

# Permit Application Instructions

Dockless Sharing vehicles 2019 mid-year  
permit

[updated May 28, 2019]

*The following is the Permit Application Instructions  
for dockless vehicle companies applying for a  
public space permit to operate in the District of  
Columbia.*

## **I. Introduction**

The District Department of Transportation (DDOT) is responsible for enhancing the quality of life for residents and visitors through the safe and easy movement of people, goods, and services within the District of Columbia. The agency envisions the nation's capital as an example city of how more sustainable travel practices, safer streets and outstanding access to goods and services enhances the city's quality of life. Central to accomplishing this is the support for and proliferation of efficient modern mobility that provides alternatives to single occupancy driving in the city. The District is committed to creating these active transportation options to move people in more sustainable ways.

DDOT has helped lead this change in partnering with the private sector to provide innovative transportation options including the DC Streetcar, DC Circulator, and Capital Bikeshare, each an inexpensive mode of transportation allowing for increased mobility options and create additional access. DC Streetcar is part of a planned 13-mile track expansion across the city, and DC Circulator and Capital Bikeshare are particularly impactful in the Central Business District as well as in neighborhoods on the perimeter of the city. In addition, DDOT has created new permitting schemes for on-street parking spaces for private carsharing companies.

DDOT continues to pilot and regulate innovative ways to support active transportation. This permit application responds to resident and industry interest in a formal permit process for dockless bikes and scooters in the District of Columbia.

## **II. Demonstration Period**

DDOT's dockless demonstration was designed to provide the opportunity to observe a new form of shared mobility and its potential advantages, while managing competing demands for public space and prioritizing public interest. The first phase of the demonstration began in September 2017 and operated through April 2018. This initial period was extended to August 2018 after showing some promise but inconclusive results. A modified demonstration period with additional requirements (including a lock-to mechanism for bicycles) started in September 2018. The initial demonstration period concluded in December 2018 and DDOT established a longer-term demonstration program in January 2019.

## **III. [UPDATED] Mid-year Application**

Since establishing a formal dockless sharing vehicles program, DDOT has granted seven public-right-of-way permits among six dockless operators. This is less than half of the anticipated fifteen permits across the thirteen operators that submitted applications in November 2018.

DDOT is reopening the dockless sharing vehicle application mid-year to grant new operators public-right-of-way permits. Successful applicants will abide by the terms and conditions as set out for current dockless operators and are publicly available on DDOT's website.

#### IV. Goals

DDOT encourages the integration of private alternative modes of transportation and the consideration of city and agency guiding documents informing this subject. A successful dockless vehicle program will help:

1. Increase mobility options and ridership for all residents of the District of Columbia;
2. Manage public space to ensure continued safe and shared use of the public right of way;
3. Promote equity in transportation access across the District;
4. Practice safe service delivery and contribute to the achievement of Vision Zero goals;
5. Establish baseline and transparent data sharing for program evaluation and continuous active transportation improvements; and
6. Contribute the District of Columbia's vision of being a sustainable, resilient and livable city.

#### V. Definitions

The following terms, phrases, words, and their derivations, shall have the meaning given below, unless more specifically defined in this application.

***Publicly Accessible Dockless Vehicle Sharing Program:*** means a program to rent bicycles, motorized bicycles, or electric scooters for short-term one-way trips without the installation of any infrastructure within the District other than the deployment of vehicles.

***Dockless Sharing Vehicle:*** means a dockless bicycle or dockless electric scooter that is available to rent in the public right-of-way through a rental system that does not include the installation of docking stations in the public right-of-way. The term "dockless sharing vehicle" does not include a motor vehicle, motorcycle, low-speed vehicle, or a motor-driven cycle, as defined in 18 DCMR 9901, or an all-terrain vehicle as defined in D.C. Official Code § 50-2201.02(2).

***Dockless Bicycle:*** means a bicycle or motorized bicycle that is available to the public for rental through a rental system that does not include the installation of docking stations in the public right-of-way. A dockless bicycle shall be a bicycle as defined in D.C. Official Code §50-1609(1), or motorized bicycle as defined in D.C. Official Code §50-1108 and 18 DCMR 9901.

