



DONALD R. GREBIEN
MAYOR

CITY OF PAWTUCKET

PUBLIC WORKS CENTER
250 ARMISTICE BOULEVARD
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF THE PUBLIC WORKS CENTER



Electronic Scooter Pilot Permit Application

This permit application is required for the authorization of placement, management, and operation of rental or ride-for-free electric scooter within the limits of the City of Pawtucket. Completed application should be emailed to dpw@pawtucketri.com.

Section 1 Business Information

Business Name: _____

Address: _____

Office Phone Number: _____

Point of Contact Name: _____

Point of Contact Phone Number: _____

Section 2 Electronic Scooters Information

The City of Pawtucket will issue a permit for a specific number of scooters based on factors such as the below city-wide cap, the number of applications, the number of scooters requested by each company, and the strengths of the applications.

Requested number of scooters – permit cost per scooter is \$50.00.

Section 3 Attestations

Please read the following and initial each line indicating you both accept and will make the following commitments and attestations and recognize these are all required conditions for your company to be licensed to rent and operate electric scooters in the City of Pawtucket.

1. The applicant shall provide and attach to the City of Pawtucket a copy of its general liability insurance policy from an approved insurer, in the amount of not less than One Million (\$1,000,000.00) Dollars and naming The City of Pawtucket, its agents, servants, officers, and employees as additional named insured as a condition of application approval. Agree:
2. The applicant, including all its employees, operatives, and vendors shall not place or operate electric scooters within any public right-of-way without first obtaining authorization from the Director of Public Works or their assigned designee overseeing the program. Agree:
3. The cap on the total number of individual scooters to be permitted by the City is 200 in the Pilot year. Agree:
4. Fleets must be rebalanced each day to ensure that no more than 50% and no less than 10% of the fleet is present in each of the six (6) pilot districts of the city. Agree:
5. All scooters must have and clearly display a unique, permanent identification number on each scooter. The applicant will provide the City as an addendum to this application a list with all the unique identification numbers of all scooters proposed for the launch and maintain in other required data sharing a complete list of all scooters, both active and inactive, that are intended for use in the City of Pawtucket. Agree:
6. All scooters must have the ability to be locked down or have their speed changed remotely. Agree:
7. All scooters must have enabled tip-over sensor technology that alerts the applicant the scooter is not in an upright position. Agree:
8. The applicant shall place a customer service contact phone number, answered 24 hours a day, 7 days a week, on all scooters, which connect the public to local management and operations teams. Permits shall be conditional upon documentation of a physical staffed operations center within the City of Pawtucket. Agree:
9. The applicant agrees to share all data with the City at no cost in order to be eligible for authorization. This data must be provided to the City in the General Bike Share Feed Specifications (GBPS) v1.1 format with the additional of scooters locations, maintenance status, equipment conditions, and customer complaint reports. Agree:
10. The applicant shall produce and provide an equity plan, including low-income payment, cash payment options, and engagement plan, a hiring plan, and an equitable distribution plan. Any granted permits will be conditional upon execution of provided equity plans. If operators require customer identification for use of the system, Municipal Identification must be accepted to meet this requirement. Agree:
11. The applicant must make a public property repair and maintenance endowment of Fifty (50) Dollars per scooter at the time of authorization, to ensure adequate funds are available to reimburse the City for future public property repair and maintenance costs that may be incurred. Each month of operation, applicants must refill this endowment to the Fifty (50) Dollars per scooter level. Agree:

12. The applicant must include a plan specifying how vehicles will be inspected and maintained for safety and operability. Any inoperable scooter or any scooter that is not safe to operate must be removed from the right-of-way within twelve (12) hours of notice to the applicant and shall be repaired before being returned into revenue service. **Agree:** _____
13. The Director of Public Works or their designee may cause the scooter to be removed and stored upon written notification to the applicant. The costs of removal and storage of the same, if deemed necessary, shall be paid to the City by the applicant within sixty (60) days after written notice or demand was made upon the applicant by the City. Should payment not be forthcoming within the prescribed time, the City will deduct the payment from the public property repair and maintenance endowment. **Agree:** _____
14. The applicant must read and abide by additional rules set forth in the Regulations Governing the Placement and Operation of Electric Scooters on a Pilot Basis in the City of Pawtucket as seen in the Code of Ordinances of the City of Pawtucket, Section 351.13. **Agree:** _____

Section 4 Supplemental Acknowledgement

By signing below, I attest to all the information contained on this application and any of the supplemental materials requested are correct and factual and understand that if any of the information or responses included as part of the application in found to be misleading, the City may revoke the applicant / applicant's permit. I also attest that I have read the City of Pawtucket's Electric Scooter Regulations attached to this application packet in its entirety and attest to follow all required state and local regulations related to the permitting and authorization of electric scooters.

