

Frequently Asked Questions – BU Electric Pool Bike Scheme

1. Do I need to be a member to use the BU electric bikes for business or intercampus travel?

Yes. You must read and agree to the terms and conditions of use for the BU Electric Pool Bike Scheme Membership Agreement. Go to and download a copy of the [membership agreement](#). You should print of agreement, complete the agreement and then scan and e-mail a completed copy back TPlanGroup@bournemouth.ac.uk

2. Do I need to book a bike in advance or can I just turn up and borrow one?

At present there are 2 electric bikes for business travel and 2 electric bikes available for intercampus travel (available up until 31/05/2018 only). To avoid disappointment, we ask that all staff wishing to use an electric bike for business or intercampus travel submit a booking request at least one working day ahead of their preferred booking date/time. See [here](#) for full details on how to book a bike.

3. How long can I borrow an electric bike for?

If a bike is available you can borrow for up to a day between the hours of 08:30 and 16:30. Bikes must be returned on the same day of booking. Staff are asked not to book bikes out for longer than is needed, to enable other staff use the bikes for business and intercampus travel.

4. Where do I collect a bike from?

If you are booking a bike from Talbot Campus, please take your booking confirmation and a copy of the equipment list to Poole House reception. Poole House reception will then sign out the key and equipment for your booking. The Talbot Campus bikes are locked and stored in the [Student Village Compound](#).

If you are booking a bike from Lansdowne Campus, please take your booking confirmation and a copy of the equipment list to Studland House reception. Studland House reception will then sign out the key and equipment for your booking. The Lansdowne Campus bikes are locked and stored in the [Studland House ground floor secure cycle parking compound](#).

5. Do I need to undertake a risk assessment for my business/intercampus trip?

It is recommended that you read the [generic risk assessment](#) and update it for your journey.

6. Do I need to check the bike before I use it?

The bikes are serviced at regular intervals, but it is important that you take the time to check the bike before you use it and after your return it. [A pre and post ride check list](#) will be provided at the time of booking.

7. If I find a fault with the bike during a pre-post ride inspection what should I do?

Please report any faults that you discover during the pre/post ride check to reception team where you collected the bike from or report them directly to the Travel and Transport Co-ordinator as soon as possible (01202 966778 or TPlanGroup@bournemouth.ac.uk). **You must not take the bike out** if you know a fault is present.

8. Can I use the bikes for private use e.g. a lunch time ride or commute from/to home?

No. The pool bikes are only for work related use only. The bikes are covered by BU's general public liability or employer's liability cover for business purposes including intercampus travel. BU shall not be liable for any injury or loss whatsoever in relation to your use or loan of the bike except in relation to death or personal injury arising from BU's negligence.

If a staff member would like to try an electric bike for the purpose of their commute to work, a separate scheme is available for BU staff. Please contact the TPlangroup@bournemouth.ac.uk for details.

9. How fit do I need to be to ride an electric bike?

The electric bikes do offer assistance when cycling, especially up hills, however you should be fit to ride the bike. If you have concerns over your fitness to ride the bike you should seek your doctor's advice before using the bike.

10. What clothing and footwear do I need to ride an electric bike?

A big advantage of an electric bike over an ordinary push bike is that it offers power assistance. This means that you can ride a bike in business attire without getting too hot and bothered. It is recommended that you wear appropriate footwear for cycling. You should also wear appropriate clothing for the weather conditions when riding the electric bike.

11. Do I need to wear a helmet and high visibility clothing when riding the electric bike?

It is recommended that you wear a safety approved helmet which fits correctly and high visibility clothing at all times when you are riding the electric bikes. A helmet and high visibility are available to borrow along with the bike and should be requested at the time of booking.

12. What types of bike are available?

There are two [Omega bikes](#) available (one at each campus site).

There are two [Bewegen bikes](#) available for intercampus travel only (until June 2018).

13. Can I claim Green Reward points for using the electric pool bikes?

Yes. If you are signed up to the [BU Green Rewards scheme](#), you can claim weekly points for declaring your intercampus active travel miles as part of the Sustainable Travel theme.