***Dockless Electric Scooter:*** means a motorized standing scooter with tandem wheels that is available to the public for rental purposes that does not require any specialized installations of equipment other than the vehicle itself. Dockless electric scooters can be located and unlocked

using a smartphone application, or by manually entering a customer’s account number. A dockless electric scooter shall be considered a personal mobility device, as defined in D.C. Official Code § 50-2201.02(13).

**Dockless Vehicle Parking Area:** means the following areas where dockless vehicles may be parked, provided that a minimum 5-foot clear zone for pedestrians is maintained at all times:

1. On a public sidewalk;
2. In the public right-of-way between the sidewalk and the curb; and
3. At a bike rack, if the bike rack is located in the public right-of-way but somewhere other than a public sidewalk, or the public right-of-way between the sidewalk and the curb.

**Lock-to:** means the method by which a dockless sharing vehicle, when available for rental purposes and parked in public space, must be affixed and locked to an appropriate piece of infrastructure in public space that is separate from the bicycle.



*Image 1: lock-to examples*

## VI. Guiding Documents

The District of Columbia has established itself as a progressive city determining ideas and programs that bolster the livability of its neighborhoods. The District Code of Municipal Regulations (DCMR) is the legal document that undergirds DDOT’s authority in regulating public space and transportation safety.

In the DCMR, the most relevant policy and regulatory framework that govern dockless sharing vehicle operations are codified in Title 18 – Vehicles and Traffic and Title 24 – Public Space and Safety.

Applicants should refer to the following guiding documents for more information:

a. DCMR Titles 18 and 24

*Title 18 Vehicles and Traffic* provides guidelines on traffic regulations, motor vehicles, and bicycles in the District of Columbia. Most guidance on bicycle use such as required bicycle safety equipment and appropriate bicycle parking can be found in Chapter 12.

*Title 24 Public Space and Safety* provides clear direction on the use of public space, including sidewalks, and public right-of-way occupancy permits.

Applicants should refer to both titles for further information.

b. Vision Zero Initiative

The District of Columbia aims to reduce fatalities and serious injuries to zero by 2024. Showcasing effective local actions, empowering local leaders to take action, and promoting partnerships to advance pedestrians, bicycle, and dockless shared vehicle safety will improve safety for all those who use public space.

c. MoveDC

This long-range planning document is a blueprint for how the District's transportation network can support anticipated growth through 2040, while also addressing the District's current transportation needs. The recommendations in MoveDC offer residents, visitors and commuters a reliable transportation system that increases transportation options throughout the city.

Shared dockless vehicles can be part of expanding transportation choices and increasing equitable access across the entire District of Columbia

d. SustainableDC

A twenty-year plan to make DC the healthiest, greenest and most livable city in the United States. The plan sets goals to significantly increase resident use of alternative modes of transportation, reduce pollution, and lower obesity rates across all eight wards.

Dockless sharing vehicles can contribute to transportation mode share and increase health outcomes for District residents.

**VII. Permit Application Questions**

Please provide a PDF document in response to the Permit Application. The document should include all numbered sections and questions from the Permit Application, with written responses to each question. Failure to respond to all questions may result in the applicant's disqualification. Applicants may submit supplementary material, such as images, as separate attachments when

appropriate. Responses to application questions (including images and other attachments) should not exceed fifty (50) pages, exclusive of the Additional Application Materials described in Section VII of these Instructions and the draft Operational Plan requested in Section 2, Question 3 of the Application.

### VIII. Additional Application Materials

As part of a complete permit application, applicants must submit the following additional documents:

- a. Proof of Insurance – Applicant should maintain commercial general liability insurance in the amount of \$1,000,000 per occurrence and worker’s compensation insurance for at least \$100,000 per employee. Insurance companies must be licensed by the DC Department for Consumer and Regulatory Affairs (DCRA). The Certificate Holder’s name and address are:

The Government of the District of Columbia  
Office of Risk Management  
441 4<sup>th</sup> Street, NW, Suite 800 South  
Washington, DC 20001

- b. Basic Business License – Giving the applicant license to operate in the District of Columbia. Additional information can be found on DCRA’s website: [www.dkra.dc.gov](http://www.dkra.dc.gov).
- c. Clean Hands Certificate – Confirming the applicant does not have any outstanding tax liability to the District of Columbia. Additional information and instructions on how to obtain a clean hands certificate can be found on the Office of Tax and Revenue’s website: [www.otr.dc.gov](http://www.otr.dc.gov).

