Pool Bike Scheme

Terms and Conditions

Eligibility and Criteria for Use:

- Cycles may only be used by staff and students who are respectively employed by or registered with the University of York.
- Cycles may be used only for private use in order to facilitate periodic travel between the University’s main campus at Heslington and the University’s other sites or businesses.
- Loans of cycles will be for a maximum loan period of 48 hours at any one time.
- Any cycle issued to a member of staff or student can only be used by that particular member of staff or student.
- Staff or students wishing to use a loan cycle must first:
  - Provide their current and valid Pool Bike Membership Card
  - Provide a £10.00 deposit which will be refunded on return of the cycle in good condition.
  - Return the cycle in the same condition as originally borrowed at the end of the loan period to the relevant dedicated cycle store, being either at King’s Manor or James College.
  - Return the bike lock keys and Tessa card, as issued, to the Reception Desk.

Maintenance:

- The cycles are checked and maintained so as to be in roadworthy condition on a planned preventative basis at bi-monthly intervals.
- Users must not under any circumstance take a cycle out in the knowledge that a fault is present. Brakes, lights, tyres and free movement of wheels and pedals must be checked by the user before commencing use. All faults must be reported immediately by the user to the Reception Desk, either upon initial inspection by the user or at any time subsequently as soon as the user becomes aware of a fault.

Insurance:

- The cycles are insured for theft and accidental damage but with a £50.00 excess payable by the user in the event of any claim arising in
relation to a cycle whilst loaned by the user. The cycles have twin locks and must be fully locked to a secure cycle parking stand, whenever left unattended except if kept overnight at the user’s private address, when the cycle must be kept in a secure locked area.

- If a bike is stolen, the user must report this immediately upon becoming aware of this to the University Security Office (x4444).
- If a cycle is stolen from the user’s private address, evidence must be produced by the user sufficient to prove forced or violent entry before a claim can be considered. All claims will be subject to the terms and conditions of the insurance. These can be inspected by a user upon application to the University Security Office.

Disclaimer:

- Users of the pool cycles shall abide by the Highway Code at all times. The University of York shall not be liable for any injury or loss whatsoever in relation to use or loan of a cycle, except in relation to death or personal injury arising from the University’s negligence. Any injury or loss resulting from or arising in connection with the reckless, careless or improper use of a pool cycle by a user shall be born by such user. Users have a duty to report any damage or faults relating to the cycles immediately, so that they can be maintained in a roadworthy condition.
- If any damage is sustained to a cycle while in the possession of a user (beyond reasonable wear and tear) then the user will reimburse to the University on demand the cost of any repair required and shall be invoiced accordingly by the University.

Redress for Late Return:

- The success of the cycle pool depends on cycles being available to the maximum potential number of users. To encourage this and also to compensate the University for being unable to allocate a cycle to another user whilst overdue, a fee of £10.00 will become payable by the user to the University for the first 3 days after failure by the user to return the cycle at the due time. Then at £10.00 per week thereafter for four calendar weeks. If the cycle is not returned after a period of four calendar weeks from the original hire date the user will pay to the University on demand the cost of replacing the cycle and shall be invoiced accordingly by the University.

Cycling Training and Proficiency – Wearing of Helmets:
Users should be aware of City of York Council’s cycling proficiency scheme, and are strongly encouraged to avail themselves of this service. For enhanced personal safety, users are encouraged to wear a helmet. This can be borrowed free with the loan of a cycle for use by the user. **Users who do not return with the cycle such helmet or return it in a damaged condition will pay on demand a £25.00 compensatory charge to the University.**
University of York Pool Bike Hire

Declaration and Agreement:

Having read and understood the terms and conditions set out above, I confirm that I accept and agree to abide by these.

Name:

Signed:       Date:

Staff/Student

University Number:

Department:

Term Time Address/Office Location:

University of York e-mail:

Telephone Number:

Office Use

Date of Membership Card Sent:

Date of Copy of Terms and Conditions Sent:

Travel Plan Co-ordinator:       Date: