

# COMPANY BIKES AT ECRI

## GUIDE ON HOW TO USE THEM

Dear **colleagues**,

We are pleased about your interest in using the company bicycles at ECRI. In this overview you will find some information on the process.

### WHO CAN USE THE BIKES?

- All employees at ECRI
- Free of charge
- Intended for business trips and for private purposes to a small extent
- All employees can use them since the Amtsverfügung in July 2022

### REGISTRATION PROCESS

1. Registration process has to be carried out in the Secretariat.

Bring the following documents:

- Erklärung Dienstfahräder\_en
- Unterweisung\_en
- Einwilligungserklaerung\_zu\_Ausleihe\_Dienstfahrrädern\_en

Familiarise yourself with the following documents:

- Cycling in Germany
- Cycling Safety

• All documents are also available in the Secretariat

1. Handing in the signed documents
2. Access to key box in the commute office (Ground floor).
3. Reusable and washable caps for the helmet are also available. Everyone has to wear one underneath the helmet due to hygiene reasons.
4. The process has to be repeated annually.
5. De-registration is possible at any time. Within one year of leaving ECRI, your data will also be deleted.

## BORROWING PROCESS

1. Borrowing is possible at any time, subject to availability.
2. Different frame sizes are available.
3. Bicycles are locked in the bike shed in front of the SILC building.
4. Keys are located in the commute office, which can be opened with your SALTO key. The bike locker can be opened after registration.
5. Helmets are also available in different sizes.
6. Sign in at the list next to the key and sign out again upon your return.
7. You can now take the bike and enjoy the ride.
8. When you return, put the bike back into its original parking spot.
9. Air pump and bicycle repair tools: Air pumps are located at each bike frame. Use them to change the pressure of the tyres. Any other necessary repair tools can be found at the repair column in front of the SILC Building.

## IMPORTANT THINGS

- Initial instruction process is valid for one year and has to be repeated **annually**.
- If you forget to renew the process, you are not allowed to use the bikes for occupational safety reasons.

## CYCLING INSTRUCTIONS

- Free flyers are available at the commute office and the information board in the SILC building.
- General information is available at the DIT Sustainability Website.
- Bicycles are inspected quarterly and professionally serviced annually by a bike repair shop.
- Please report any major technical problems to [nachhaltigkeit@th-deg.de](mailto:nachhaltigkeit@th-deg.de).

## CONTACT

[nachhaltigkeit@th-deg.de](mailto:nachhaltigkeit@th-deg.de)