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| **UPEI Student Union** | **Policy No.**  UPEISU 38 | | **Revision No.**   * 1 |
| **Policy Title:**  Bike Co-op | | | **Page:**  1 of |
| **Creation Date:**  July 28th, 2019 | **Version Date:**  June 1, 2021 | | **Review Date:**  Annually (Summer) |
| **Authority:**  UPEISU Council | | **Responsibility:**  Vice President Finance & Administration | |

**Introduction**

The University of Prince Edward Island Student Union Bike Co-op is a service available to all UPEI students. The Bike Co-op will give students access to a bicycle, a helmet, and a lock & key. The service’s purpose is to provide students an environmentally friendly & active choice of transportation, for both on and off campus. It will be governed by the following guidelines:

**Overview**

1. This service will be known as “The UPEISU Bike Co-op”
2. This service shall be available to all University of Prince Edward Island students.
3. This service will be overseen by the Vice-President Finance & Administration.
4. The Vice President Finance & Administration shall be responsible for the upkeep and quality of helmets, locks, & keys.
5. The Vice President Finance and Administration shall report about the Bike Co-op annually in the Annual Report.
6. The Bike Co-op will only be operated during favourable weather, under the discretion of the Vice President Finance & Administration and the General Manager.
7. The exchange of all monies to the Bike Co-op shall be overseen by the Vice President Finance & Administration and General Manager.

**Procedure**

1. All students must sign and adhere to the “University of Prince Edward Island Student Union Bike Co-op Waiver”.
2. All students will have to fill out the Bike Co-op form prepared by the Vice President Finance & Administration for that academic year.

**Disclaimer**

The UPEI Student Union is not responsible for any injuries, damage, actions, liability, loss, or death, in relation to the use of the Bike Co-op for the student using it, others, property, or terrain.

Appendix “A”:

**Waiver Conditions**

1. All students must present a valid form of student ID when requesting use and return of bicycles to the Bike Co-op.
2. All students must provide a $20 cash deposit when utilizing the Bike Co-op, which will be returned upon successful return of the bicycle without any damages.
3. A student may borrow a bicycle for up to one full week.
4. There will be a two day break time period after a student has loaned a bike so that other students have the opportunity to rent one too.
5. Students must adhere to all laws relating to the operation of bicycles and follow the following bicycle rules: wear a properly fitted bicycle helmet, check the bicycle for loose parts, check the air for tires, and check that the brakes work, check the seat stability and chain functioning, and ride on the right side of the road. Students ride at their own risk. Members shall not operate a bicycle while impaired by any drug or alcohol.
6. Students must treat the bicycles responsibly. If the borrowed bicycle is damaged while in a student’s care, that student will thereby lose their deposit and will be charged the cost of repairs.
7. Students are responsible for the helmet, lock, and key. If one of these items are lost, damaged, or not returned, the student is thereby responsible for any repair or replacement costs.
8. Students must report in-person to the UPEISU office if a bicycle is stolen or lost.
9. If the bicycle is not returned after the designated deadline, the student will receive a verbal and/or written warning stating that they will have to give the bike on time the next time they rent one out. If they return the bike late the second time they rented one, they will be suspended from using the bike for a total of six months.
10. Any student who does not come to pick up a bike at the time and date they chose on the online form after receiving a confirmation email will have to fill out the online form again.
11. If the bicycle is not returned, the student will lose their deposit and will be charged for the cost to replace the bicycle.
12. For repair and or replacement costs, the student shall pay in the form of cash, debit, credit, or cheque to the UPEI Student Union.
13. Bikes can only be picked up and returned during the week (Monday to Friday) from 9am to 4pm at the Student Union office.
14. Bikes cannot be returned on special occasions such as public holidays, or any other day where the office is closed.