



# Electric Bicycle Safety Policy

Policy Number: PP 8-8

Effective Date: 11/01/2025

Approved By: Ted Voorhees, Town Manager

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## POLICY

The Town of Chapel Hill expects all employees and volunteers who use the Town's electric bicycles ("E-bikes") during their workday to ride safely. The Town may require an individual to meet established guidelines before using a Town E-bike.

The Town can revoke its approval to use a Town E-bike for any individual who does not meet these guidelines.

The Town may discipline an employee who violates this policy, has a preventable accident, or violates applicable laws.

## PURPOSE

The Town has a responsibility to protect its employees, members of the public, and Town property. Assuring that those who use Town E-bikes have safe riding habits supports our Town values of Safety and Responsibility. The Risk Manager is authorized to issue procedures consistent with this policy.

## R.E.S.P.E.C.T. VALUES




**Safety:** We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.



**Responsibility:** We acknowledge that our duties impact the jobs of many other employees. We take ownership over our roles within the organization as a way to demonstrate our consideration for the time and efforts of our fellow employees as well as pride in our own work.

## APPROVAL

Ted Voorhees, Town Manager 



# Electric Bicycle Safety Procedures

Policy Number: PP 8-8

Issue Date: 11/01/2025

Approved By: Wade Gullledge, Risk Manager

## PROCEDURES

These procedures are issued by the Risk Manager to implement the E-bike Safety Policy issued by the Chapel Hill Town Manager.

### A. General Standards

1. All Departments shall comply with these procedures unless otherwise noted.
2. These procedures apply to all full- time, part-time and program support employees, including volunteers.
3. Departments may develop and implement additional guidelines or procedures to satisfy special safe E-bike usage requirements or regulatory standards.
4. Any Departmental procedures must be reviewed by the Policy Committee, Risk Manager, and Town Manager prior to implementation. Once Departmental policies have been approved, they must be posted within the department and on the internet for easy access by employees.
5. The Town does not pay any **finances or other fees** for moving violations or citations incurred while employees operate Town E-bikes.

### B. Requirements for using a Town E-bike

1. All employees, including volunteers, temporary employees, and student interns, must be approved before using a Town E-bike.
2. Approval to use a Town E-bike requires two steps:
  - a) You must complete the Town's E-bike online safety training provided by Human Resource Development.
  - b) You must complete a brief in-person assessment of your E-bike safety knowledge.
3. All approved Town E-bike users must:
  - a) disclose any barriers that might prevent them from safely operating an E-bike.
  - b) operate the Town E-bike safely and responsibly, adhering to this policy, all local traffic laws and ordinances, and wear a helmet at all times while riding the E-bike.
  - c) not let anyone else borrow the E-bike they have checked out, nor carry any other rider.
  - d) not transport the E-bike on or in any vehicle unless they have been given specific permission to do so by E-bike program staff.

4. The minimum age to ride a Town E-bike is 18.
5. Town E-bikes are meant to be used during an employee's normal shift, and not for regular commuting or while on leave.
6. The Office of Sustainability and Resilience will work with the Office of Risk Management, Human Resource Development (HRD), Department Heads, Supervisors, and Managers to administer and track E-bike safety training.

### C. **What Not To Do**

1. The following behaviors are not allowed when riding a Town E-bike **at any time**:
  - a. Using a cell phone while riding a Town E-bike, even with a hands-free device. Exception: emergency communications.
    - **If you must use your cell phone to answer a call, use navigation tools, or for any other reason, please stop in a safe location first.**
  - b. Using personal listening devices, such as earbuds or earphones while riding.
2. These behaviors constitute Detrimental Personal Conduct (14-116) and Negligence in the Performance of Duties (14-117), as defined in the Town's Code of Ordinances, and will be handled according to the Town's [Disciplinary Policy, PP 5-3](#).

### D. **Reporting Incidents and Violations**

*If you are involved in an incident, accident, or violation while using a Town E-bike, you are required to report it to your supervisor as soon as possible.*

Accidents or incidents involving improper use of the Town's E-bikes will be handled through the Town's disciplinary processes. [Disciplinary Policy, PP 5-3](#).

### E. **Removal of Eligibility**

The use of a Town E-bike is a privilege, and staff are encouraged to take advantage of these E-bikes for work and wellness. This privilege can be temporarily or permanently removed at the discretion of HRD in consultation with the relevant supervisors.

