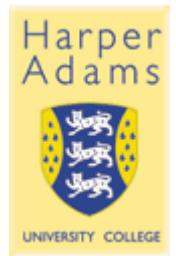


HARPER ADAMS UNIVERSITY COLLEGE



Bike Hire Scheme

Terms and Conditions

Eligibility and Conditions for Use

- Cycles may only be used by staff and students who are respectively employed by or registered with the Harper Adams University College ('the College').
- Cycles may be used only for private use.
- Any cycle issued to a member of staff or student ('the user') can only be used by that particular member of staff or student.
- Cycles may be loaned for a period of 4 weeks, it may be possible to further extend the loan but the user must check with Student Services that the cycle will still be available.
- Cycles can only be booked up to 7 days in advance.
- Cycles must **not** be ridden whilst under the influence of alcohol.
- Staff or students wishing to use a loan cycle must:
 - Be a competent cyclist
 - Provide their current and valid Staff/Student ID Card
 - Provide a £50.00 deposit (this will be refunded on return of the cycle and accessories in good clean condition).
 - Return the cycle **clean** and in full working order at the end of the loan period.
 - Return the padlock key, locker key and a completed cycle check form, to the Student Services Administrator.

Theft/Loss

- The cycles are provided with padlocks and **must** be locked to a cycle parking stand or locked securely by the frame 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 lost or stolen, the user must report it immediately upon becoming aware of this to either the Student Services Administrator (01952 815396) 9am - 5pm or Security (07980 061128) after 5pm.
- If a cycle is lost or stolen, the user shall be liable for the cost of replacing it 'like for like' and an invoice will be raised by the Accounts Department accordingly.

Disclaimer

- Users of the cycles shall abide by the Highway Code at all times. **Harper Adams University College 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 College's negligence. Any injury or loss resulting from, or arising in connection with the reckless, careless or improper use of a cycle by a user or when in breach of the conditions of this agreement shall be borne 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 whilst in the possession of a user (beyond reasonable wear and tear) then the user will be liable for the cost of any repair required; this will either be deducted from the deposit paid or an invoice will be raised accordingly by the College.
- If the user is found not to be locking up the cycle when leaving it unattended they will forfeit their deposit and will not be permitted to hire a cycle in the future.

Cycling Training and Proficiency – Wearing of Helmets

- A Cycling Proficiency Scheme will be operated routinely and all cycle users 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 College.**

Maintenance

- The cycles are checked and maintained so as to be in roadworthy condition on a planned preventative basis at termly intervals. Any cycles out 'on hire' must be made available for this.
- 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 Student Services Receptionist, either upon initial inspection by the user or at any time subsequently as soon as the user becomes aware of a fault.

Return of the Cycles

- At the end of the hire period all cycles should be returned **clean** and in full working order and **must** be checked over by a porter prior to being returned to the cycle shelter. Please contact them on 01952 815321 or porters@harper-adams.ac.uk to arrange a time to get the cycle checked.
- The porter will then complete the Cycle Check Form and hand it to you, this **must** be returned to the Student Services Administrator, your deposit will not be refunded without it.
- Locks should be left with the cycle and helmets returned to Student Services.

Declaration and Agreement:

Having read and understood the terms and conditions set out above, I confirm that I accept and agree to abide by them. I also confirm that I have received the associated Health and Safety leaflet and that I will abide by the rules and regulations therein.

Name (Print).....

Signed..... Date.....

Staff/Student ID No.....

Term Time Address/Office Location.....

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HAUC e-mail.....

Contact Number.....

Office Use Only

OUT

Terms and Conditions Issued..... (date)

Health & Safety Leaflet Issued..... (date)

Deposit Received..... (date) Receipt No.....

Cycle Issued..... Locker Key Issued Padlock Key Issued

Signature..... Date.....

IN

Helmet Lights Locker Key Padlock Key

Deposit Refunded £..... Reason for Non Return.....

Signature..... Date