

Electric Bike Usage Policy

Purpose

This policy establishes guidelines for the use of the NHP electric bike (eBike) by employees for work-related and recreational activities, ensuring safety, compliance, and responsible usage.

Scope

This policy applies to all NHP employees who use the company-provided electric bike for work-related purposes, including commuting, deliveries, or travel between job sites.

Policy Guidelines

1. Eligibility

- Only employees aged 18 or older are permitted to operate the e-bike.
- Permission must be agreed by the employee's manager before using the e-bike.
- Employees must complete company-approved e-bike induction and safety training before usage.
- Health clearance may be required for employees with medical conditions that may impair their ability to ride.

2. E-Bike Use

- Work-Related Activities Only: E-bikes must only be used for authorised work-related activities unless personal use is explicitly permitted.
- Permitted Areas: E-bikes should only be used on designated bike paths, roadways, or other authorised areas. Off-road use is prohibited unless specified in job duties.
- Compliance with Local Laws: Riders must adhere to all traffic regulations and e-bike-specific laws, including speed limits, helmet requirements, and lighting rules.

3. Safety Requirements

- Helmets must be worn at all times while operating the e-bike. These are provided or the employee can choose to use their own helmet.
- Reflective clothing or vests is advisable during low-light conditions or at night.

- Riders must perform a pre-ride inspection, including brakes, tires, and battery level.
- Riders must not use mobile phones or other distractions while riding.

4. Maintenance and Storage

- Employees are responsible for reporting any mechanical issues to the company immediately.
- E-bikes must be stored securely when not in use to prevent theft or damage, a bike lock has been provided for this purpose.
- Routine maintenance checks will be performed by the company or as per the manufacturer's recommendations.

5. Liability and Insurance

- The company will provide insurance coverage for company-owned e-bikes.
- Employees using personal e-bikes for work must provide proof of insurance and ensure their bike meets safety standards.
- Any damages caused due to negligence may result in financial responsibility for the employee.

6. Prohibited Activities

- Operating an e-bike under the influence of alcohol or drugs.
- Carrying passengers, unless the e-bike is designed for that purpose.
- Overloading the bike beyond the recommended weight capacity.

7. Incident Reporting

- Any accidents, injuries, or damage to property while using an e-bike must be reported immediately to your line manager.
- A formal incident report must be filed within 24 hours.

8. Disciplinary Actions

Failure to comply with this policy may result in disciplinary actions, including suspension of e-bike usage privileges or other measures as per company regulations.

E-Bike Agreement Form

All employees must sign the acknowledgment form, confirming they have read, understood, and agree to comply with this policy.

Employee Information

Name: _____

Job Role: _____

Work Address: _____

Terms and Conditions

1. **Responsibility for Damage and Theft:** "I understand that I am responsible for any damage, loss, or theft of the eBike or its accessories during the loan period and will cover the cost of repairs or replacement as necessary."
2. **Proper Storage:** "I will ensure the eBike is securely locked and stored in a safe location when not in use."
3. **Battery Care:** "I will follow proper charging guidelines to avoid damage to the battery and will return the eBike with a sufficiently charged battery, as agreed."
4. **Helmet Use and Safety Gear:** "I agree to wear a helmet and any other required safety gear while operating the eBike, as per safety recommendations."
5. **Restricted Use:** "I will not use the eBike for racing, stunts, or carrying excessive loads, and I will not allow anyone else to use the eBike without prior permission."
6. **Inspection Before and After Use:** "I will inspect the eBike for any issues before use and report any damage or defects immediately."
7. **Return Conditions:** "I will return the eBike in the same condition as received, including cleanliness and fully functional accessories."
8. **Emergency Situations:** "In case of an accident or breakdown, I will promptly inform my manager and cooperate as needed."

Acknowledgment

I, _____ (Employee Name), confirm that I have read, understood, and agree to abide by the terms and conditions outlined in this e-Bike Agreement Form.

Signature: _____

Date: _____