**CKPC Bicycle Management SOP**

2018-06-11

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| **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 |
| Usage  Procedures | * 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 |