

# CITY OF OLMOS PARK

## DOCKLESS VEHICLE PERMIT APPLICATION

APPLICANT INFORMATION				
Applicant Type:	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment			
Vehicle Type:	<input type="checkbox"/> Bicycle <input type="checkbox"/> Electric Scooter <input type="checkbox"/> Electric Bicycle			
Company Name:	_____			
Company Website:	_____			
Email:	_____			
Applicant Contact Information:	Street Address _____		City _____	State _____ Zip Code _____
	Phone _____		Email _____	
Fleet Size Quantity:	_____ Bicycles      _____ Scooters      _____ Electric Bicycles <b>Total</b>			
LOCAL OPERATIONS INFORMATION				
Local Fleet Manager:	_____			
Contact Information:	Street Address _____		City _____	State _____ Zip Code _____
	Phone _____		Email _____	
Phone Number for Reporting Violations:	_____			
Additional Local Contact:	_____			
Address of Local Operations Facility:	Street Address _____		City _____	State _____ Zip Code _____
	_____			
SERVICE AREA/SIZE OF FLEET				

1. The City shall issue one annual license per Licensee. Fee shall be one thousand dollars (\$1,000).
2. The City shall limit the number of scooters licensed to a maximum of fifty (50) scooters; per license.
3. Licensees shall only operate within the City of Olmos Park full purpose, public right-of-way.
4. Licensees shall not operate or access dockless scooters within parks, publically-accessible plazas subject to City license agreements with private property owners, off-street parking lots/garages, or other areas outside of the City public right-of-way, unless authorized by a separate agreement.
5. The City, for good cause, may terminate a license at any time and require that the entire fleet of scooters be removed from City streets, within (10) calendar days.

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INITIAL	VENDOR REQUIREMENTS
_____	<p><b>INSURANCE, PERFORMANCE BOND AND FEES</b></p> <ol style="list-style-type: none"> <li>1. Licensee shall maintain commercial general liability insurance, worker’s compensation, business automobile insurance and additional coverages specified in the license terms and conditions. The City of Olmos Park shall be named as an additional insured.</li> <li>2. Licensee shall have a performance bond of \$100/scooter. The form of the bond shall be approved by the City. These funds shall be accessible to the City for future public property repair and maintenance costs they may be incurred, removing and storing scooters improperly parked or if a company is not present to remove scooters if its license is terminated.</li> </ol> <p><b>MISCELLANEOUS</b></p> <ol style="list-style-type: none"> <li>1. Dockless scooter shall only be available to customers at rates that are clearly and understandably communicated to the customer prior to the use of a scooter.</li> <li>2. Each dockless scooter shall prominently display the name of the licensee, their current contact information and, a unique serial unit number.</li> <li>3. Dockless scooter shall be equipped with a brake, and, for those scooters that operate at nighttime, a front light that emits white light and a red light and reflector at the rear of the scooter, pursuant to Section 551.104 of the Texas Transportation Code. All dockless scooters must have always-on front and back lights that are visible from a distance of at least 300 feet under normal atmospheric conditions at night. Front and rear lights must stay on at least 90 seconds after the scooter has stopped.</li> <li>4. Dockless scooters shall be equipped with an on-board GPS unit or equivalent that can report the location of a scooter at any time for the purposes of use, recovery, and repair.</li> <li>5. Dockless scooters shall be high quality, sturdily built to withstand the rigors of outdoor storage and constant use for at least five years.</li> <li>6. Dockless scooters shall employ tamper-resistant security hardware.</li> <li>7. Dockless scooters used in systems issued a license must employ an electric motor of less than 750 watts (1 h.p.) whose maximum speed on a paved, level surface, when powered solely by such motor when ridden is less than 20 mph.</li> <li>8. Dockless scooters shall meet the most up-to-date equivalent safety standards as those outlined in the Code of Federal Regulations and the International Organization for Standardization for bicycles.</li> <li>9. Dockless scooters shall be able to securely stand upright when parked.</li> </ol>
INITIAL	RIDER SAFETY
_____	<ol style="list-style-type: none"> <li>1. Licensee shall be capable of quickly identifying and addressing safety and maintenance issues with one or more of their dockless scooters, including a mechanism for customers to notify the company that there is a safety or maintenance concern with the scooter.</li> <li>2. Licensee shall be capable of remotely disabling the use of a scooter should it be reported or found to have a safety, maintenance or other hazardous condition. Dockless scooters that are reported as unsafe or non-functional shall be immediately deactivated for rental and removed from operations until sufficiently repaired.</li> <li>3. Licensee shall remove any scooter that is not safe to operate within four (4) hours of receipt of notice and shall not be redeployed until repaired.</li> <li>4. Licensed operator shall respond to complaints and obstructions within the following timeframes: <ul style="list-style-type: none"> <li>● Emergency: Sidewalk Obstruction – 60 minutes</li> <li>● Emergency: Other Obstruction – 60 minutes</li> <li>● Non-Emergency: Private property – 2 hours</li> <li>● Non-Emergency: Other obstructions and nuisances – 2 hours</li> </ul> </li> <li>5. Licensee shall keep a record of maintenance activities including but not limited to scooter identification number and maintenance performed.</li> <li>6. The City may require the removal of scooters with batteries or motors that are deemed unsafe for public use.</li> </ol>

