



Berkley
Technology
Underwriters
| a Berkley Company

E-Scooter Safe Operating Guidelines



E-SCOOTER SAFE OPERATING GUIDELINES

If your employees are going to operate electric scooters as part of their job with your approval and knowledge of their use, the following practices should be understood, observed and adopted.

Pre-Use Inspection

Ensure that the scooter is in good operating condition and free of obvious defects.

- Conduct a visual inspection of the scooter to check for:
 - Tire/wheel condition
 - Cracks or damage to the riding deck and the deck/stem interface
 - General integrity (“feel”) of the scooter
 - Operational front-facing white light and rear-facing red reflector or red light
- Once the scooter is unlocked and operational, check the brake to make sure it is working properly
- Upon initial movement, ensure that the scooter accelerator works properly. The scooter should accelerate evenly and releasing the accelerator should result in the scooter smoothly slowing down



ANY DAMAGED OR DEFICIENTLY MAINTAINED SCOOTER SHOULD NOT BE USED and should be reported to the scooter company.

Scooter Operation

Employee operators must follow these rules of the road for the safest scooter operation:

- **Wear a helmet at all times** while operating the scooter
- **Do not ride on sidewalks** (unless local ordinances allow for this, most do not)
- **Ride in bike lanes or with traffic**
- **Maintain control and operate at a safe, reasonable speed**
- **Stay alert for riding surface conditions** (potholes, bumps, loose gravel, sewer grating, obstructions, etc.)
- Ride as close as practicable to the right-hand side of the road
- Generally speaking, scooters should follow the same traffic laws as bicyclists. This includes obeying traffic lights. *Know the local rules and regulations for scooter operation*
- Operate with both hands on the handle bars
- Riders must be at least 18 years of age
- Only one rider at a time
- Do not operate after consuming alcohol or while under the influence of any medications or drugs
- Don't ride wearing headphones. In California, wearing headphones (including insert able ear buds) while driving a vehicle or riding a bicycle is a ticketable offense (California Vehicle Code 27400)



Parking

- Park upright and stabilize with kickstand
- Park as close to the curb as possible and outside the pedestrian path of travel
- Park on public property only
- Do not block: pedestrian ramps and walkways, building/property entrances, driveways, loading zones, disability parking and transfer zones, transit stops, crosswalks, benches, parking meters
- Utilize designated scooter parking areas, if available



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