Applicants Signature: _____ Date Signed: _____

-----**FOR OFFICIAL USE ONLY**-----

Number of approved scooters _____ x \$50 = Permit Balance Due \$ _____

Number of approved scooters _____ x \$50 = Endowment Balance Due \$ _____

Total Balance Due: \$ _____

_____ APPROVED

_____ DENIED

Approved or Denied By:

Title

Date:



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REGULATIONS GOVERNING THE PLACEMENT AND OPERATION OF ELECTRIC SCOOTERS ON A PILOT BASIS IN THE CITY OF PAWTUCKET

SECTION 351-13 OF THE PAWTUCKET CODE OF ORDINANCES PROVIDES:

Persons are prohibited from riding, driving, fastening, parking or leaving any horse or other animal or any carriage, team or other vehicle within the public right-of way including but not be limited to a foot walk, sidewalk, doorstep, doorway or grassy area located on City property to the obstruction, hindrance, delay, disturbance, annoyance of passersby or of persons residing or doing business in the vicinity thereof, or destruction or damage to the grassy area located on City property, which is not intended for such use, except upon the filing of a permit application and a finding by the Director of Public Works that the proposed obstruction does not unduly hinder the free flow of pedestrian and vehicular traffic. The Director is authorized to promulgate regulations to effect the intent hereof. Any violation of this section shall be punished by a fine in accordance with Rhode Island General Laws.

THE FOLLOWING REGULATIONS ARE HEREBY PROMULGATED GOVERNING THE PLACEMENT AND OPERATION OF ELECTRIC SCOOTERS IN THE CITY OF PAWTUCKET.

The City will conduct a pilot program for the placement and operation of electric scooters during the twelve-month period commencing May15, 2023 A p p l i c a t i o n s may be filed as early as April 17, 2023, last date to submit an application for the pilot program will be May1, 2023

1. Authorization to Place or Operate: No one shall place or operate electric scooters within any public right-of-way ("ROW") without first obtaining authorization from the Director of the Department of Public Works ("DPW").

2. Application for Authorization: An application for such authorization shall be submitted to the Director of DPW. This application shall include the appropriate fee(s), described below.

a. Fees: Will be .20 (20 cents) per ride, paid quarterly to the City. Permittees must pay all fees on a quarterly schedule, with the first payment due within thirty (30) days of a fully executed permit agreement. If the first payment is not received on the 31st day after the fully executed permit agreement, the annual permit award and agreement is subject to annulment at the City's sole discretion.

b. Subsequent payments are overdue on the 31st day after the quarterly invoice date. Failure to pay quarterly fees thirty (30) days after the invoice date may result in a reduction of a fleet size, suspension, or revocation of the annual permit.

i. Weather Days: The City may approve proposals by companies for a certain number of inclement weather days, for which the fee will be waived and during which scooters will not be allowed on the street. To qualify for any such waiver, companies must notify the City of the use of such inclement weather days 12 hours in advance of the time when scooters would normally go out and retain proof of such notification. If at the conclusion of the permit term, fewer than the permitted number of inclement weather days have been used, companies will submit to the City payment for the unused inclement weather days, at the same payment rate as above. Only

inclement weather days in which the City has confirmed notification will be considered in this payment.

b. Cap on Total Number of Scooters: 200 active scooters total in the City. Active scooters shall be defined as scooters that are available for rental by users and shall not include scooters unavailable due to maintenance. Each successful applicant will be issued a permit for a specific number of active scooters. The City may increase the cap at any time based on such criteria as rides per scooter per day and reach of Applicant's community programming.

c. Fleet Distribution: The City reserves the right to create distribution requirements for the placement of these vehicles.

