

The University of Macau

Rules of Bicycle Riding and Parking

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Remarks: *Minor revision after approval: The prefix of the document codes have been updated due to the revision of the Regulations of the Organizational Structure of the University of Macau approved by UC on 14 December 2016 (UC resolution no. UC/2016/02/5.7), effective 1 January 2017.*

1 INTRODUCTION

- 1.1 The Rules of Bicycle Riding and Parking is established for regulating bicycle use on campus, protecting the security of bicycle and keeping our campus orderly;
- 1.2 The definitions of the terms which are used in the Rules of Bicycle Riding and Parking are:
 - 1.2.1 Campus: All assets and areas managed by and used by the University;
 - 1.2.2 Motorized Bicycle: Electric motor-powered bicycle;
 - 1.2.3 UM Campus Bicycle: Bicycle loaned to students and the ownership of the bicycle is the University;
 - 1.2.4 Bicycle Parking Station: An area, equipped with bicycle parking slots, strategically located throughout the campus where students and staff can park the registered bicycles;
 - 1.2.5 Bicycle Lane: Lane designed specially for cyclists only, marked on an existing portion of a road;
 - 1.2.6 Bicycle Permit: The identity (in the form aluminum plate or sticker) the University gives to the registered bicycles. All bicycles have to be registered from Security and Transport Section (STS);
 - 1.2.7 Self-Brought Bicycle: Bicycles other than UM Campus Bicycle and UM Bicycle;
 - 1.2.8 Outsourced Service Provider: UM outsourced contractor with more than one year service contract period.
- 1.3 Five types of bicycle permits are used for identifying the identity of bicycle owners, they are UM Bicycle Staff Permit, UM Bicycle Permit, UM Campus Bicycle Permit, UM Bicycle Student and Contractor Permit. The definitions of the types of bicycle permits are as per below table:

Permits	Types
UM Bicycle Staff	Bicycles owned by staff members
UM Bicycle	Bicycles that are purchased by units using UM budget
UM Campus Bicycle	University bicycles that loaned to students
UM Bicycle Student/Contractor	Bicycles owned by students; Bicycles owned by outsourced service providers.

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2 GENERAL RULES

2.1 Rules of Bicycle Riding

- 2.1.1 All rules and procedures herein are applicable to UM Campus Bicycles, UM Bicycles and Self-Brought Bicycles;
- 2.1.2 In all circumstances, pedestrians have privilege. Cyclists must take safety of pedestrians at highest priority and should never create threats to pedestrians. When pedestrians and cyclists are sharing the use of roads, cyclists should slow down and even stop in order not to produce any threats to the safety of pedestrians;
- 2.1.3 Riding motorized bicycles on campus are prohibited;
- 2.1.4 Riding bicycles on pedestrian lanes are prohibited;
- 2.1.5 Cyclists should ride the bicycles on the appropriate lanes and park the bicycles at proper locations;
- 2.1.6 Cyclists should ride bicycles with both hands on the handlebars. Books or other objects should be placed in the basket;
- 2.1.7 Cyclists should not carry goods which will cause hazard to the public;
- 2.1.8 Under no circumstances should a cyclist carry another passenger;
- 2.1.9 Cyclists should obey all traffic rules, signs and signals, when riding on road;
- 2.1.10 Riding bicycles inside any indoor areas is prohibited;
- 2.1.11 Cyclists are strongly recommended to wear helmet when riding bicycles;
- 2.1.12 Bicycles when in use at nighttime shall be equipped with a lamp on the front and with a red reflector on the rear;
- 2.1.13 Cyclists must always be vigilant to vehicles and pedestrians around. Cyclists should ride the bicycles in courteous manner, travel at safe speed, and have the bicycles under control at all times;
- 2.1.14 All Self-Brought Bicycles parked on campus should carry the bicycle permits from STS;
- 2.1.15 UM Bicycles and UM Campus Bicycles are UM assets, thus the loss of these bicycles will be regulated according to the “Guidelines for Handling Loss of UM Assets”.

2.2 Method for Registration of UM Bicycles and Self-Brought Bicycles

- 2.2.1 Each Self-Brought Bicycle and UM Bicycle should be registered before parking on campus;
- 2.2.2 Issuance of Permits:
 - a. STS is the sole authorized unit to issue the bicycle permits;
 - b. The application of the bicycle permit is free of charge;
 - c. The applicants should submit the completed registration forms to STS. The permits will be issued upon approval by Head of STS or the delegate;

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- d. Units have to register their bicycles under the name of a full-time staff member and his/ her affiliated unit;
 - e. A temporary permit will be issued when the application is received by STS. The applicant has to return the temporary permit upon receipt of the official permit;
 - f. The validity of the temporary permit is 5 days;
 - g. When the registration is approved, the applicant will be informed by phone or email;
 - h. The permit should be collected from STS within 7 working days after the applicant is informed;
 - i. The permit will be cancelled and has to be applied again if applicants do not collect the permit within 7 working days after the applicant is informed;
 - j. The permit will be in the form of aluminum plate or sticker and should be attached to a reasonably visible place of the bicycle.

