

# Dockless Sharing Vehicles Permit Application

2020 Permit

*The following is the Permit Application for dockless vehicle companies applying for a public space permit to operate in the District of Columbia. Please answer all questions in full and provide any requested documentation as attachments. DDOT expects all applicants to read and demonstrate the ability to meet all dockless shared vehicle 2020 Terms & Conditions.*

## Introduction:

---

The District Department of Transportation encourages the safe and efficient movement of people through public space. Increasingly new forms of mobility are entering the public space. DDOT is tasked with the responsibility of regulating the public right-of-way and encouraging more efficient ways of traversing the city. The agency has actively managed the Dockless Vehicle Sharing Program since late 2017 and has created the overarching goals to guide the practice of shared dockless vehicle operations. These overarching goals are listed below.

### Overarching Goals:

1. **Sound Equipment Design:** Allow only vehicles that are designed to be safely stored and function in public space.
2. **Innovation:** Successfully manage public space while encouraging permit holders to offer innovative solutions to problems, exceptional equipment, and smart education practices.
3. **Safety:** Support user safety through education, vehicle monitoring, and vehicle maintenance.
4. **Accountability:** Minimize adverse impact on residents and ensure transparency about operators' strengths and weaknesses.
5. **Equitable Access:** Promote equity among vehicle users including geography and income
6. **Sustainability:** Strengthen sustainability initiatives.
7. **Labor:** Ensure that operators offer meaningful employment and enough labor to be accountable and safe, and provide equitable access.
8. **Data:** Ensure the provision of data sufficient to monitor the performance of individual operators and the program as a whole, and to plan for program improvements.

***We will be looking for references to these eight values throughout the responses.***

## Instructions:

---

When filling out the application please use the template form. The basic application will be limited to 30 pages, with supplementary information allowed. Pages 31 and beyond will not be scored. DDOT will respond to items included in the application. Please use demonstrations of experience, either in the District or a similarly sized city, to document successes and failures throughout your application. Failing to provide descriptive evidence of past performance will result in lower scores in that category. DDOT may incorporate changes in the Terms and Conditions in order to hold high-scoring applicants accountable for promises made in the application.

DDOT will score Sections 1-2 of the application. DDOT will also score an overall selection on historical behavior through the demonstration of experience. This section will be worth approximately 25% of the application.

DDOT and other stakeholders will evaluate Sections 3 through 5 of the application (Questions 7-19). This section will be worth approximately 75% of the application. Please place any pictures, specifications, etc. from these sections in the addendum. In addition, operators should enclose in [brackets] any proprietary information that would consist of trade secrets. Applications may be subject to The District of Columbia Freedom of Information Act, D.C. Code § 2-531-540 and bracketed information may be redacted if determined to be proprietary per D.C. Code § 2-534, *Exemptions from disclosure*.

**Application must include the Dockless Terms and Conditions Questionnaire. Applicants must meet all Terms and Conditions applicable to the vehicle mode in the questionnaire. Failure to meet the Terms and Conditions will result in an application rejection.**

***Please submit the application by 9am on Thursday, November 21, 2019 through email submission to [dockless.mobility@dc.gov](mailto:dockless.mobility@dc.gov).*** Please direct any questions regarding this application to [dockless.mobility@dc.gov](mailto:dockless.mobility@dc.gov).

## **DOCKLESS BICYCLE AND SCOOTER APPLICATION**

### **Section 1: Company Information**

---

Name of Applicant Company

Headquartered Address

Washington, DC Address

Website Address

Name of Local Representative

Contact Phone

Contact Email

Support phone number

Support contact information

### **Section 2: Fleet Information**

---

Please provide information on the applicant's dockless vehicle fleet. If you are applying for both vehicle types, the applicant will need to submit two separate applications.

1. What vehicle type will the applicant operate? Please check one.
  - a. Bicycles
  - b. Motorized/Electric Bicycles
  - c. Electric Scooters

Please include in supplemental information and certifications that the applicant's vehicles meet either the standards outlined in 16 CFR Part 1512 and 18 DCMR 1204 for a bicycle or D.C. Law 16-224 for a personal mobility device.

2. Please include the dockless terms and conditions questionnaire. The questionnaire is available at the end of the application.
3. Please show a picture of your vehicle and itemize the fleet requirements as found in Article II, A. Please also include:
  - Details about the messaging on the vehicle (branding, safety messages, contact information, etc.)