- Areas in consideration are:
- | | |
|---------------------------|----------------------------|
| 1. Commuter Train Station | 2. Hope Artiest Village |
| 3. Hampton Inn | 4. Honest Kitchen |
| 4. Slater Mill | 5. Downtown Parking Garage |
| 5. Broad St Parking Lot | 6. Pawtucket Library |
| 7. Senior Center | 8. 560 Mineral Spring Ave |
| 9. Galago Court | 10. Burns Manor |

d. Other requirements:

i. All scooters must be enabled with "tip-over" sensor technology alerting company staff when they are not positioned upright. Applicant must describe in the application the intended methods for enforcing customer compliance with safe parking guidelines. All scooters must have, and clearly display, a unique, permanent identification number that is provided to the City. All scooters must have the ability to be locked down or change speed limit over-the-air to more quickly adapt to (changing) local laws and to remedy safety hazards.

ii. As a condition of authorization, the Applicant agrees to indemnify and hold harmless the City, its officers, employees and agents from and against any and all loss arising out of, resulting from, or in any manner caused by the presence, location, use, operation, installation, maintenance, placement or removal of scooters, or by the acts or omissions of the employees or, agents of the Applicant in connection with the scooters. The City of Pawtucket does not require scooter users over the age of 15 to wear helmets. If the Applicant requires helmets, all liability for their customers' failure to comply with this requirement is assumed by the Applicant.

iii. Applicant agrees to furnish the City of Pawtucket with a general liability insurance policy from an approved insurer, in an amount of not less than One Million (\$1,000,000.00) Dollars and naming "The City of Pawtucket, its agents, servants, officers, and employees" as additional named insured.

iv. Applicant must make a public property repair and maintenance endowment of \$50.00 per scooter at the time of authorization, to ensure adequate funds are available to reimburse the City for future public property repair and maintenance costs that may be incurred. This endowment will be held by the City in escrow and will only be accessed if Company fails to reimburse the City for costs incurred within 30 days of being notified; if the endowment is unused at the end of the pilot program, the funds may be returned to the company or rolled over to a future program year. Each month of operation, companies must refill this endowment to the \$50.00 per scooter level. Should this endowment become depleted with outstanding reimbursement due, the City, acting by and through the Law Department, shall institute any and all appropriate legal action to ensure payment of any appropriate costs.

v. Applicant shall place a customer service contact phone number, answered 24 hours a day, 7 days a week, on all scooters, which connects the public to local management and operations teams. Permits shall be conditional upon documentation of a physical staffed

operations center within the City of Pawtucket. Applicant must provide the City with 24-7 contact information (name, phone number, and email) of a locally-based manager/operations staff with decision-making power who can respond to city requests, emergencies, and other issues at any time.

vi. Applicant must agree to share all data with the City at no cost in order to be eligible for authorization.

(1) In advance of permit issuance, each operator must have an application program interface (API) or other automated mechanism that allows their services to be integrated into third-party mobility applications.

(2) Data for all device types must be provided to the City, and partners, in the General Bikeshare Feed Specification (GBFS) and Mobility Data Specification (MDS) formats, or some other format as specified by the City on its website, each through an APL. The City maintains links to the full specification of these required data formats on the City's webpage.

(3) GBFS must be made available to the public through the permittee's website. The MDS feed must be available to contracted City partners for the explicit purpose of program management. As such, these feeds must be consumable by third-party software.

(4) Permittee must maintain a dashboard for the City to use for program monitoring and compliance that displays MDS data.

(5) Data shall be available for the duration of the permitted program.

(6) Non-GBFS data consumed through the API by City specified third-party software providers shall not be publicly available without consent from the permittee.

(7) The City may, in its sole discretion, release subsequent versions and/or updated versions of the Specification and require operators to use the most current version by releasing an automatic update and/or disabling support for the previous version.

(8) Companies will additionally provide the City with monthly aggregated reports on system use, compliance, and other aspects of operations (including parking complaints, crashes, damaged or lost scooters). In addition to report format, the aggregate data must also be provided in spreadsheet or comma-delimited format.

(9) Companies must also make anonymized trip data available to the public for use in creating apps that are not affiliated with the companies or the City.

(10) In order to accurately convey scooter location, use patterns, and other information, all scooters shall ping, at a minimum every 90 seconds while in use. In order to ensure that scooter locations are known even when the scooter is not in use, all data shall be provided by GPS equipment that is affixed to the company's scooter (e.g.

not customer phones). This does not include phone-based location services information, used by customers, to locate a scooter or track their own personal route.

(11) If a company is found to be misleading the City in any provided data, that Company's permit may be revoked.

vii. All companies must ensure customer data privacy and that company policies are in accordance with city data privacy policies.

(1) Personally-identifiable information shall not be shared with the City or any other entity; permittee shall ensure the privacy of its users.

(2) Companies must provide a clear, written justification for why they need access to each type of customer files (e.g. contacts, camera, photos, location, other apps etc.)

(3) Customers shall not be required to share personal data with 3rd parties (e.g., advertisers, investors etc.) in order to use the mobility services.

