

DURHAM**1 8 6 9**
CITY OF MEDICINE

Rev. 10.17.2017

CITY OF DURHAM**101 CITY HALL PLAZA | DURHAM, NC 27701****919.560.4366 | 919.560.4561****BIKE SHARE PERMIT APPLICATION****For Operating Short Term Bike Rental in the Public Way****Operator Information**

Name of Bike Share Operator Applicant	
Contact Name	
Mailing Address	
Phone Number	
Email Address	
Website	

Type of Application

<input type="checkbox"/> New	<input type="checkbox"/> Renewal (no changes from prior application)	<input type="checkbox"/> Amendment
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Local Operations Information

Contact Name	
Mailing Address	
Phone Number	
Email Address	

Certification: I (We), the undersigned, do hereby make an application for a Bike Share Operators Permit, and understand that all the required information must be supplied for this application to be considered complete and valid. Additionally, the bike share system will operate under the requirements described in Division 2, Article V, Chapter 66-314 of the City Code, in addition and/or notwithstanding the requirements outlined elsewhere in this permit application.

Owner Signature_____
Date**Tracking Information (Staff Only)**

Date Received:	Received By:
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Permit Requirements

Applicant certifies that all bicycles used in the proposed bike share system do and will meet the following criteria (initial):

- _____ All bicycles meet the standards outlined in the Code of Federal Regulations (CFR) under Title 16, Chapter II, Subchapter C, Part 1512 – Requirements for Bicycles, as amended.
- _____ All bicycles meet the safety standards outlined in ISO 43.150 – Cycles, subsection 4210, as amended.
- _____ All bicycles meet the light requirements as described in *North Carolina General Statutes 20-129(e) – Lamps on bicycles*, specifically that all bikes have lighted lamps on the front and rear visible from a distance of at least 300 feet under normal atmospheric conditions at night.
- _____ Bicycles shall not be parked in a way that impedes the regular flow of travel in the public way.
- _____ Bicycles parked in violation of the permit or City Code shall be re-parked in a correct manner or removed in accordance with the time periods outlined in the City Code.
- _____ Bicycles shall be upright when parked.
- _____ Bicycles will not be parked in one location for more than 7 consecutive days.
- _____ Contact information of the bike share operator is on every bike including the website and phone number.
- _____ Bicycles will be available at rates that are clearly and understandably communicated to the customer prior to bicycle use.
- _____ Bicycles will have a unique identifier that is visible to the user.
- _____ Bicycles will be rebalanced daily.
- _____ Bicycles not safe to operate will be removed from the public way within 24 hours of notice and repaired before being put back into service.

Applicant certifies that the proposed bike share system meets the following operational criteria:

- _____ Customers will be notified of local traffic laws.
- _____ Customers will be educated on how to safely ride and operate a bike in the city.
- _____ Communication will be sent to customers if the bikes are left in non-permitted areas.
- _____ A staffed operations center will be established prior to permit issuance.
- _____ Customers without a smart phone are able to use the bike share system.
- _____ Customers without a credit card are able to use the bike share system.

- _____ The desired maximum fleet size is _____. It is understood that the fleet size will not exceed 300 bikes during the first month of the permit, and will not expand by more than 200 additional bikes each month. The start date used to define subsequent months will be the date of initial deployment of bikes.
- _____ At least 20% of bikes will be located on a daily average in the following census tracts: 9, 10.01, 10.02, 11, 13.01, 13.03, 14 and/or 23.
- _____ Anonymized data regarding the number of bike share customers and trips will be provided to the city via an API including: daily and weekly rides, daily and weekly unique riders, hourly rides, daily and weekly app users, and trip information as follows:

Field Name	Format
Company Name	[company name]
Trip Record Number	0001, 0002 ...
Trip Duration	MM:SS
Trip Distance	Mile
Trip Date	MM, DD, YYYY
Start Time	HH
Start Location	Census block
End Location	Census block

This data can be provided directly to the city or through a partnership with a university.

- _____ The following bike availability data for oversight of parking compliance and bicycle distribution by minutes will be provided to the city:

Field Name	Format
GPS Coordinate	X, Y
Availability Duration	Minutes
Availability Start Date	MM, DD, YYYY
Availability Start Time	HH:MM:SS (00:00:00 - 23:59:59)

- _____ A record of maintenance activities will be kept, including but not limited to bicycle identification number and maintenance performed. This information will be sent to the City monthly.
- _____ A record of reported collisions will be kept and sent to the City monthly.
- _____ A list of bikes deployed, listed by unique identifier, will be sent to the City monthly.

Required Attachments:

- Screenshot illustrating how customers will be notified through a mobile and web application of the following:
 - People on bicycles are encouraged to wear helmets.
 - People on bicycles must follow all traffic laws.
 - Bicycles are not allowed to ride on the sidewalk
- Screenshot or other documentation of how customers will be educated on how to safely ride or operate a bicycle, the laws applicable to riding and how to operate a bicycle in the city.
- Proof of general commercial liability insurance with a minimum liability limit of \$1,000,000 and that lists the City of Durham as additionally insured as reads "The City of Durham as its interest may appear."
- Indemnity Agreement (attachment provided by city).
- Screenshot or other documentation illustrating how bike share customers will be notified when the bike has been left in a non-permitted area.
- Screenshot illustrating how customers will be told to park the bicycles
- Description of pricing structure, rates, and methods of communication to the customer illustrating how the bikes will be available at rates that are clearly and understandably communicated to the customer prior to bicycle use.
- Documentation of how users without a smartphone can use the bike share system.
- Documentation of how users without a credit card can use the bike share system.
- Documentation of how a sufficient number of bikes will remain in the census tracts defined above.
- Permit application fee of \$250

If the application meets all other requirements, the following will be required prior to the issuance of the permit:

- Performance Bond of \$80/bicycle, with a cap of \$10,000 (form provided by city following approval of application)
- Permit Issuance Fee of \$10 per bike deployed

Permit Application and All Appropriate Documents Should Be Submitted to:

City of Durham
4th Floor, Department of Transportation
Attn: Bryan Poole
101 City Hall Plaza
Durham, NC 27701