2.3 Method for Permit Renewal of Self-Brought Bicycles

- 2.3.1 Students and outsourced service providers are required to renew bicycle permits annually;
- 2.3.2 Students and outsourced service providers should renew their bicycle permit within the first month of every academic year. The renewed stickers have to be attached to the bicycles within 7 days upon application;
- 2.3.3 Renewal of bicycle permit is free of charge;
- 2.3.4 Staff will not need to renew their permit but only need to return the permit upon leaving the University;
- 2.3.5 Unit has to register their UM Bicycles from STS but do not need to renew the permit annually;
- 2.3.6 Bicycles with outdated permits are subject to impoundment. STS will not hold any responsibility for any damages of impounded bicycles;
- 2.3.7 Confiscated bicycles not claimed within 60 days will be at UM's discretion.

2.4 Bicycle Parking

- 2.4.1 Bicycle parking stations are located throughout the campus. Other than the bicycle parking stations, bicycles with the permits can be parked at the designated locations on campus;
- 2.4.2 Bicycles should not be parked or stored:
 - a. in any University buildings such as offices, classrooms, and dining and retail outlets;
 - b. against or locked to any trees;
 - c. against any water, steam or gas pipes, electrical fixtures, sign posts, or emergency safety devices;
 - d. at any entrances and exits to the buildings.

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- 2.4.3 Parking a bicycle in any manner which creates a hazard or impedes access will be subject to immediate impoundment;
 - 2.4.4 UM members living in the Staff Quarters are allowed to secure their Self-Brought Bicycles in their flats. However, bicycle parking in the corridor and common areas is prohibited;
 - 2.4.5 Bicycles improperly parked may be impounded by cutting and removing locking devices, if necessary;
 - 2.4.6 The impounded bicycles will be kept in Security Centre for 30 days for the first offense and 60 days from the second offense onwards. Impounded bicycles can be collected during 09:00 – 17:45 Monday to Sunday;
 - 2.4.7 Bicycles are considered to be abandoned if not moved for 30 consecutive days and will be removed by cutting the locking devices, if necessary, and impounded;
 - 2.4.8 Confiscated bicycles not claimed within 60 days will be at UM’s discretion.
- 2.5 UM Campus Bicycle
- 2.5.1 All UM students are eligible for renting the UM Campus Bicycle one at a time. Students should present their student card for rent/return the bicycle;
 - 2.5.2 General guidelines for UM Campus Bicycle:
 - a. All rental, penalty and repair charge shall be settled at Security Counter;
 - b. The rental of UM Campus Bicycle will be carried out in the following mechanism:
 - by random draw at the beginning of the semester:
 - ✓ Students need to register the rental application online;
 - ✓ A random draw will be carried by STS;
 - ✓ STS will notify the students of the result in due course.
 - On first-come-first-served basis throughout the rest academic year.
 - c. The rented bicycle must be returned to Security Counter on or before due date. Otherwise, penalty for late return will be charged;
 - d. Under no circumstances should a student retain the UM Campus Bicycle as personal property;
 - e. No refund for early return;
 - f. The bicycle should be returned in good condition and student is responsible for any damage/lost bicycle;
 - g. Email notification will be sent automatically 3 days before the due date;
 - h. Email notification will be sent automatically in case of overdue for 1 day, 10 days, 20 days and 30 days;
 - i. Any student who commits serious offenses, such as stealing parts, accessories or intentionally damaging the bicycle, may be permanently excluded from using bicycle rental service and will be required to pay for the cost of any damage or loss resulting from the offense(s). The offense(s) may also be reported to the University authorities for further disciplinary action.

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2.5.3 The rental packages are as per below table:

Types	Rental (MOP)
Weekly Package	20
Monthly Package	80
*Semester Package	200

*Semester Package means the UM Campus Bicycle has to be returned to STS before the 1st day of summer recess or winter recess respectively.

2.5.4 Maintenance and Repair:

- a. Repairs and maintenance service is not inclusive in bicycle rental charge;
- b. Self-service tyre pumping equipment will be provided at the security counters;
- c. UM will be providing bicycle repair services regularly on cost basis. No urgent maintenance service will be provided;
- d. Students are required to settle the repairs charges (if any) according to the parts price list upon returning the bicycle.

2.5.5 Penalty:

2.5.5.1 Email notification will be sent to the rentees before and after the due date. Penalty will be applied to overdue cases and lost cases.

Reminder/ Notice	Penalty (MOP)
Pre-overdue Alert (3 days prior to the due date)	None
1 st Notice (bicycle is overdue for 1 day to 9 days inclusive)	100
2 nd Notice (bicycle is overdue for 10 days to 19 days inclusive)	200
3 rd Notice (bicycle is overdue for 20 days to 29 days inclusive)	300
Final Notice (bicycle is overdue for 30 days)	500

- a. In the case of overdue for 60 days, it will be considered as lost bicycle;
- b. The penalty for any lost bicycle is equivalent to the purchase cost of the bicycle, which is MOP 800.

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2.6 Liability

- 2.6.1 UM assumes no responsibility for the care and protection of any bicycle, the attached accessories, or contents at any time, nor shall UM be held liable for damages for any impounded bicycles;
- 2.6.2 Any bicycle accidents, injuries or emergency cases occurring within the campus must be reported immediately to the Security Centre (Tel: 8822 4126).