# CITY OF OLMOS PARK

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INITIAL

PARKING REQUIREMENTS/RESTRICTED AREAS

### PARKING REQUIREMENTS

1. Dockless scooters shall prominently display the licensee's current contact information for the purposes of requesting removal, relocation or retrieval of the scooter.
2. Licensee shall park dockless scooters and instruct users on how to park scooters only in **designated areas**, defined as follows:
  - The hard surface (e.g. concrete, asphalt) within the landscape/furniture zone of a sidewalk so long as there is at least 3 feet from pedestrian clear zone of clearance;
  - At a public bike rack;

### RESTRICTED AREAS

Licensee shall NOT park dockless scooters and instruct user to NOT park scooters in **Restricted Areas**, defined below: In the area within or immediately adjacent to:

- Americans with Disabilities ACT (ADA) accommodations including curb ramps, railings and signal push buttons;
  - Sidewalk Cafes or Street Patios;
  - Loading zones;
  - Disabled parking zone;
  - Entryways;
  - Driveways;
  - Alley or curb cut;
  - Crosswalks; or
  - Fire hydrants
1. Licensee shall NOT park dockless scooters and instruct users to NOT park scooters within (10) feet of Transit zones, including bus stops, shelters, passenger waiting areas, and bus layover and staging zones; except at existing bike racks or within areas approved by VIA Metropolitan Transit;
  2. Licensee shall NOT park dockless scooters and instruct users NOT park scooters on the City's Roundabout on McCullough Avenue;
  3. The City may further restrict additional areas for the purposes of dockless scooter parking, for the purposes of maintaining order, safety and mobility.

Dockless scooters that are parked incorrectly shall be re-parked in a correct manner or removed by the operator within the following time frames:

1. Within two (2) hours of receipt of notice, during weekdays, 6am and 6pm, not including holidays;
2. All other times shall occur within ten (10) hours of receipt of notice.

# CITY OF OLMOS PARK

## DOCKLESS VEHICLE PERMIT APPLICATION

**INITIAL**

**PENALTY/IMPOUNDMENT**

1. **Warning** - For the first offense, a written warning shall be issued to the offender and no fine shall be imposed. If the offender is under the age of eighteen (18) years, a parent or guardian of the offender shall be notified and shall be handed or mailed a copy of the written warning.
2. **Penalty Clause** – Any person in violation of this section or any portion hereof shall, upon conviction, be guilty of a misdemeanor and assessed a fine not less than fifty dollars (\$50.00) and no more than five hundred dollars (\$500.00).
3. A peace officer or a civilian employee designated by the City may impound a scooter, parked, or maintained on a street, highway, alley, sidewalk, or other public right-of-way in violation of this article and stored by the City at the expense of the licensee.
4. Any dockless scooter left for more than 48 hours in one location without moving may be removed and stored by the City at the expense of the licensee.
5. There shall be a twenty (\$20) per day fee for each scooter impounded and stored by the City.

**LICENSE, AMEDMENT, SUSPENSION OR REVOCATION**

The City may suspend, amend, or revoke a license for a violation of federal, state or local law, or if the license holder does not meet the requirements under this division.

In addition to the ground described in subsection above, the City may also suspend or revoke a license if the:

1. License holder fails to maintain correct and current information with the City regarding the information operations in the right-of-way required by the license;
2. License holder provides false or misleading information to the City or any officer, employee, or contractor of the City;
3. License holder files bankruptcy, is insolvent, or fails to meet financial obligations on a timely basis, or is unable to obtain or maintain the financial resources needed to properly maintain facilities to provide adequate service;
4. License holder engages in fraudulent, unfair, misleading, deceptive, or anticompetitive practices or unlawful discrimination;
5. License holder shows a pattern of not responding to inquiries by the City or customer complaints in a timely fashion;
6. A federal, state, or local registration, certification, or license of license holder is suspended; or
7. License holder, a person controlling the license, or principal employed by the license holder, is convicted of a felony or any crime involving theft, fraud, or deceit.

**APPLICATION SUBMISSION & STAFF CONTACT**

This permit application can be submitted by email to Kyndra Munoz at [kmunoz@olmospark.org](mailto:kmunoz@olmospark.org) Kyndra can be reached regarding questions related to this application at (210) 824-3281 ext. 306. Permit applications with fee can also be mailed to:

City of Olmos Park  
 ATTN: Kyndra Munoz  
 120 W. El Prado Drive  
 San Antonio, TX 78212

# CITY OF OLMOS PARK

## DOCKLESS VEHICLE PERMIT APPLICATION

*I acknowledge that I am authorized to complete and submit this application on behalf of the permit applicant.*

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date