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## **Personal Transportation Devices 2021-2024**

(single person usage excluding those devices needing a license)

#### Policy Statement

It is the policy of the University of Chichester (“University”) to ensure, so far as is reasonably practicable, the health, safety and welfare of staff, students and visitors to the University who use or could be affected by the use of personal transportation devices on University premises or in connection with the work of the University whilst not on University premises. The policy will support people with recognised needs and ensure that the University complies with its obligations under relevant legislation, such as the need to make reasonable adjustments under the Equality Act 2010.

##### The purpose of this policy is:

###### to set out ensure that staff, students and visitors are aware of:

* the responsibilities of the University
* the duties and limits placed on those bringing personal transportation devices onto the University campus or using them in relation to the work of the University
* the standards of behaviour required of people using personal transportation devices.

###### to outline how personal transportation devices are expected to be managed whilst on University grounds. This policy does not include mopeds, motorbikes, cars, vans, mini-buses or any other transportation device for which a driving license is required for use on public highways in the UK, with the exception of ‘e -scooters’, please refer to the University Driving at Work Policy 2021 to 2024 for these classes of vehicle.

###### The University is a diverse community and is committed to providing a welcoming and safe environment for all. The University also takes its responsibilities for environmental protection and promoting the health and wellbeing of all staff, students and visitors seriously. Whilst personal transport has great potential to benefit the health of individuals and to reduce environmental impact of the University, risks associated with its use must be addressed. Such risks include:

* Their potential speed
* They are practically silent to pedestrians
* Lithium batteries have a potential to catch fire if incorrectly maintained.

The University therefore restricts the use of personal transportation devices by any person on its land and by any person involved in the business of the University in any location. These restrictions are laid out in the arrangements below.

#### Scope

This policy covers personal transportation devices that are generally intended to carry one person (bicycles and tricycles intended to carry more than one person are also in scope). The policy **excludes** mopeds, motorbikes, cars, vans, mini-buses and any other transportation device for which a driving license is required for use on public highways in the UK. For such vehicles, UK road traffic legislation will apply to use both on and off campus. Under the scope all ‘e-scooters’ will be included within the policy regardless as to whether a valid driving licence is required.

#### Mobility Impaired Persons

Any personal transportation device required for the legitimate use of a disabled person is allowed on University land and within University buildings by the disabled person for whom that device is intended. Such devices must be used appropriately and with consideration for other people. They must not be left in locations where they constitute a hazard (e.g. blocking fire escapes). For people who are regular users of particular buildings and who need to use personal transportation devices in relation to a disability, reasonable adjustments must be made, such as for safe storage of the device when not in use.

Electric wheelchairs may be charged in a student’s own Halls of Residence so long as the charging socket and the attached charging unit of the wheelchair does not impede the fire escape route.

#### Personal Transportation Devices for able bodied persons

The following types of personal transportation are banned from being ridden on pedestrian routes owned by the University and banned from being taken inside buildings owned by the University. They can only be ridden on University roadways only, subject to wearing a helmet and being compliant with the highway code. Such devices include:

* Two, three or four wheeled scooters equipped with any form of mechanical/electrical propulsion mechanism
* Skate boards and roller skates/blades equipped with any form of mechanical propulsion mechanism
* “Hover boards”
* Any other personal transportation device equipped with a form of mechanical or electrical propulsion system except electric bicycles/tricycles.

##### Transportation devices that require a means of charging a lithium battery must not be charged through the University’s internal electrical circuitry, other than those used by wheelchair users.

##### Transportation devices, other than those required for disabled persons, must be stored in the University bike sheds and not in any University building or Halls of Residence.

##### Transportation devices must be maintained in good working order to ensure any braking or steering systems remains on the device remain robust. Devices that are faulty must not be ridden.

#### Bicycles

##### Bicycles and tricycles (including “electric bicycles”, but excluding cycles powered by any other means) may be ridden on land owned by the University, providing that:

* Any local restrictions / prohibitions are adhered to
* The rider obeys the [Highway Code](https://www.gov.uk/guidance/the-highway-code/rules-for-cyclists-59-to-82) at all times
* The rider does not ride on pavements (unless designated as a cycle path)
* The rider shows consideration for others at all times

**Please note:** In areas that are congested due to the number of pedestrians present, the rider is expected to dismount and walk with the cycle.

##### Electric bicycles that require a means of charging from a lithium battery must not be charged through the University’s internal electrical supply.

##### Where an external electrical outlet source has been provided, such devices may be charged.

#### Bringing Personal Transportation Devices into University Buildings

The following personal transportation devices may be brought into University buildings, subject to the approval of local management and providing the device does not represent a hazard to other building occupants or an obstruction of an occupier’s ability to escape:

* Folding bicycles that can be collapsed into a form that can be easily carried by the user and can be stored in a location under the control of that person. It must be collapsed outside the building and carried into the building.
* Any walking aids that are necessary as part of an individual’s medical condition.

#### Storage and Use of Bicycle sheds

The University has a range of secured communal and individual bicycle storage facilities distributed throughout their campuses. The facilities are available to both staff and students to use for the storage of bicycles/tricycles.

To obtain access to the facilities, please contact [Estates and Facilities](https://www.dundee.ac.uk/estates/) Management. Users must agree to abide by standard terms and conditions of use and are reminded that their cycle is stored within the facility at their own risk. The University accepts no liability for theft or damage of cycles left in storage facilities.

Cycles should not be secured to railings, lamp posts, trees or other fixtures on campus. Cycles that have been left in unsafe locations (e.g. they block a fire escape route or represent a hazard to other road or pavement users) will be removed.