



Bicycle Loan Registration Form



Milton Park

MEPC Milton GP Ltd, Innovation Centre,
99 Park Drive, Milton Park, Abingdon, Oxon, OX14 4RY
TEL: 01235 865555

Personal Details

Name:	Employer:
Address:	
Post Code:	
Proof of ID shown (utility bill with name and address – or employer ID)	
Phone Number: Mobile:	
Email address:	

Hire Details

Date Cycle Required: (collection from 10am)	
Number of Days:	
Date of Return: (return before 17.30pm)	
Tariff:	
Day time hire - Cycle returned before 17.30pm	FOC
Overnight hire (2 days)	£2.00
Overnight hire (3 or more days – maximum hire 5 days not including weekend)	£5.00
Weekend hire (collect Friday after 10.00am – return Monday before 17.30pm)	£8.00

Cycling Guidelines: Statement of Declaration

1. I confirm that I have read and understood the Bicycle Loan Scheme Guidelines (see reverse).
2. I understand that if I choose not to wear a cycle helmet or reflective vest or sash, I do so entirely at my own risk.
3. I understand the risks involved with cycling and will not hold my own employer, or the organisation supplying the bicycle responsible for any injuries or collisions whilst using the bicycle provided.
4. I confirm I am in good physical health and my employer cannot be held liable for any medical condition that might be aggravated by physical exertion.
5. I confirm that the bicycle is in a satisfactory condition.
6. I confirm that if the bicycle is removed from Milton Park it will be secured at the users property and the saddlebag removed.
7. I consider myself to be a proficient, confident and competent cyclist.
8. I understand the requirements pertaining to cyclists in the Highway Code.
9. I understand I must return the bicycle back in good clean order, and report any faults i.e. punctures.

Signed _____ Name _____

'Bicycle loan scheme' Scheme Guidelines

These notes provide guidelines and advice to encourage safer cycling to and from work. They have also been produced to provide advice for the use of the 'Bicycle loan scheme', where bicycles are now available on a loan basis from MEPC Milton Park.

All users who wish to loan a bicycle must sign the Declaration confirming that they are fit and able to ride a bicycle and that they have read these Guidance Notes.

At present there are 4 bicycles available. The bicycles are available for employees to use for work, for lunchtime leisure or to occasionally commute to and from work, and weekend hire. MEPC Milton Park insurance will relate to use for work and using the bike in your own personal time.

Use of a loan bicycle is available to any Milton Park based employees who consider themselves to be a competent cyclist.

Each bike comes supplied with:	1 x A cycle helmet
	2 x Front and rear removable lights
	1 x Bell
	1 x Hand held pump (80psi)
	1 x Under-seat carry pack
	1 x Bicycle lock
	3 x 'Hook' tools
	1 x Puncture repair kit
	1 x Reflective Sash
	1 x Seat and wheel key

A database is held in MEPC's Security / Information Post where anyone wishing to loan a bicycle and accessories will be required to sign for them. The person signing these out will be responsible for returning the bicycle and ALL accessories within the loan period specified or may face the relevant charges or replacement costs of equipment.

All cyclists must check the bicycle before use (see below).

Cycle Safety

- Follow the Highway Code. The Highway Code applies to all vehicles including bicycles. You can familiarise yourself with the Cycling section of the Highway Code at www.highwaycode.gov.uk.
- When cycling in traffic be aware of other road users so that you can anticipate their movements. If possible make eye contact with other road users so you know they have seen you.
- It is important to clearly indicate your intentions by signalling. Always look behind you before moving out into traffic or turning.
- Take care when cycling near lorries, trucks and buses as they have blind spots and their drivers may not be able to see you. Never cycle on the inside of a lorry or a truck.
- Whilst riding a bike you should always be respectful of pedestrians.
- It is illegal to cycle at night without a front white light and a red rear light.
- Cycle with care and do not take unnecessary risks.

