Sign up to use a bike - in 2 easy steps!

- Fill out online form name, email, department
- Attend a training

Once you attend your training, you’ll receive an email with instructions on how to access the secure bike location.

**Reserving a Bike**

- Reservations are required to use an e-bike. A reservation must be made in bCal. There are 2 bikes in bCal listed within the “Room, etc.” portion of your event. Search for “2850” and they will appear (see below).
  - Making a reservation -
    1. Reserve the bike for the full time you need to use it.
    2. Enter your trip purpose in the “Description box” - Only need to say, “business” or “personal”. (Ex. If you take the bike to lunch, it’s “personal”. If you go to a meeting, it’s “business”.)
At end of your reservation, return the bike and plug the battery into an outlet.

**Policies**
- helmet use is required while riding an e-bike
- must reserve bikes in advance using bCal
- reservation times must be adhered to (please don’t be late!)
- Must bring the provided lock with you at all times when using an e-bike, make every effort to lock securely and in a safe location.
- As this is a pilot study, we will send you periodic surveys. They will be short and painless, please answer them.

**FAQ**
- What if I get a flat tire?
  Please return the bike to the bike room and report the flat to Lauren Bennett.
• **What if get injured while using a bike?**
  [awaiting response from workers compensation group; will update]

• **How do I report a mechanical issue with a bike?**
  All issues should be reported by email or phone to Lauren Bennett,
  lauren.bennett@berkeley.edu 510-664-7268

• **What if realize I am going to be late in returning the e-bike?**
  Please check bCal to see if the bike is reserved after your time. If not, please modify
  your reservation on bCal; if so, please immediately reach out to the person who has a
  reservation after you and let them know what time you will return.

• **What if the an e-bike is not available at the time of my reservation?**
  Check bCal for the reservation prior and email/call the person who has the bike to make
  arrangements. (If tardiness becomes a problem we can look to revoking access, but if
  we are all considerate of others and their time, we should be able to avoid that)

• **Can I leave a bike overnight on campus if no one else is scheduled to use it the rest of
  the day and I plan on returning it to 2850 the next morning?**
  No, please return the e-bikes to the bike room at 2850 Telegraph at the end of your
  reservation time and/or the end of the day.