

APPENDIX A

Pilot Permit Requirements



Bike Share Permit Requirements

June 30, 2017

Safety

Requirement S1: All bicycles used in systems issued a permit under this pilot program shall meet the standards outlined in the Code of Federal Regulations (CFR) under [Title 16, Chapter II, Subchapter C, Part 1512 – Requirements for Bicycles](#). Additionally, permitted systems shall meet the safety standards outlined in [ISO 43.150 – Cycles, subsection 4210](#).

Requirement S2: Any electric bicycles used in systems issued a permit under this pilot program shall meet the National Highway Traffic Safety Administrations (NHTSA) definition of *low-speed electric bicycles*; and shall be subject to the same requirements as ordinary bicycles (described in Requirement S1). This means that electric bicycles shall have fully operable pedals, an electric motor of less than 750 watts, and a top motor-powered speed of less than 20 miles per hour when operated by a rider weighing 170 pounds. Additionally, the City reserves the right to terminate any permit issued under this pilot program if the battery or motor on an electric bicycle is determined by SDOT to be unsafe for public use.

Requirement S3: All bicycles shall meet the Revised Code of Washington's (RCW) requirements for lights during hours of darkness, described in [RCW 46.61.780](#). This includes a front light that emits white light and a rear red reflector.

Requirement S4: All operators permitted under this pilot permit program shall provide a mechanism for customers to notify the company that there is a safety or maintenance issue with the bicycle.

Requirement S5: All permitted operators shall have commercial general liability insurance on form CG 00 01 or the equivalent and additional coverages that include the terms contained in the attached document *Bicycle Share Insurance Requirements*.

Requirement S6: All permitted systems shall have visible language that notifies the user that:

1. Helmets shall be worn while riding a bicycle in King County.
2. Bicyclists shall yield to pedestrians on sidewalks.

Requirement S7: As required by Seattle Municipal Code (SMC) 15.04.060, prior to the permit being issued, all permittees shall sign and record an indemnification agreement indemnifying and holding harmless the City. Please see attached *Bicycle Share Indemnity Agreement*.

Requirement S8: Permitted operators agree that the City of Seattle is not responsible for educating users regarding helmet requirements and other laws. Neither is the City responsible for educating users on how to ride or operate a bicycle. Permitted operators agree to educate users regarding laws applicable to riding and operating a bicycle in the City of Seattle and King County and to instruct users to wear helmets and otherwise comply with applicable laws.

Parking

Requirement P1: For bicycle share stations that require the installation and maintenance of objects in the right-of-way (ROW), an annual permit is required for every location in addition to an annual permit for this pilot program. SDOT's Street Use division will provide guidance on locating bicycle share stations, as well as the additional permits.

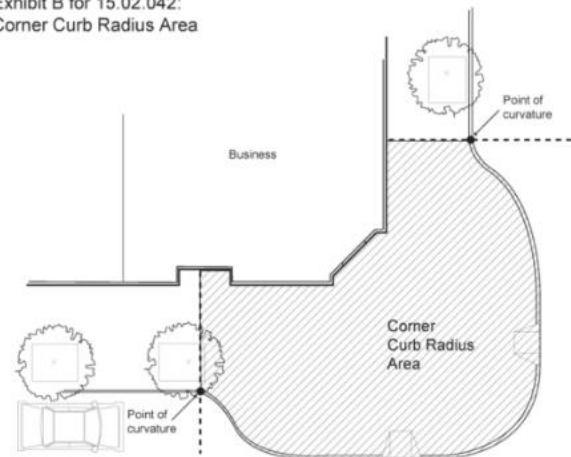
Requirement P2: For free-floating bicycle share systems, bicycles shall be parked in the landscape/furniture zone of the sidewalk, as defined in [section 4.11 of the Right-of-Way Improvements Manual](#), or at an SDOT bicycle rack. Bicycle share operators shall inform customers on how to park a bicycle properly.

