



CITY OF DURHAM
101 CITY HALL PLAZA | DURHAM, NC 27701
919.560.4366 | 919.560.4561

SHARED ACTIVE TRANSPORTATION PERMIT APPLICATION
For Operating Shared Active Transportation Systems in the Public Way

I. INTRODUCTION

The City of Durham passed an ordinance on October 15, 2018 establishing a permit process for shared active transportation systems (SATS). Any applicant should review this ordinance prior to applying for a permit (see Appendix A).

The City will be accepting permits between the period of November 28, 2018 and December 20, 2018. The City may issue multiple, independent permits but will not exceed a maximum initial total of **600 motorized scooters and 1,200 bicycles/electric bicycles** (individually, scooters/bicycles/electric bicycles are referred to as “device”). The Director will determine the number of permitted devices per Permittee. The total number of devices may increase based on utilization of the devices and evidenced permit compliance by Permittees.

After applications are received, the City may contact applicants requesting clarification or more information. The City reserves the right to deny any permit(s) based on insufficient information, unsatisfactory answers to application questions, lack of compliance with the ordinance, and to ensure the integrity of the city’s transportation system and protect the health, safety, and welfare of Durham residents. Permits will be for one-year, and are expected to be issued in early 2019.

II. PERMIT APPLICATION INSTRUCTIONS

A. Application Submission and Deadline

Applications must either be emailed to movesafedurham@durhamnc.gov or mailed to:

City of Durham
 Transportation Department, 4th Floor
 Attn: Bryan Poole
 101 City Hall Plaza
 Durham NC, 27701

Permit Applications must be received by 5:00pm December 20, 2018. Email submissions must be a single PDF.

B. Fee Schedule

Permit Application Fee	\$1,000.00	(non-refundable)
Permit Issuance Fee (Per Device Deployed):		
Scooter	\$100.00	
Electric Assisted Bicycle	\$50.00	
Bicycle	\$25.00	

C. Fee Payment

The Permit Application Fee is due at the time of the application submission and is non-refundable. If granted a permit, the Applicant will be required to pay the Permit Issuance Fee prior to deployment of devices. Applicants will also be required to either provide the City with a performance bond or cashier's check in the amount of \$10,000.00.

D. Questions

Questions can be directed to movesafedurham@durhamnc.gov or 919-560-4366, x.36423.

III. PERMIT APPLICATION

Operator Information	
NAME OF APPLICANT	
CONTACT NAME	
BUSINESS ADDRESS	
MAILING ADDRESS (IF DIFFERENT THAN BUSINESS ADDRESS)	
PRIMARY CONTACT NAME AND TITLE	
PRIMARY CONTACT PHONE NUMBER	
PRIMARY CONTACT EMAIL ADDRESS	
GENERAL CONTACT PHONE NUMBER	
GENERAL CONTACT EMAIL ADDRESS	
WEBSITE	

Certification: I (We), the undersigned, do hereby make an application for a Shared Active Transportation Permit, and understand that all the required information must be supplied for this application to be considered complete and valid. Additionally, the Shared Active Transportation System and all devices will operate under the requirements described in Chapter 50 of the City Code, in addition and/or notwithstanding the requirements outlined elsewhere in this permit application or City Code.

Authorized Signature and Title

Date

Tracking Information (CITY USE)	
Date Received:	Received By:

III. PERMIT REQUIREMENTS

Applicant certifies that all devices used in the proposed shared active transportation system meet the following criteria (initial, if not applicable write N/A):

_____ All bicycles meet the standards outlined in the Code of Federal Regulations (CFR) under Title 16, Chapter II, Subchapter C, Part 1512 – Requirements for Bicycles, as amended.

_____ All bicycles meet the safety standards outlined in ISO 43.150 – Cycles, subsection 4210, as amended.

_____ All shared devices comply with the applicable equipment and vehicle registration requirements of Chapter 20 of the General Statutes.

_____ All shared devices have contact information including the website and phone number on every device.

_____ All shared devices prominently display a unique and easily readable serial number or other identifier.

_____ All shared devices are with technology, such as GPS, that allows the shared device to be located and tracked by the permittee at all times.

IV. SUPPLEMENT APPLICATION QUESTIONS

A. Number of Shared Active Transportation Devices*:

- a. List how many of each shared active transportation device you are proposing to have available for public use within 28 days of permit issuance. Provide justification about why you believe this is the right amount of devices for your company and the City of Durham.

