**CKPC Bicycle Management SOP**

2018-06-11

|  |  |  |
| --- | --- | --- |
| **Mission** |  **Item** | **Person in charge**  |
| Preparation | * Review and repair existing unclaimed bikes
* Acquire air pump and locks
* Notify students to claim back their bikes or donate unwanted bikes to the Bike Sharing Program (June – August 2018)
* Post signs in parking area and ground floor
* Set up rules
* Place college tags on all shared bikes
* Bike sharing will start in AY2018/19 (August 2018)
 | College Office and Security Guard (Ryan) |
| Registration | * Only CKPC residents can register
* Rental fee is MOP200 (include deposit MOP100)
* Rental period is one semester (renewable)
* Register with college office
 | College Office |
| UsageProcedures | * Fill in application form
* Pay rental fee
* Get a bike with a lock
* Return the bike after one semester
* Get back the deposit (MOP 100)
 | College Office |
| Bike Sharing Account Management | * Maintain dedicated income/expense records for the Bike Sharing Program
* Funds are used to buy repair parts, air pump and locks
 | College Office |
| Compensation | * In case of any damage to the bike, College Office will make decision according to actual situation
 | College Office |