Requirement P3: Restrictions to eligible bicycle parking zones on sidewalks:

1. Bicycles shall not be parked at the corners of sidewalks as defined by [section 15.02.042 of the Seattle Municipal Code](#) (SMC).
2. Bicycles shall not be parked on blocks where the landscape/furniture zone is less than 3 feet wide, or where there is no landscape/furniture zone.
3. On blocks without sidewalks, bicycles may be parked if the travel lane(s) and 6-foot pedestrian clear zone are not impeded.
4. The City reserves the right to determine certain block faces where free-floating bicycle share parking is prohibited.
5. Bicycles shall not be parked in the landscape/furniture zone adjacent to or within:
 - a. Parklets or streateries;
 - b. Transit zones, including bus stops, shelters, passenger waiting areas and bus layover and staging zones, except at existing bicycle racks;
 - c. Loading zones;
 - d. Disabled parking zone;
 - e. Street furniture that requires pedestrian access (for example - benches, parking pay stations, bus shelters, transit information signs, etc.);
 - f. Curb ramps;
 - g. Entryways; and
 - h. Driveways.



Exhibit B for 15.02.042:
Corner Curb Radius Area



Requirement P4: This permit is only valid for operations within the City of Seattle Right-of-Way. Additional zones may be established; for example, locations within parks, publicly-accessible plazas, on-street parking spaces, off-street parking lots/garages, or campuses. However, permission to do so shall require coordination with the appropriate department, agency, or property owner; and shall be communicated to the customer through signage approved by the respective entity and/or through the mobile and web application..

Requirement P5: SDOT retains the right to create geo-fenced stations within certain areas where bicycles shall be parked.

Requirement P6: Any free-floating bicycle that is parked in one location for more than 7 consecutive days without moving may be removed by City of Seattle crews and taken to a City facility for storage at the expense of the bicycle share operator. SDOT shall invoice the violating operator as stated in Requirement O12 below.

Requirement P7: All permitted operators shall provide on every bicycle contact information for bicycle relocation requests.

Requirement P8: Bicycles shall be upright when parked.

Requirement P9: Any bicycle that is parked incorrectly shall be re-parked in a correct manner or shall be removed by the operator based on these times:

- 6am to 6pm on weekdays, not including holidays - within two hours of receiving notice,
- All other times – within 10 hours of receiving notice.

Requirement P10: Bicycles can only be parked on hard surfaces within the landscape/furniture zone (e.g. concrete, asphalt).

Operations

Requirement O1: All permitted operators under the pilot permit program shall have a staffed operations center in the City of Seattle.

Requirement O2: All permitted operators under the pilot permit program shall have a 24-hour customer service phone number for customers to report safety concerns, complaints, or ask questions.

Requirement O3: All permitted operators under the pilot permit program shall provide SDOT with a direct contact for bicycle share company staff that are capable of rebalancing bicycles. All permitted operators under the pilot permit program shall relocate or rebalance bicycles based on these times:

- 6am to 6pm on weekdays, not including holidays - within two hours of receiving notice,
- All other times – within 10 hours of receiving notice.

Requirement O4: All permitted operators shall have a performance bond of \$80/bicycle, with a cap of \$10,000. The form of the bond shall be approved by SDOT. These funds shall be accessible to SDOT for future public property repair and maintenance costs that may be incurred, removing, and storing bicycles improperly parked, or if a company is not present to remove bicycles if its permit is terminated. If a permitted operator increases the size of their fleet, the performance bond shall be adjusted appropriately before deploying additional bicycles.

Requirement O5: Any inoperable bicycle, or any bicycle that is not safe to operate shall be removed from the right-of-way within 24 hours of notice by any means to the operator by any individual or entity, and shall be repaired before putting the bicycle into revenue service.

Requirement O6: All permitted operators shall have systems with service areas that do not exceed 340 bicycles per square mile.

Requirement O7: All permitted operators shall have a minimum bicycle fleet of 500 bicycles if using standard (non-electric) bicycles; operators shall meet this fleet size within four weeks of initial launch date.

Requirement O8: Permitted vendors using only electric bicycles do not have a minimum fleet size.