Maintenance and Use

- Users should ensure that any maintenance, repairs, concerns or defects to the bicycle are reported to MEPC Milton Park as soon as is practicable on 01235 865555.
- Bicycles will be subjected to a quarterly service by a contracted qualified bicycle mechanic.
- Equipment supplied with bicycles will be inspected every 3 months for damage or wear and tear, and will be replaced when necessary.
- A helmet must be worn at all times whilst using the bicycle. Please adjust it to fit you properly before you set off.
- The User must also wear appropriate clothing, including a high visibility tabard.
- Front and rear lights must be used whenever light or visibility is poor (clip-on units provided with the loan bicycles). These should be removed if the bike is left unattended.
- If it is necessary to carry equipment this should be carried securely on a haversack (ensure reflective vest or sash is still seen).
- Users are required to park/use the bicycles appropriately to prevent injury to themselves/others or damage to the bikes.

Before use check the following:

- The bell works.
- There are no loose parts (carrier, handlebars, mudguards).
- The tyres are inflated and in good condition the brakes are working properly.
- The gears are working properly.
- The frame and forks are not worn or damaged.
- The saddle is secure and at the correct height (you should be able to reach the ground when seated in the saddle).
- The reflectors are clean and if lights are necessary, that they are clean and working.
- Your clothing is tucked away and cannot catch in the wheels.
- Consider carrying a mobile phone in case of puncture or breakdown.
- Any other checks which the user deems appropriate.

Bicycle Practicalities

- Before you start your journey, plan your route.
- Consider using quieter roads, bridleways and parks (if cycling is permitted).
- Bear in mind the road type, as some cyclists may feel safer using routes which are more lightly trafficked and vehicle speeds may be less.
- Bear in mind your own aptitude as a cyclist.
- Bear in mind the availability of signed cycle routes.
- You should consider your own personal safety when choosing a route, and take precautions when cycling remote routes, or after dark.

Security

- Please lock the frame and the front wheel to a solid object using the security lock when not in use. Never leave the bike unlocked when you are not using it. You will have to pay for the loss of the bike if you used it and did not lock it securely following this guideline.
- Users should never resist someone attempting theft.

Health Advice

- Users should be fit to ride a bicycle. Any users with concerns over their fitness to ride a bicycle should seek their doctor's advice.
- Any user who experiences chest pains and/or breathing difficulties and/or any other physical problems, whilst using a bicycle should stop and seek medical advice immediately.

Insurance

- The bicycles are insured by MEPC Milton Park's Public Liability Policy in respect of public liability and personal accident while being used for work. Details of the terms of the insurance cover are available from MEPC Chineham via MEPC Milton Park.
- It is a term of the insurance policy that users must use the appropriate safety equipment provided with the loan bicycles, including helmet.
- Bicycles are also insured against theft and damage providing that adequate security measures are undertaken, ie secured by a locking mechanism to a fixed object when not in use. If the bicycles are not locked correctly, then the user will be responsible for replacing the bicycle.
- If a User is injured as a result of an incident where there is a third party, they are free to seek legal advice in order to pursue their own claim. Damage to the bicycle, if caused by a third party, may be recoverable.
- Users of the bicycles must ensure that they have adequate insurance for their own commuting and private use. This is usually provided under a household insurance policy, which should be checked to ensure that adequate cycling cover is included. Alternatively a specific pedal cycle policy can be obtained through insurance companies or cycle organisations.
- Any claim under the policy is not the responsibility of MEPC. It is at the discretion of and under the terms of the policy of the insurance company.

General Information

Whilst employees are encouraged to use bicycles instead of cars for short journeys, it will be necessary to apply management discretion as to whether or not it is efficient or practical to do so.

Before embarking on a journey in connection with their work employees must confirm with their manager that it is appropriate for them to do so. Localised journeys between offices and sites, or local onsite visits, offer the best opportunity to replace a car journey with a cycle trip.

MEPC Milton Park reserves the right to cancel bookings at any time if the user is not compliant with the statement of declaration or insurance requirements.