- The weight and dimensions of the vehicle
  - If the vehicle is over 50 pounds, what features exist to allow an able-bodied adult to safely move the vehicle
  - Information about the battery pack
  - The accuracy of the GPS
  - Any additional safety features
4. What plans do you have for vehicle improvements in the next six months?
  5. Provide a narrative related to any equipment-based safety incidents, or equipment recalls your company has dealt with in the last 24 months. What measures has your company taken to improve equipment safety? What measures have been taken to fix recalls and equipment-based safety incidents, if any?
  6. Please identify any product standards that your vehicle meets along with explanation of the standard. The current DC standard for scooters is UL2272.

### **Section 3: Operations**

7. Please submit a detailed draft operational plan (Article II, A.22) describing how you will successfully manage a fleet of the size proposed in your application, including enforcing area restrictions and geofences in the District.
  - a. In addition to the requirements for an operational plan described in the T&Cs, please describe your plan to meet the equity requirement allowing for equal access to your vehicles.
8. What is your current staff structure and duties for operations in the District, or in a comparably-sized city? Please clarify which positions are performed in-house and by contractors. How would you change this to accommodate the additional requirements for 2020?
9. Please describe your vehicle maintenance, cleaning, charging, and disposal procedures and how you plan on meeting your in-the-field requirements in the Terms and Conditions. Please include any Standard Operating Procedures (SOPs) you use that are applicable to these requirements. SOPs should be included as supplemental information, and if applicable, marked as proprietary information.
10. What qualifications or training do your vehicle mechanics have, if any?
11. What are the sustainable aspects of the vehicle's design, use, and disposal?

**Section 4: Education and Equity** \_\_\_\_\_

12. What practices do you employ to address the following issues? How have you measured success and adapted these programs for better outcomes? Please use the below rubric to respond to each issue. The entire line will be scored together. Additional answers to the above questions can be answered below the rubric.

Issue	What we're doing	How we measure success	How we use data to adapt practices
Aggressive and unsafe riding			
Wearing of helmets/ Distribution of helmets			
Double riding			

Under-age riding			
Sidewalk riding in the Central Business District (CBD)			
Rules of the Road			
Restricted riding and parking on private property			
Improper parking			

13. Given the increased minimum vehicle requirement in each ward, what is your community engagement plan to increase safety and equitable access? How will the applicant promote the use of dockless sharing vehicles among low-income residents and in communities of concern, and provide instructions for locating and unlocking for those without smartphones?
14. If you currently offer service in the District, please list the addresses of locations where applicants can perform cash payment in the District and any directions for completing the payment. If you do not offer service, what is your plan for accepting cash payment on January 1, 2020?
15. Will the applicant's fleet include any adaptive vehicles? If so, please provide pictures and diagram the fleet requirements (per Article II, A) with a description of the vehicle(s).

## **Section 5: Data and Reporting** \_\_\_\_\_

16. Please list all of the data standards that you will be able to comply with from the data standards document.
17. How do you protect your data?
18. With whom do you share collected user data?
19. What protections do you have for data breaches?



## Dockless application questionnaire

Operator: \_\_\_\_\_

1. A lock-to mechanism for bikes will be required as a part of the 2020 permit. Will the applicant equip all bicycles and motorized bicycles with a lock-to mechanism before deployment? (Please provide detailed information, including photographs or illustrations, of the lock-to mechanism in supplementary information)
  - a. Yes
  - b. No
  - c. NA
  
2. If operating a motorized or electric bicycle, will the applicant through the use of a mechanical speed governor, technological innovation, or other device, restrict the maximum allowable speed to 20 MPH?
  - a. Yes
  - b. No
  - c. NA
  
3. Will the applicant equip their vehicle with a tethering mechanism?
  - a. Yes
  - b. No
  
4. Will the applicant equip their vehicle with a speedometer?
  - a. Yes
  - b. No
  
5. Will the applicant equip their vehicle with a bell?
  - a. Yes
  - b. No
  
6. Speed governors will be required as a part of the 2020 permit. If deploying electric scooters, will the applicant through the use of a mechanical speed governor, software instructions, or other technology, restrict the maximum allowable speed to 10 MPH? (Please provide an explanation of the speed limitation technology, including protections against tampering or removal in supplementary information)
  - a. Yes
  - b. No
  
7. Will you be able to meet all the data standards described in the Data Standards document?
  - a. Yes
  - b. No
  
8. Will the operator have a stand alone application where only their branded vehicles are available to rent?
  - a. Yes
  - b. No
  
9. Please include at least 1 reference to speak to your past performance in a similar sized city.