Requirement O9: SDOT may determine by Director's Rule additional or altered permit conditions based on data received as part of the data sharing requirements specified below.

Requirement O10: Every bicycle shall have a unique identifier that is visible to the user on the bicycle.

Requirement O12: If SDOT or any other City department or office incurs any costs addressing or abating any violations of these requirements, or incurs any costs of repair or maintenance of public property, upon receiving written notice of the City costs, the permitted operator shall reimburse SDOT for such costs within thirty days.

Requirement O13: All applicants to the pilot permit program shall include the fleet size in their application. Permitted operators shall notify SDOT if they plan to change their fleet size two weeks before deployment; and include the additional program administrative fee for the expanded fleet (Requirement F3), and documentation of their updated performance bond (Requirement O4).

Requirement O14: SDOT reserves the right to terminate permits at any time and require that the entire fleet of bicycles be removed from Seattle streets. The decommissioning shall be completed within 30 days unless a different time period is determined by SDOT, consistent with SMC 15.04.070.

Requirement O15: Any permitted vendors operating systems with 2,000 or more bicycles must include Tier 1 Priority Hire neighborhoods in 20% or more of their service area. Priority Hire neighborhoods, by zip code, can be found here -

http://www.seattle.gov/Documents/Departments/FAS/PurchasingAndContracting/Labor/Zip_Codes.pdf.

Requirement O16: Permitted operators' fleets are limited to 500 bicycles during the first month of the pilot, 1,000 bicycles during the second month of the pilot, and 2,000 bicycles during the third month of the pilot. After the third month, permitted operators can expand beyond 2,000 assuming they fulfill the other requirements in the permit. The start date used to define the first, second, and third month will be the 7th of July, 2017.

Data Sharing

Requirement DS1: Permitted operators shall provide SDOT with real-time information on the entire Seattle fleet through a documented application program interface (API). The permitted operator is directly responsible for obtaining an API key from SDOT to which they will publish the data described

below. The data to be published to the SDOT API will include the following information in real time for every bicycle parked in the Seattle operational area:

1. Point location
2. Bicycle identification number
3. Type of bicycle
4. Fuel level (if electric)

Requirement DS2: The City of Seattle is permitted to display real-time data provided via the API described in DS1.

Requirement DS3: The City of Seattle is able to publish real-time bike availability data to the public.

Requirement DS4: All permitted operators shall provide the following anonymized data for each trip record to inform and support safe and effective management of the bicycle share system, and for transportation planning efforts. Data will be submitted to SDOT via an API to be distributed by SDOT.

Field name	Format	Description
Company Name	[company name]	n/a
Type of bicycle	“Standard” or “Electric”	n/a
Trip record number	xxx0001, xxx0002, xxx0003, ...	3-letter company acronym + consecutive trip #
Trip duration	MM:SS	n/a
Trip distance	Feet	n/a
Start date	MM, DD, YYYY	n/a
Start time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
End date	MM, DD, YYYY	n/a
End time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
Start location	Census block	n/a
End location	Census block	n/a
Bicycle ID number	xxxx1, xxxx2, ...	Unique identifier for every bicycle, determined by company

Requirement DS5: All permitted operators will provide the following bike availability data for oversight of parking compliance and bicycle distribution by minutes. Data will be submitted to the SDOT API.

Field name	Format	Description
GPS Coordinate	X,Y	n/a
Availability duration	Minutes	n/a
Availability start date	MM, DD, YYYY	n/a
Availability start time	HH:MM:SS (00:00:00 – 23:59:59)	n/a

Requirement DS6: If a permitted operator has a signed agreement with the [UW Transportation Data Collaborative](#) (TDC), they are exempt from requirements DS1, DS2, DS3, DS4, and DS5. Instead, the signed agreement must show that the company is inputting the data below into the UW TDC, via API keys obtained from the TDC to the participant. Records to be submitted are divided into three categories; rider profile, current bike location, and trip record.

