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## **1. INTRODUCTION**

Through “Protección Ambiental (SEPA)”, the University of Córdoba begins “A la UCO en BiCI” initiative. It is a system by which 100 bicycles will be offered in a constant/continuous loan which can be used for journeys to study or work center. This loan will be free and, will be effective after giving 100€ as/under deposit and accept terms condition.

Riding a bike is one of the healthiest and sustainable transports which actually exist. For this reason, this loan system contributes with the UCO's pledge by its Environmental Policy which said “Develop energy, water and raw materials economy, as well as, sustainable transport in their facilities.

The "A UCO in BICI" system is one of the steps to follow to achieve a more sustainable UCO.

## **2. WORKING OF LOAN'S SYSTEM**

### **2.1. THE BICYCLES**

For the UCO Bicycle Loan System, mountain bikes have been purchased with 21-speed switching gears. They have aluminum frame, front fork with suspension, change and derailleur and aluminum v-brake brakes.

They will be available in two different sizes, 17 and 19 inches. All of them present a UCO badge and an identification number.

The UCO loan bikes are delivered with an accessory kit, which includes front and rear lights, a padlock of 1.80 meters in length and a padlock in U.

Likewise, basic information necessary for the safe use and circulation of the bicycle will be found in web [www.uco.es/alaucoenbici](http://www.uco.es/alaucoenbici). The user agrees to participate in the

training and information activities that may take place around the "To the UCO in BICI" system.



Image 1. One of the bikes.

## 2.2. THE LOAN SYSTEM

The headquarters of the system "A la UCO en BICI" is located in the offices of SEPA, in house number 4 of the Colonia de San José of the Rabanales Campus. Staffs of the SEPA monitor all the procedures necessary to obtain a bicycle under a loan during the academic year. The SEPA reserves the right to modify these conditions of use.

### 2.2.1. Application scope of the loan system

The UCO's bicycle loan system will be available to all college students and staff from all public centers belonging of the University of Córdoba, and accreditation of this condition is mandatory to participate.

### 2.2.2. Request form

To apply for the service "To the UCO in BICI", people who are interested must complete the corresponding on-line application, which can be found on the website of this service ([www.uco.es/alaucoenbici](http://www.uco.es/alaucoenbici)) during the term of receipt of applications.

### 2.2.3. Bicycles allocation

The number of loan bicycles is limited, so requests will be answered in strict order of reception. Sending a bicycle loan application does not, therefore, ensure the assignment of the same.

The size of the assigned bike will be adapted, as far as possible, to the height of the user.

Bicycles may be assigned to the same user a limited number of 4 consecutive editions.

### 2.2.4. Bicycles delivery

To formalize the loan of a bicycle, the SEPA will get in contact with the applicant to communicate the acceptance of their request and the date and place of delivery.

Before delivery of the bike, the applicant must provide a photocopy of the DNI, a photocopy of a document proving your relationship with the UCO (current university card, or in absence of it, proof of payment of tuition fees for the current year, payroll from the previous month or credential of current intern holder) and a proof of payment by bank transfer of the deposit (100€)

At the moment of delivery of the bicycle, the acceptance of the conditions of use will be signed and written as personal data will be necessary to carry out the return of the deposit, if applicable.

#### 2.2.5. Ways of communication with the user

Email is the main means of communication between SEPA and the user. For this reason, it is necessary for the user to provide, through the application form, an email address that he/she usually consults. Through e-mail, the SEPA will communicate any relevant information about this loan service and the activities developed by the UCO relative to promoting the use of bicycles.

The user can modify their data by writing an email to [sepa@uco.es](mailto:sepa@uco.es) indicating the nature of the change and the new data that will be used during the loan process of the bicycle and the return of the deposit, if applicable. For modification of the bank details, it will be necessary to fill in and sign the corresponding form that will be provided by the SEPA if necessary.

Once the loan period has ended, the user can make use of his right to cancel his data. For that purpose, he/she must contact the SEPA through your email indicating "Leave the UCO by bike" in the subject.

It is necessary that the user add [sepa@uco.es](mailto:sepa@uco.es) to the list of addresses to make sure that the user receives our e-mails in his mailbox (and not in the spam folder or any other).

#### 2.2.6. Obligations of the user

At the moment of delivery of the bicycle, the user will sign a letter of adherence to this loan service through which he will commit to:

- Accept and comply with these conditions of use.
- Make use of the bicycle in a personal and non-transferable way, not being able to transfer the same to another different user.
- Use this service with the highest responsibility required and in any case according to the rules of use provided in this document.
- Use the bicycle at least to travel to your study or work center (although you can also use it for your particular trips). The SEPA may carry out measures to control the proper use of the bicycle.
- Use it safely following the basic instructions of circulation and using the security elements supplied.

