.penndot.gov/TravelInPA/RideaBike/Pages/Bicycle-Safety-and-Pennsylvania-Laws.aspx>.
- For a wide range of resources from safety videos, to bike gear visit <http://www.penndot.gov/TravelInPA/RideaBike/Pages/default.aspx>.
- You are considered a vehicle on the road. Ride on the right side of the road in the same direction as traffic and follow the traffic signals.
- Bring a cell phone with you when riding in case of an emergency.