(4) Customers shall not be required to provide access to their contacts, photos, files and other private data to use the mobility service.

(5) Location services may be required to use the service for the purpose of locating nearby scooters, but not for providing trip-level data.

(6) Companies must provide customers with clear, prominent notification about what data will be accessed (e.g. location services, camera, contacts, photos etc.) and explain how and why data will be used. Notification must be active (e.g., affirmative confirmation-required to continue) and should not be buried in larger terms-of-service notifications.

(7) Customers may opt-in (not opt-out) to providing access to their contacts, camera, photos, files, other private data and 3rd party data sharing.

viii. Companies shall distribute and collect a customer survey on a semiannual basis, developed in collaboration with the City, to all customers.

ix. Applicant must provide an equity plan, reviewed and verified by the Department of Planning and Development, including low-income payment, cash payment options, an engagement plan, a hiring plan, and an equitable distribution plan. Any granted permits will be conditional upon execution of provided equity plans. If companies require customer identification for use of the system, Municipal ID must be accepted to meet this requirement.

x. Applicant must submit a plan specifying how scooters will be inspected and maintained for safety and operability. Any inoperable scooter or any scooter that is not safe to operate shall be removed from the right-of-way within twenty-four (24) hours of notice to the company and shall be repaired before being returned into revenue service.

e. Approval or Disapproval of Application: Authorization or disapproval of the application shall be issued after receipt of the application and confirmation of the applicant's compliance with all the requirements as set forth in these regulations.

3. Where scooters may operate: Roadway, bike lane, or bike path/multi-use trail. If on an approved street closure, riders must ride single file, limit speeds, and yield to pedestrians. If operated on the roadway or in a bike lane, scooter users must follow rules of the road (including but not limited to laws regarding operating under the influence) and ride no more than two (2) abreast. **Operation of these vehicles on the sidewalk is prohibited.**

4. Hours of availability: Scooters must be unavailable for rental between the hours of 11:00PM Eastern Time and 5:00AM Eastern Time. On occasions when the City issues a parking ban or school closure for snow events or any other reason, or when companies are notified of the need for scooter removal at the Director's discretion, companies must remove all scooters such that snow clearance and other emergency crews can complete their duties without obstruction. At the discretion of the Director of DPW, scooter companies shall be provided 12 hours notification by email or phone from the Pawtucket DPW to remove scooters from the public right of way during emergency situations including inclement weather. Scooters will remain off the streets until further notice by DPW. If less than 12 hours' notice is provided, scooter companies shall turn off and make inoperable all scooters within two hours of notification to do so by DPW with removal of all scooters within 12 hours. In no instance shall the City be liable for any damage to scooters due to work associated with snow or ice removal or other emergency related work.

5. Where scooters can be parked: Scooters shall not obstruct crosswalks (whether marked or not), handicapped curb ramps, fire hydrants, building ingress or egress nor other public utilities. Placement of scooters shall not unduly impede pedestrian travel. A minimum four-foot pedestrian clearance through-aisle must always be maintained. Scooters creating a public safety hazard should be removed within two (2) hours of notice being given to the company.

6. Fines: \$100.00/unpermitted scooter, abandoned scooter, or scooter creating hazardous conditions (e.g. parked incorrectly) per documented instance. \$100/occurrence, operating while under 18 years of age. Enforcement shall be conducted by the Pawtucket Police Department.

7. Notice of Non-Compliance: Should an authorized company fail to comply with relevant law and regulations, the Director of DPW shall provide written notice by certified mail or hand delivery to the company of such non-compliance. In the event that the company wishes to contest the notice of the non-compliance, the company shall request a hearing before the Director of DPW within forty-eight (48) hours of the notice of non-compliance.

8. Removal and Storage of Scooters: In addition, the Director of the DPW may cause the scooters to be removed and stored upon written notification to the company (I.E. Weather Events, Special Events, etc.). If the vendor fails to remove their equipment within 24 hours of notice, the costs of removal and storage of the same, if deemed necessary, shall be paid to the City by the company within sixty (60) days after written notice or demand was made upon the company by the City. Should payment not be forthcoming within the prescribed time, the City will deduct the payment amount from the public property repair and maintenance endowment.

9. Posting of Regulations: The Director of the DPW shall cause these regulations to be posted and on public display at both the City Clerk's Office and DPW.

10. Amendment of Regulations: These regulations may be changed at any time, in the sole discretion of the Director of DPW.

Chris Crawley, Acting Director
Department of Public Works
Revised April 6, 2023