

## Charles Sturt Bicycle Share Initiative

### Background

Charles Sturt University is committed to promoting a sustainability future. As part of this goal, Charles Sturt was recognised as Australia's first certified carbon neutral university.

To assist the University in lowering its carbon emissions as well working towards a culture of change, Sustainability at Charles Sturt maintains a small fleets of bicycles available for shared use.

### Benefits

The purpose of the bicycles is to enable member of the campus community to travel between their office and lecture theatres, their office and meetings, and other appointments throughout the day. Active transport (the use of physical effort to travel) is not only well known for increases in health and wellbeing, but promotes a wealth of social, urban planning and environmental benefits.

- Reduces greenhouse gas emissions from motor vehicles, lowers individual carbon footprints;
- Reduces air pollution;
- Reduces the reliance on fossil fuels, a non-renewable resource;
- Reduces the requirements for parking;
- Increase health and wellbeing through an active and social form of transport;
- Helps to promote environmental sustainability awareness among staff and students.

### Guidelines

Charles Sturt share bicycles can be requested through the Sustainability at Charles Sturt team. All that is required is a place to keep the bicycle indoors and a person to act as caretaker. This person will be the point of contact for the bicycle and be responsible for its care. While there are usually a few styles to choose from, most bicycles are unisex and incorporates a step-through frame.

#### **Each user of the bicycle should familiarise themselves with the following:**

- All Charles Sturt Staff Bicycles are purchased new and supplied with a tyre pump. While a quantity of helmets are available for loan, users are encouraged to consider purchasing their own, new helmet. Each bicycle has a basket installed for transporting bags/notepads etc as well as a safety flag.
- Where bike lights are fitted, it is the responsibility of the bicycle's caretaker to replace batteries when required.
- As part of the initiative, the bicycles will be serviced twice a year at no cost to the users. In order to facilitate these services, each bicycle requires returning to the Charles Sturt team upon request, and will be unavailable for a few days during the servicing period.
- The bicycles are primarily intended for on-campus travel / commuting within the safety of the campus road zones. Users who choose to ride bicycles off campus do so at their own risk and are highly encouraged to utilise the network of off-road cycle paths (where feasible).
- If circumstances change and the bicycle is no longer being utilised, Sustainability at Charles Sturt requests that it be returned for redeployment to another user group.

- Campus roads are public roads and cyclists must follow Australian road rules. The following website contains some useful information:

<https://roadsafety.transport.nsw.gov.au/stayingsafe/bicycle-riders/laws.html>

- If any damage occurs to the bicycle, please contact Sustainability at Charles Sturt on the details below immediately to arrange repairs.
- Please do not alter the bicycle in any way. Modifications will be removed during bicycle servicing.
- If damage has occurred due to misuse, continuing to use a bicycle that has a problem or modifications made, the user responsible for the damage will be asked to return the bicycle and it will be reallocated to another user group.

### Getting in Touch

For further information or to request a bicycle, please send an email to [sustainability@csu.edu.au](mailto:sustainability@csu.edu.au).

### User's acknowledgement

I acknowledge that I have read these guidelines and understand my responsibilities associated with the use of these bikes.

Signed:	
Name:	
Phone number:	
Email address:	
Agreed return date:	

### Next Steps: Form Submission and Bike Pick-Up Process

Please submit this completed form to [sustainability@csu.edu.au](mailto:sustainability@csu.edu.au) to confirm your interest and acknowledge the bike-use guidelines.

Bikes can be collected by contacting Onsite Security (Building 901, near main entrance) on 1800 931 633 or pick up a blue phone on campus to call. You will be required to present a copy of this form—either digitally or in print—to verify that it has been signed and to confirm your intended bike return date.

If you experience any issues emailing the form to Sustainability, a printed copy is also acceptable to be handed to security on campus.





**DO NOT** use this equipment unless you have been instructed in its safe use and operation and have been given permission

### PERSONAL PROTECTIVE EQUIPMENT



### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Locate and ensure you are familiar with all operations and controls, lights and bell are in working condition.
- ✓ Ensure tyres are in good condition, suitably aired, not deflated.
- ✓ Ensure the chain is not loose and is correctly tensioned, the chain guard is secure and brakes are functioning.
- ✓ Check for spiders, remove with brush.
- ✓ Ensure clothing if long or loose wont become entangled in the chain.
- ✓ Wear helmet and glasses to prevent head injury in a fall or impact with vehicle.
- ✓ Wear glasses to protect eyes from dust, insect or debris.
- ✓ Wear enclosed shoes to prevent foot injury.
- ✓ Use sunscreen if exposed to sun while riding.

### OPERATION

- ✓ Maintain a proper balance and secure footing at start and finish and while riding.
- ✓ Keep a firm grip on the handles with both hands.
- ✓ Keep to formed pathways and avoid riding on loose rocks, pebbles and where sand has spread across formed surfaces.
- ✓ Pay full attention to the operation and be alert for movement of vehicles and pedestrians. Comply with transport road rules.
- ✓ Be alert to situations that may cause loose of control such as hills, rocky surfaces, steep descent, get off and walk bike in high risk areas.
- ✓ Ensure no person or animal is endangered when operating pushbike, use bell to warn pedestrians of approach.
- ✓ Only operate the bike in low light conditions if lights are fitted / operable and high visibility clothing is worn

### POST OPERATION CLEANING UP

- ✓ Remove any foreign material from in and around wheels, pedals and chain.
- ✓ Store bike in appropriate rack, ensure it wont tip or fall, block a walkway, and it is in a safe, clean and tidy condition.

### POTENTIAL HAZARDS AND INJURIES

- ⓘ Loose riding surface hazards, risk of slip and fall.
- ⓘ Impact from vehicle
- ⓘ Slip and fall when parked, left unattended.
- ⓘ Flying debris.
- ⓘ Entanglement in rotating chain.
- ⓘ Hair/clothing getting caught in moving parts.
- ⓘ Trip hazard if stored laying down.

### DON'T

- ✗ Do not use faulty equipment. Report suspect equipment immediately. Arrange for repair before further use.
- ✗ Do not use in high wind, wet, or slippery conditions.
- ✗ Do not use if tyres are worn, deflated or damaged.
- ✗ Do not use an air-compressor for inflation of tyres

This SOP may not address all possible hazards associated with this equipment or task and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.