- Assume the custody of the bicycle that is delivered to you. Equally, it is obliged at all times to act diligently and prevent the theft or robbery of the same, fulfilling the obligation to ensure the correct closing of anti-theft systems.
- Ensure the integrity and care of the bicycle.
- Return the bicycle within the communicated period, accepting the corresponding penalty in the bond that is applicable in case of unjustified delay.
- Communicate to SEPA any incident that occurred during the period of loan of the bicycle, which will be under their responsibility as provided in section 2.2.5 of this document.
- File a report in the police offices and copy it in the SEPA in case of loss, theft or theft of the bicycle.

### 2.2.7. Responsibility and declaration of the user

The user is the unique and entirely responsible for the damages caused to himself or to third parties or any property, movable or immovable, for the correct or misuses the bicycle.

The UCO does not participate in the own development of the activity of displacement of the users in bicycle, for this reason, UCO is not responsible for the consequences that of the same derive.

The bicycle will be under responsibility of the user during the period of time between the delivery of the same and its return to the SEPA.

The user declares to have the psychic and physical capacity to use a bicycle in accordance with the applicable regulations.

The UCO reserves the right to suspend the service to those who, seriously or repeatedly, fail to comply with the conditions of this document.

Users will be able to study the possibility of subscribing for an assistance and civil liability insurance that could be attributed to the user during the use of the bicycle.

### 2.2.8. Security and sanctioning power

The deposit (€ 100) must be paid by bank transfer to the account SEPA will inform by e-mail before the delivery of the bike. In the transfer concept you must indicate clearly "A la UCO en bici + Name and surname/s"

The deposit will be returned by bank transfer by UCO. If user has a foreign bank account, he/she will pay commission that banks may charge.

The deposit will be returned at the end of the loan period as long as the following conditions are met:

1. The bicycle is returned on the date established by the SEPA. In case of unjustified delay in the return, the SEPA will deduct the amount of 2 € from the total of the amount deposited by the user for each day of delay. If the user wishes to return the bicycle before said date, he/she should first contact the SEPA by email or telephone.

2. The bicycle must be returned in acceptable conditions, admitting wear typical of the use of certain elements (wheel covers, brake pad, etc.). The amount of any element that is clearly damaged, broken or absent at the time of the return and that it is necessary to replace or repair for subsequent loans, will be deducted from the amount deposited by the user.

3. If the user has added or removed any item to the bicycle (basket or rack, fenders ...), you must remove it or put it (as the case may be) in order to return the bike with the same elements as the one with which it was received. .

Other conditions to consider:

In cases of theft, breach of obligation to return according to point 1 above or improper use by the user or third parties that causes a deterioration of the bicycle that makes repair impossible, the SEPA reserves the right to initiate a sanction procedure to proceed to the collection of the amounts necessary to replace the bicycle.

As an indication, the value of the bicycle at the time of signing this document is € 200.

#### 2.2.9. Maintenance

In order to ensure the return of the deposit, it is recommended to carry out a maintenance check prior to returning the bicycle. The SEPA will inform about possible discounts agreed with certain establishments.

#### 2.2.10. Return

The loan term will be for academic course period. The SEPA will notify the specific dates and times in which the return should be made sufficiently in advance. In any case, the bicycle will be returned immediately if the user stops being a member of the university community before the month of July.

In case the user wishes to return the bicycle before the indicated deadlines, he must inform the SEPA, in order to enable the loan of the bicycle to new users. In this case, the same conditions described in section 2.2.6 will be taken into account.

### 2.3. SECURITY MEASURES

The user is responsible for ensuring the safety and integrity of your bicycle, so you should avoid leaving it unattended in places with little traffic or dark and without padlock, where it may be susceptible to theft. In case this occurs, you must file a complaint and present a copy of it in the SEPA, not having the right to the refund of the amount of the deposit. If the stolen bicycle can be recovered, the identification number and the user to whom it was assigned will be checked and the deposit will be refunded, once the user's possible responsibilities have been refined.

### 3. SECURITY IN THE CIRCULATION BY THE CITY

Below are the following tips to travel safely through the city.

<https://conbici.org/moverse-en-bici/recomendaciones>

#### 4. DATA PROTECTION

The collection of personal data included in the register of users of the bicycle loan service is subject to the regulation contained in Organic Law 15/1999, of October 13, Protection of Personal Data (LOPD) and in its Regulation of development approved by Royal Decree 1720/2007, of December 21.

#### 5. GENDER NEUTRAL LANGUAGE

Any reference contained in these conditions of use to persons of masculine sex will be understood made equally to people of feminine sex, and conversely, unless the context indicates clearly the opposite.