Before using the Facilities pool bicycle you **must** read and understand the ‘pooled bike terms of use’. By signing out the bike at the Campus Services office you are stating that you have read and understood the “pooled bike terms of use”.

**Pooled Bike Terms of Use**

**IMPORTANT:** The pooled bike terms of use apply only to bicycles owned by the University.

1. **Insurance**
   - The University arranges cover in respect of its legal liabilities arising out of the use of its cycles for business of the University.

2. **Health and Fitness**
   - Staff wishing to use a bicycle on University business should have a reasonable level of fitness and be competent enough to ride a bicycle on the road. Staff using the pooled bike for University business must be confident road cyclists.

3. **Cycle Safety**
   - Cyclists can only use the designated road network (provided that there are no local road closures or restrictions on cyclists) or designated cycle paths. Cyclist are expected to be adhere to restrictions in cycling on pavements and other prohibited areas.

4. **Equipment & Accessories**
   - Section 17 of the University health and safety notice OBUHSN41 outlines the advice on clothing that cyclists should wear when using a bike on University business [http://www.brookes.ac.uk/services/hr/health_safety/docs/obuhSN41.html](http://www.brookes.ac.uk/services/hr/health_safety/docs/obuhSN41.html).
   - Cyclists are responsible for providing their own helmets and other appropriate clothing for the sake of their own safety. It is the responsibility of the cyclist to ensure that the helmet is in a safe condition.
   - In poor light or visibility it is essential that both front and rear lights are used. The law states that a white light should be used at the front and a red light at the rear. The bicycle is fitted with front and rear reflectors and lights.
   - Parked bicycles should be locked securely using the bike lock provided.
   - Items should not be left hanging from the handlebars. It is the responsibility of the cyclist to provide panniers or a rucksack for carrying items.

5. **Parking and Storage**
   - Pool bicycles must be stored overnight at the designated bike parking spot on Gipsy Lane. Bikes cannot be borrowed overnight.
   - Never leave the bike unlocked when you are not using it. Bikes must be locked in a safe and well-lit area in a way that does not inconvenience pedestrians or road users.
   - When you return the bike, securely lock it where you initially found it and hand in the key to the Gipsy Lane Campuses Services.
   - If the bicycle is lost or 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.

6. Maintenance
- The cycles are periodically checked and maintained so as to be in roadworthy condition
- 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 Gipsy Lane Campus Services, either upon initial inspection by the user or at any time subsequently as soon as the user becomes aware of a fault.

7. Theft
- If a bike is stolen, the user must report this immediately upon becoming aware of this to the Gipsy Lane Campus Service Office (x3060).

8. Accident Procedure
- In the unlikely event of an accident the relevant line manager and pool bike owner e.g. Gipsy Lane Campus Services must be informed immediately. An Accident/incident report form OBUHSN-11app2 will need to be promptly completed.
- In the case of an accident involving another road user of pedestrian the staff member using the pooled bike may give the other party the details of campus services. However, the staff member must not admit liability e.g. state that the accident is there fault.
- University staff are covered by the Universities public liability insurance when using a University pooled bike. However, staff may be liable where they have used the vehicle in an inappropriate, dangerous or negligent manner.
- Excess payments for claims for public liability insurance due to property damage, e.g. scratching a car, or an insurance claim for damage to, or loss of, the pooled bike may apply in the case of an incident or accident. In the event that an excess payment is raised, it will be passed to the Faculty, Department, Directorate or Division to which the staff member who was using the bike at the time of incident or accident belongs to.