*Note: The total fleet size and makeup allowed under the permit will be determined based upon total number of permit applications, proposed fleet requests, ideal maximum citywide SATS fleet, permit compliance and other factors affecting public health, safety, and welfare.

B. Operations – Describe:

- a. Hours of operation
- b. Pricing plan
- c. Storage of devices during non-operational hours
- d. If devices are removed nightly, and if so, when they are picked up and returned to the street.
- e. Proposed service area
- f. Methods and frequency of deploying, redistributing, and (if applicable) charging shared active transportation devices.

C. Equal Access – Describe:

- a. How you intend to reduce barriers to low-income persons to rent shared devices.
- b. Available payment options, including options for persons with neither a smart phone nor a credit card
- c. How you will maintain a sufficient number of shared devices in low and moderate income areas, including at least 20% of devices within census tracts 9, 10.01, 10.02, 11, 13.01, 13.03 and 14.

D. Communications – Describe/illustrate:

- a. How persons operating the devices will be notified on the company website, mobile app, and on the device that:
 - i. Persons operating bicycles and electric assisted bicycles are encouraged to wear helmets.
 - ii. Persons operating motorized scooters must be at least 16 years old and wear a helmet.
 - iii. NC law requires persons operating the device to follow applicable traffic laws.
 - iv. City ordinance prohibits operating the device on sidewalks.
 - v. Operating electric assisted bicycles and motorized scooters is prohibited on greenway trails.
- b. Proposed programs to educate customers on how to safely operate shared devices, including knowledge of laws applicable to operation of a shared device.

- c. How charges will be communicated to prospective customers, including the rates and dollar amounts of fees, rental charges, minimum charges, maximum charges, charges for additional time, and charges for overage periods. Additionally, how information on the rate per minute, hour, mile or other applicable time period or distance will be communicated.
- d. Your 24-hour customer service phone number and whether the number provides the ability for translation services.

E. Parking/Rebalancing – Describe/illustrate how:

- a. Plans to ensure devices are not parked in a way to impede the regular flow of vehicular and pedestrian travel.
- b. Ways customers will be informed of where to park the devices.
- c. You will know whether devices are upright.
- d. Plans to remove or re-park devices parked in violation of the City Code within 2 hours of notification from any person on weekdays from 6:00am to 6:00pm, and within 12 hours at all other times.
- e. The way customers will be notified and/or the devices will be disabled when they are parked or operated in non-allowed locations.
- f. How devices will be removed in the event of high winds or other hazardous weather events.

F. Additional Information

- a. Describe your helmet distribution strategy, if applicable.
- b. Identify current or planned partnerships with Durham companies, non-profits, universities or other entities. Describe this relationship and how it relates to improved shared active transportation operations.

V. DATA SHARING AGREEMENT

The City of Durham will use a third party provider to process parking, availability and trip data in a format that allows for safe, equitable and effective management of the shared active transportation system throughout the city.

- A. At time of application, applicants must agree to provide a City-approved third-party provider, access to:
 - a. Real-time availability data for their entire Durham fleet
 - b. Archival Trip data for their entire Durham fleet
 - c. Records of collision or accidents reported to permittee
 - d. Records of complaints reported to permittee
- B. APIs should be RESTful, accessed via JSON Web Tokens (JWT), and return data in JSON format.
- C. APIs should provide only HTTPS endpoints.
- D. APIs must be provided prior to permit issuance.
- E. APIs must be provided according to the data specifications defined by the third-party operator.

Do you agree to provide the above mentioned data to a third-party operator prior to permit issuance, and provide APIs according to the specifications defined by the operator?

- Yes
- No

Application Checklist:

- Permit application fee of \$1,000.00
- Permit Application
- Response to “Permit Questions”
- Response to “Data Sharing Agreement”
- Response to “Additional Permit Requirements”

If the application is approved, the following will be required prior to the issuance of the permit:

- Performance Bond or Cashier’s Check in the amount of \$10,000
- Permit Issuance Fee Based on Number of Devices
- Verification of API
- Signed Indemnification Agreement (Appendix B)

Permit Application and All Appropriate Documents Should Be Submitted to:

City of Durham
Transportation Department, 4th Floor
Attn: Bryan Poole
101 City Hall Plaza
Durham NC, 27701

Or alternatively via email to: movesafedurham@durhamnc.gov