1. Rider profile:
 - a. Gender
 - b. Age (bracket)
 - c. City resident / or not
2. For each trip taken:

Field name	Format	Description
Company Name	[company name]	n/a
Type of bicycle	"Standard" or "Electric"	n/a
Trip record number	xxx0001, xxx0002, xxx0003, ...	3-letter company acronym + consecutive trip #
Trip duration	MM:SS	n/a
Trip distance	Feet	n/a
Start date	MM, DD, YYYY	n/a
Start time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
End date	MM, DD, YYYY	n/a
End time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
Start location	X,Y	n/a
End location	X,Y	n/a
Bicycle ID number	xxxx1, xxxx2, ...	Unique identifier for every bicycle, determined by company

3. For bicycle availability:

Field name	Format	Description
GPS Coordinate	X,Y	n/a
Availability duration	Minutes	n/a
Availability start date	MM, DD, YYYY	n/a
Availability start time	HH:MM:SS (00:00:00 – 23:59:59)	n/a

Requirement DS7: All permitted operators shall distribute a customer survey, to be provided by SDOT, to all users prior to the end of the pilot program.

Requirement DS8: All permitted operators under this pilot permit program shall keep a record of maintenance activities, including but not limited to bicycle identification number and maintenance performed. These records shall be sent to SDOT weekly.

Requirement DS9: All permitted operators will keep a record of reported collisions. These records will be sent to SDOT weekly.

Requirement DS10: All permitted operators will allow SDOT to temporarily install 10 mounted GPS trackers on a random sample of bicycles for research and trip analysis purposes. Trip data will be anonymous.

Requirement DS11: All permitted operators shall report the aggregated breakdown of customers by gender and age monthly. Gender will be reported by male, female, and other. Age will be reported into these age groups: under 5, 5-17, 18-24, 25-34, 35-44, 45-54, 55-64, 56 and over.

Requirement DS12: All permitted operators agree to SDOT using a third-party researcher for evaluation of the pilot bike share program. Data will be shared with the third-party researcher only for the purposes of evaluation and/or enforcement of the requirements in this permit.

Note: if a public disclosure request is submitted that could result in SDOT sharing data required by this permit, SDOT will notify all vendors prior to sharing data.

Fees

Requirement F1: Applicants shall pay \$146 for an Annual Permit for the pilot bicycle share program. Note if any stations or other structures are proposed, each site shall require additional review deposits and permitting.

Requirement F2: Applicants shall pay SDOT's Street Use division \$209 for every hour of permit review and inspection needed. Estimated times for reviewing pilot bicycle share permits is eight hours; therefore, upon submitting an application, applicants shall pay \$1,672 to Street Use. Any time not used shall be reimbursed to the applicant and any additional time shall be billed, upon permit closure.

Requirement F3: Applicants shall pay a program administrative fee of \$15/bike to SDOT's Transit & Mobility Division for the administrative time during pilot permit program.

Requirement F4: Any fees arising from the need for City crews to relocate or remove bicycles from any location where a bicycle is prohibited under this permit (Requirement O12) shall equal the City crews' hourly rate plus fifteen percent.

Application

Any company interested in applying for a permit shall submit an application to SDOT. The application must include these items:

1. Table listing all the policies above and the applicant's response;
2. Completed [Annual Permit](#) – use "Other" for Permit Type;
3. Insurance documentation (Requirement S5);
4. Images and description of bicycle and mobile application;
5. Size of fleet at launch, including any planned fleet expansions during the pilot period;
6. Service area at launch, including any planned expansions during the pilot period;
7. Plan for educating users on proper bicycle parking;
8. Plan for encouraging compliance with [King County Helmet Law](#);
9. Plan for providing an equitable bicycle share service; and,
10. \$1,672 deposit to SDOT Street Use (Requirement F2).

If the application meets all the requirements, operators will need to submit the items below prior to issuance of the permit.

1. Bond (Requirement O4);
2. 5 account logins for City oversight;
3. \$146 permit fee, check made payable to City of Seattle;
4. Program administrative fee (Requirement F3) to SDOT Transit & Mobility.

Applications can be sent to:

SDOT

ATTN: Public Space Management

PO Box 34996

Seattle, WA 98124