



**UNIVERSITY OF
PORTSMOUTH**
CORPORATE
GOVERNANCE

ELECTRIC (E) SCOOTERS

Corporate Health and Safety Guidance

March 2022

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Summary

What is this document about?

This guidance document is to provide guidance on the use of electric scooters (e-scooters), in and around the University of Portsmouth. It is illegal to use a powered transporter (a variety of novel and emerging personal transport devices which are powered by a motor, including e-scooters) which are not provided by a trial rental scheme:

- On a public road without complying with a number of legal requirements, which potential users will find very difficult
- In spaces that are set aside for use by pedestrians, cyclists, and horse-riders; this includes on the pavement and in cycle lanes

Any person who uses a powered transporter on a public road or other prohibited space in breach of the law is committing a criminal offence and can be prosecuted. Therefore, this guidance focuses on the use of the trial rental e-scooters which are legal.

Who is this for?

This guidance document is intended for all University staff and students, visitors and contractors who use or who may come into contact with electric scooters (e-Scooters) in and around campus or University property including property controlled by the University and or while being used in conducting University activities.

Who can you contact if you have any queries about this document?

Any questions about this arrangement should be directed to the [Corporate Health and Safety Team](#).

Introduction

The University is committed to ensuring the health, safety and welfare of all staff and others who could be affected by its activities so far as is reasonably practicable. This guidance document has been produced in order that all staff, students and others including contractors and service providers are aware of both the University's and their own responsibilities in relation to electric scooters.

The government is running trials of electric scooters (e-scooters). This guidance lists the rules for those who are using e-scooters that are part of a trial being run by Portsmouth City Council. Privately owned e-scooters can **only** be used on private ground, with the landowner's permission. Privately owned e-scooters cannot be used in public areas and are not permitted to be used and/or stored on University campus including Halls of Residence.

E-scooters must not be used anywhere on campus and must not be kept or stored near or in University buildings including Halls of Residence.

All staff are encouraged to implement this guidance. If staff do not feel comfortable doing so, please report it to line management in the first instance. Staff are encouraged to resolve any issues informally at a local level where possible. The University's disciplinary procedures will be utilised if necessary. Matters can be escalated to Estates and Campus Services and/or Corporate Health and Safety if required.

While this guidance is being implemented, it is appropriate to work with students to store the electric scooter somewhere secure, if possible, while they attend teaching and learning activities before asking them to remove it from the premises permanently and advising it cannot be brought back onto campus under any circumstances. Repeat incidents should be reported to Corporate Health and Safety via the [incident report form](#).

Portsmouth is one of a number of cities taking part in a [national trial of rental e-scooters](#). Portsmouth City Council and Solent Transport have launched rental trials in Portsmouth, on the Isle of Wight and at other locations across the Solent region, as part of the Future Transport Zone Programme.

The Portsmouth trial was approved at the council’s Traffic and Transportation Committee meeting in February 2021. It provides an opportunity for people to use e-scooters for commuting and leisure and to share their experience of rental e-scooters with the council and Solent Transport. This will form part of a national approach to building a more sustainable travel network.

Portsmouth City Council and Solent Transport state that rental e-scooters offer a safe and socially-distanced transport option to help the region recover from the coronavirus pandemic and can replace short car journeys, help improve air quality and reduce traffic congestion. They can be combined with public transport trips and provide a practical option for short journeys which make up 60% of all road trips in the U.K.

What is an E-Scooter

Electrical scooters (also known as e-scooters) come under the category of “powered transporters”. This also covers a range of other personal transport devices which are powered by a motor. “Powered transporters” fall within the legal definition of a motor vehicle under the Road Traffic Act 1988. Therefore, the rules that apply to motor vehicles, also apply to e-scooters. As a motor vehicle, they must comply with various pieces of Road Traffic Legislation, including but not limited to:

- Driving with a licence
- Driving/riding with insurance
- Driving/riding other than on a road
- Need to be taxed

It is not currently possible to get appropriate insurance for privately owned e-scooters, meaning it is illegal to use them on the road or in public spaces.

Legislation

There are two sets of government guidance for the use of e-scooters: one for the rental trial scooters and one for privately owned scooters. Under the legislation for the trial rental scheme there are two requirements that will continue to apply to e-scooters:

- E-scooters in trials need to be covered by a motor vehicle insurance policy - it is understood rental operators will ensure a policy is in place that covers users of the vehicles.
- E-scooter users need to have a valid driving licence.

Anyone with a full or provisional driving licence can use a trial e-scooter (categories AM, A1, A2, A and B) as these licence holders are permitted to ride Category Q vehicles (2-wheeled and 3-wheeled vehicles without pedals with: an engine size not more than 50cc if powered by an internal combustion engine and a maximum design speed of no more than 25km/h). Users are not be required to complete a mandatory training course (such as the compulsory basic training (CBT) course required for motorcycles and mopeds), but the local e-scooter (Voi) rental provider offers training courses to users which it encourages users to complete.

The government recommends wearing a cycle helmet for e-scooter journeys, but do not propose that wearing helmets would be mandatory. The government considered mandatory use of cycle helmets in detail as part of its 'Cycling and Walking Investment Strategy Safety Review' in 2018. They believe these considerations are broadly applicable to e-scooters with a similar speed limit to Electric Assisted Pedal Cycles and will continue to recommend usage of cycle helmets.

E-Scooter Guidance

Where can e-scooters be used

Users can use a trial e-scooter on the road (except motorways) and in cycle lanes and tracks where possible. Users must not use an e-scooter on the pavement unless they are designated shared use areas. The controls over where e-scooters can be used are split between central government and local authorities. Use of a private e-scooter on public access land, including on campus could result in:

- A Fixed Penalty Notice for no insurance, with a £300 fine and six licence penalty points, and/or;
- A Fixed Penalty Notice for no driving licence, with up to £100 fine and three to six penalty points.

Traffic signs with the cycle permitted symbol apply to e-scooters (unless a sign is displayed prohibiting e-scooters from that particular cycle way).

Rental e-scooters are restricted to within the Portsmouth boundary, and users are not able to ride the e-scooter outside of the designated zone. When ridden out of the designated zone, the scooter will come to a complete stop, and users won't be able to end their ride until it has been moved to a permitted parking place. If users do not move the scooter, they will be charged a flat fee for misuse after 1 hour of the scooter idling (currently £25) via the app.

The trial has a number of measures to encourage the safe use of e-scooters in Portsmouth including the use of zoned areas:

- Slow-speed zones are mapped out in certain areas where users should not ride as fast, and where the e-scooter will automatically run slightly slower.
- No ride zones are areas where the e-scooter cannot be ridden and if a rider enters this area the e-scooter will automatically slow to a stop.
- **Mandatory parking spots:** In Portsmouth, users are only allowed to park in designated parking spots for e-scooters.

E-scooters must not be used anywhere on campus and must not be kept or stored near or in University buildings including Halls of Residence.

Speed Limits

The maximum legal speed for an e-scooter is **15.5mph**. The trial e-scooters in Portsmouth are limited to 12.5mph. However, it is recommended that scooters used in busy areas, are used at a slower speed, in accordance with the surrounding area and hazards.

Driving License

Users must have the [Category Q](#) entitlement on their driving license to use an e-scooter. A full or provisional UK licence for categories AM, A or B includes entitlement for category Q. Users with a provisional licence do not need to show L plates when using an e-scooter.

Users with an overseas driving licence can use an e-scooter if they:

- Have a valid full licence from an EU or European Economic Area (EEA) country (so long as this does not prohibit them from driving low-speed mopeds and motorcycles)
- