

Dockless Sharing Vehicles Permit Application

2019 Permit Year

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.

Section 1: Company Information

Name of Applicant Company

Headquartered Address

Washington, DC Address

Name of Local Representative

Contact Phone and Email

1. Please provide information on the applicant's past performance, if applicable, in providing dockless vehicle sharing services in a) the District of Columbia, b) neighboring jurisdictions in the Washington metropolitan area, and c) other jurisdictions in the United States. Please limit the response to this question to no more than two pages.
2. Please describe how the applicant's proposed dockless vehicle sharing services will help to achieve the District's sustainable mobility goals, as described in Sustainable DC and moveDC. Please include information on how the proposed services will operate in the context of the Washington metropolitan area as a multi-jurisdictional region, including, if applicable, services provided or permit applications pending in neighboring jurisdictions. Please limit the response to this question to no more than four pages.

Section 2: Fleet Information

Please provide information on the applicant's dockless vehicle fleet. The first part asks for general fleet and operational information followed by questions that are specific to vehicle type. All applicants must fill in the first part. If an applicant plans to operate only one type of vehicle then they should only fill in that section that is relevant to the vehicle type. If the applicant is preparing to operate bicycles and scooters then two separate applications need to be submitted. Successful applicants will receive separate permits for bicycles and scooters.

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

2. Please provide an image(s) or illustration(s) of the vehicle the applicant plans to operate. The applicant should submit technical images showing the location of mechanical equipment (e.g. lights and brakes) as well as any and all decals including, but not limited to the company logo, vehicle identification number, contact information, and safety reminders. DDOT may request to inspect the vehicle after application submission to ensure it conforms to submitted depictions.
3. Please submit a draft operational plan that, at minimum, includes 1) proposed number of vehicles, 2) hours and days of operation, 3) communication methods for educating users about safe operations and proper parking, 4) procedures for responding to special events and to extreme weather events such as high winds, snow, and ice, 5) ensuring availability of dockless vehicles in each Ward, 6) maintenance, charging, cleaning and disposal, and 7) procedures for responding to complaints. If the applicant is prepared to increase the number of vehicles under operation, also include if and how operational management may change.
4. Please identify any standards that your vehicle meets along with explanation of the standard.

Section 3: Bicycle Fleet

Please provide certification that the applicant's vehicle meets the standards outlined in 16 CFR Part 1512 and 18 DCMR 1204 for a bicycle.

1. A lock-to mechanism for bikes will be required as a part of the 2019 permit. Will the applicant equip all bicycles and motorized bicycles with a lock-to mechanism? (Please provide detailed information, including photographs or illustrations, of the lock-to mechanism.)
 - a. Yes
 - b. No
2. If operating a motorized or electric bicycle, will the applicant mechanically through the use of a speed governor, technological innovation, or other device, restrict the maximum allowable speed to 20 MPH?
 - a. Yes
 - b. No

Section 4: Scooter Fleet

1. Will the vehicle be in compliance with the District's definition of a personal mobility device as described in 18 DCMR 1200 and 1201? (Please provide detailed information, including photographs or illustrations)
 - a. Yes

- b. No
- 2. Will the applicant equip their vehicle with a tethering mechanism?
 - a. Yes
 - b. No
- 3. Will the applicant equip their vehicle with a speedometer?
 - a. Yes
 - b. No
- 4. Speed governors will be required as a part of the 2019 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.)
 - a. Yes
 - b. No

Section 5: Vehicle Technology

- 1. Will the sharing vehicles be equipped with on-board GPS technology?
 - a. Yes
 - b. No, it will rely on customer's smart phone
 - c. Other. Please explain.
- 2. What is the accuracy of the GPS technology currently in use for the applicant's vehicle tracking?
- 3. What is the GPS sample rate? Does the GPS continue to transmit while the vehicle is not in use or parked at the same rate? If not, at what rate?
- 4. What information is shown in vehicle displays to the user (e.g. battery level, speed)?
- 5. Will the applicant equip all bicycles and motorized bicycles with tip-over alert technology? (Please provide detailed information, including photographs or illustrations, of the tip-over alert mechanism.)
 - a. Yes
 - b. No

Section 6: Parking

Please provide responses on how the applicant will communicate proper parking to its users and govern improper parking in the District of Columbia.

1. **[REVISED]** Please provide the applicant's parking communication plan to users so riders are aware of proper parking guidelines as prescribed in 18 DCMR 1209 and Section C of the terms and conditions template. The applicant is encouraged to share application screenshots, written brochures, vehicle decals, or other materials used to inform riders.
2. **[REVISED]** Does the applicant plan to incentivize proper parking as prescribed in 18 DCMR 1209? If so, please share how the applicant intends to do so.
3. Please describe how the applicant will remove improperly parked vehicles within 2 hours of notification, and for vehicles parked in the same location for 5 consecutive days.
4. Please explain the applicant's intended use of geo-fencing technology, if applicable?

Section 7: Equitable Distribution and Access

Please provide responses how the applicant plans to provide equitable access to vehicles across the District of Columbia.

1. How does the applicant plan to make vehicles equally accessible to all Wards in the District? Please provide a distribution plan that includes equitable availability in each Ward.
2. Please provide the rental fee structure for riders (including subscription services). If applicable, please also submit a reduced fee structure that offers accessibility for the unbanked and under resourced residents of the District of Columbia.
3. How will the applicant promote the use of dockless sharing vehicles among low-income residents and in communities of concern?
4. Does the applicant maintain a multilingual website with languages identified in the District of Columbia Language Access Act of 2004?
5. Will the applicant's fleet include any adaptive vehicles? If so, please provide pictures and a description of the vehicle(s).

Section 8: Data and Reporting

1. DDOT requires the applicant to provide access to a public API that, at minimum, shows the current location of any dockless vehicles for rent at all times. Will the applicant provide a public API?
 - a. Yes
 - b. No
 - c. Please explain the applicant's ability to meet this requirement, or not.

2. DDOT requires the applicant provide DDOT access to a private API for purposes of real time audits of the total available fleet of dockless vehicles, as well as vehicles that are not available. Data should be presented in GBFS format and updated in real time, per section D in the terms and conditions template. Will the applicant comply with this requirement?
 - a. Yes
 - b. No
 - c. Please explain the applicant's ability to meet this requirement, or not.

3. DDOT requires the applicant to provide a monthly report on aggregate user, vehicle, and trip data per the tenets listed in the Terms and Conditions template. The monthly report should be in the format provided by DDOT (Appendix B) and submitted in full and within the first five days of the month. Will the applicant comply with this requirement?
 - a. Yes
 - b. No
 - c. Please explain the applicant's ability to meet this requirement, or not.

4. DDOT requires the applicant to submit a monthly safety report that, at minimum, includes date and time of the incident, location, vehicle ID, traveling path, and severity of the incident. Will the applicant provide this report?
 - a. Yes
 - b. No
 - c. Please explain the applicant's ability to meet this requirement, or not.

5. DDOT requires the applicant submit a monthly parking report that details instances of illegal parking that include date and time of each parking complaint and the time to remedy the complaint. Will the applicant provide this report?
 - a. Yes
 - b. No
 - c. Please explain the applicant's ability to meet this requirement, or not.

6. Will the applicant collect other information through the phone app or vehicle? Please explain.
7. DDOT is investigating the potential to converge its data reporting requirements with the Los Angeles Mobility Data Standard (MDS). Can the applicant provide data in a MDS-compatible format?

Section 9: Safety and Education _____

How does the applicant plan on acknowledging the District's commitment to Vision Zero and communicating safe parking and riding behavior to customers?

1. How does the applicant plan to educate riders in the rules of the road and proper use of the vehicles?
2. How does the applicant plan on promoting the use of helmets?
3. What practices does the applicant have in place to prevent the use of vehicles by under-age riders?
4. What practices does the applicant have in place to prevent the use of vehicles by multiple riders at one time?
5. What other information does the applicant intend to communicate via the phone app?

Section 10: Maintenance, Cleaning, Charging and Disposal _____

1. How will the applicant ensure state of good repair? Please explain.
2. Where will maintenance be performed? How frequently will each vehicle be brought in for general maintenance? How will you know when a specific vehicle needs maintenance?
3. If vehicles are vandalized, how do you plan on restoring or disposing of them?
4. If the vehicles require batteries, how do you plan on disposing of them? How do you anticipate the weather in DC affecting your battery life cycle and are there any adjustments you will make to your operational plan that are dependent on season and weather?

5. If battery charging is necessary, what is your charging plan?

Section 11: Staffing

1. Describe the staffing plan, including hired staff and contractors, for operation and maintenance of your program?
2. Will you provide skills training for potential staff and contractors?
3. Does the applicant intend to make efforts to hire a local workforce? If so, how?