1. Failure to report an accident involving a Town E-bike is a violation of our Town value of ethics and is considered "detrimental personal conduct" under the Town's [Disciplinary Policy, PP 5-3](#), and may result in disciplinary action.
2. HRD staff will participate in the accident review and investigation as needed. They will guide Departments and the Office of Risk Management on administrative and disciplinary procedures.
3. Disciplinary Action may be taken after an investigation is complete in accordance with the Town's disciplinary policies and procedures. [Disciplinary Policy, PP 5-3](#).

## DEFINITIONS

- A. **Accident:** For the purposes of this policy, an unfortunate incident that happens unexpectedly and unintentionally, typically resulting in damage or injury.
- B. **Individual:** For the purposes of this policy, an individual is anyone who is authorized to use a Town E-bike on official Town business. All Town employees and volunteers are included in this definition.
- C. **Incident:** In the context of occupational health and safety, an unplanned undesired event that adversely affects completion of a task and can range in severity from near misses to severe accidents.
- D. **Moving Violation:** a breach of traffic law that occurs when a Town E-bike is in motion. Some examples include speeding tickets, running a stop sign, or passing a stopped school bus.

## FORMS AND INSTRUCTIONS

- 1. [TOCH Employee Incident Report Form](#)
- 2. [TOCH Vehicle and Property Incident Report](#)
- 3. [TOCH Procedure for Reporting Vehicle Damage and Incidents](#)

## FAQ

### 1. Why does the Town have an E-bike Safety Policy?

**Answer:** The Town has a responsibility to protect its employees, members of the public, and Town property. Making sure our employees use safe E-bike riding practices while riding Town E-bikes, supports the Town's values of Safety and Responsibility.

### 2. Who provides E-bike Safety Training to current and new Town E-bike riders?

**Answer:** The Office of Sustainability and Resilience provides online E-bike Safety training for all interested employees with the support of the online training platform used by Human Resource Development.

### 3. Why is E-bike Safety training required for interested employees before they can use a Town E-bike?

**Answer:** E-bike Safety training reviews and reinforces safe E-bike riding concepts, skills, and how to avoid distracted riding. Before their first ride, and after an accident or incident involving a Town E-bike (preventable or non-preventable), an employee must take E-bike Safety training.

### 4. Do these procedures apply to all Town employees?

**Answer:** Yes. This Policy and these procedures apply to all Town employees over the age of 18.

## FAQ (CONT.)

5. If I have an accident while using a Town E-bike at work and I am placed on administrative leave pending the outcome of an internal investigation, it is considered paid or unpaid?

**Answer:** Whether the leave is paid or unpaid will depend on the circumstances of the accident.

6. Where did the E-bike Safety and Accident procedures come from?

**Answer:** These procedures were developed by the E-bike Program Administrators in consultation with representatives from the Managers' Office, HRD, Office of Risk Management, Chapel Hill Transit, and Legal. During the drafting of these procedures, the team received internal input and recommendations from department leaders, employees, and supervisors. Representatives from the Town's insurance carrier, including their senior risk and loss control consultant, also provided recommendations.

7. If I use a Town E-bike for a personal trip, such as going to lunch, am I responsible for traffic tickets?

**Answer:** Yes. The Town would not reimburse for a moving violation or other tickets that occur while employees operate Town E-Bikes for any purpose.

8. If I am in an accident on a Town E-bike, when will my insurance cover any costs and when will the Town's insurance cover the costs?

**Answer:** First, we hope that everyone will ride safely and avoid accidents. Any accident involving a Town E-bike will be investigated based on these procedures.

The investigation will determine whose insurance will be primary for any damages. This decision will be based on evidence showing, for example, the purpose of the trip, who was at fault, and if there was negligence, intentional misconduct, or criminal conduct.

## ADDITIONAL CONTACTS

None

## DEFINITIONS

None

## APPENDICES

None

## SCOPE

This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in Section XI below, **Related Information**.

## RELATED INFORMATION

None

## RESPONSIBILITIES

### **All Employees are expected to:**

- a) Get approval before using a Town E-bike
- b) Complete the Town's E-bike online safety training provided by HRD
- c) Complete a brief in-person assessment of their E-bike safety knowledge
- d) Disclose any barriers that might prevent them from safely operating an E-bike
- e) Operate the Town E-bike safely and responsibly, adhering to this policy, all local traffic laws and ordinances, while riding the E-bike
- f) Report any accidents or incidents to their supervisor as soon as possible

### **Human Resource Development staff are expected to:**

- a) Participate in accident reviews and investigations as needed
- b) Administer and track E-bike Safety training, in conjunction with the Office of Sustainability and Resilience
- c) Provide online safety training for E-bikes

## POLICY HISTORY

None