### IX. Fleet Growth

Fleet increase requests will be assessed on a quarterly basis. The District of Columbia will monitor dockless sharing vehicles’ use in public space and reward reasonably good stewardship of public space, vehicle safety and maintenance, and adherence to data sharing conditions. Companies can start their fleet size at 600 vehicles per type (e.g., 600 bicycles and 600 scooters, if a company were operating both vehicle types). Increases of up to 25% per quarter based on the company’s starting fleet size may be allowed at DDOT’s discretion.

### X. Program Fee Structure

Companies are required to pay the following fees:

| Type of Fee        | Amount |
|--------------------|--------|
| Initial Permit Fee | \$250  |

|                            |          |
|----------------------------|----------|
| Application Fee per Permit | \$50     |
| One-time Technology Fee    | \$25     |
| Annual Fee*                | \$100    |
| Bond**                     | \$10,000 |

\* This is an annual fee paid in the following years after the initial permit fee.

\*\* Applicants will be required to pay an annual and refundable \$10,000 bond to DDOT for clearing dockless sharing vehicles that are parked illegally or have otherwise remained an obstruction in the public right of way.

Each dockless sharing vehicle in the fleet will also be assessed a fee based on when during the 12-month permit period it was introduced into the public space.

| Month of First Operation | Per Vehicle Fee |
|--------------------------|-----------------|
| January                  | \$60            |
| February                 | \$55            |
| March                    | \$50            |
| April                    | \$45            |
| May                      | \$40            |
| June                     | \$35            |
| July                     | \$30            |
| August                   | \$25            |
| September                | \$20            |
| October                  | \$15            |
| November                 | \$10            |
| December                 | \$5             |

#### **XI. Application Submission Process**

Dockless Sharing Vehicles Permit Applications must be received by DDOT no later than 5:00 p.m. EST on June 14, 2019. (Hard copy deliveries must be received by 3:00 p.m.) Completed applications can be submitted in person, by mail, or electronically. Hard-copy applications can be delivered or mailed to:

District Department of Transportation  
c/o Dockless Sharing Vehicles Program

55 M Street, SE, Suite 700  
Washington, DC 20003

Alternatively, applications can be electronically submitted to [dockless.bikeshare@dc.gov](mailto:dockless.bikeshare@dc.gov).

Late or incomplete applications will not be reviewed.

## **XII. Application Evaluation**

DDOT will select successful permit holders through an application process. A review panel will review the applications received by the submission deadline. Applicants who meet all requirements, sign a Terms and Conditions agreement with DDOT, and can best demonstrate that they are qualified to achieve the program goals and execute a publicly accessible dockless vehicle sharing program, will be granted a public right-of-way permit.

DDOT anticipates issuing up to ten (10) permits for calendar year 2019, across all dockless vehicle types (bicycles, motorized bicycles, and electric scooters). DDOT reserves the right to issue fewer than 10 permits (or no permits) if fewer than 10 applicants submit acceptable permits. DDOT also reserves the right to issue more than 10 permits, if the application review process identifies more than 10 qualified applicants.

DDOT anticipates completing the application review process and notifying applicants of decisions by June 20, 2019.

## **XIII. Next Steps and Permit Issuance**

DDOT will direct each qualified applicant to sign a terms and conditions agreement and pay applicable permit fees prior to issuance of a Public Right-of-Way Occupancy Permit (see the sample agreements for bicycle and scooter permits referred to in Section XIII, Appendix).

## **XIV. Appendix**

- a. Samples of Terms and Conditions Agreement
- b. Examples of Preferred Data Tables Format