



The University of Edinburgh

eCycle User Agreement

University of Edinburgh staff wishing to use an eCycle (electrically assisted pedal cycles or EAPCs) must complete and sign this User Agreement. The eCycle Manual and Risk Assessment must be read prior to signing the form.

Please complete in **block capitals**.

Name

Staff Number

Department

Work Email

Work phone

Mobile

Work Address

Postcode

I confirm that I am a confident and competent cyclist (circle as appropriate).

Yes / No*

What are you likely to use the eBike for (e.g. campus to campus, meetings etc.)?

What form(s) of transport would you have used for these journeys otherwise?

What has inspired you to try an eCycle?

***If you are not a confident and competent cyclist, you will be required to attend a free cycle training course before the University can accept your User Agreement and allow use of an eCycle. Please email transport@ed.ac.uk to request cycle training.**

Please return the completed User Agreement to your local eCycle Coordinator

Terms and Conditions

By signing this form you accept and agree to the Terms and Conditions.

1. I have read and I accept the Risk Assessment for the use of an eCycle.
2. I have read and I accept the eCycle Manual.
3. I have undergone a practical induction on how to use the eCycle.
4. I acknowledge that I am responsible for my own safety.
5. I am a confident and competent cyclist.
6. I understand that the eCycle is for my use only and that I must not allow others to use it.
7. I certify that to the best of my knowledge I do not have a medical condition which might have the effect of making it more likely that I be involved in an incident which could result in injury to myself or others.
8. I will carry out a check of the eCycle before departing and report any faults immediately to the relevant person / reception. I am responsible for ensuring the eCycle is safe and roadworthy each time before I use it.
9. I undertake that the eCycle will not be used improperly and that the cycle and accessories will be returned to the University of Edinburgh in the same condition as it was received (save for ordinary wear and tear) at the agreed location. I will report any faults with the eCycle upon return.
10. I understand that I should not carry out any work to the eCycle to rectify faults (including punctures) which appear during use, and accept that if I choose to do so I am using the eCycle at my own risk and will immediately report the fault upon return of the eCycle (regardless of if I believe I have resolved the fault).
11. I will take all reasonable precautions to prevent loss, theft or damage of the eCycle, including always using the supplied D-lock and cable to fix the bike to an immovable object (ideally a cycle stand), and use secure cycle stores where available.
12. I understand that there is no cover under the University insurance policy for an employee's personal liability for use of the eCycle during their own leisure time (this includes commuting to/from work).
13. I understand there is no cover under the University insurance policy for loss, damage or theft of the e-Cycle during use by an employee in their leisure time (this includes commuting to/from work).
14. I will report theft immediately to University Security (0131 650 2257) or security@ed.ac.uk.
15. I will abide by the Highway Code at all times.
16. I understand that the University reserves the right to withdraw the eCycle scheme at any time.

Signed

Date

Signed by eCycle Coordinator

Name of eCycle Coordinator

Please return the completed User Agreement to your local eCycle Coordinator