



**DEPARTMENTAL BLUE BIKE
Check-Out Authorization Form**

Attention Department Heads and Supervisors:

The Wildcat Wheels Bicycle Library (WWBL) has developed a unique transportation service for UK's faculty and staff. This program, known as the Departmental Blue Bike Program, provides any UK department with a bicycle for up to 16 weeks **AT NO CHARGE TO THE DEPARTMENT**. The bicycle is equipped with rear baskets and a lock. Faculty and staff members frequently use this service to attend meetings, go to lunch, deliver documents, and to get exercise during the workday.

We are excited that your department is interested in this service and ask that you review the program guidelines below:

PROGRAM GUIDELINES

1. The bike is for departmental use and should be available to any employee in the department. We have found the best way to do this is to have an administrative assistant hold the keys to the lock and employees "check-out" the key from this individual. We ask that you communicate to all department employees that the service is available.
2. The bike is for use during working hours and is not to be used as a personal bike by any individual in the department. WWBL offers a general fleet of bicycles available to any faculty, staff, or student that needs a bicycle for personal transportation.
3. Any member of your department who would like to use the bike **must first sign a liability waiver**. We ask that you keep these waivers in a folder in your office. In the unlikely event that litigation is brought against UK and or WWBL by someone from your department due to an incident involving one of our bikes, we will retrieve the waivers from your department. Blank waivers will be provided when your department representative picks up your bicycle.
4. WWBL will take care of all repairs and maintenance to the bike. If possible we request that you bring the bike to our campus bike shop during open hours. Hours vary by semester so please visit www.wildcatwheels.org for current weekly hours and a map to our shop. If it is impossible for you to return the bike to our shop, contact us @ wildcatwheels@gmail.com and we will make arrangements to pick-up the bike.

By signing below, you acknowledge that you have read, understand, and agree to the guidelines of the Departmental Blue Bike Program. Any member of your department in possession of this Authorization Form can pick-up a bike during our regularly scheduled shop hours, limit one bike per department.

Name (typed or printed)

Title and Department

Signature

Date

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Name of Primary Contact

Primary Contact email

Title / Position

Primary Contact phone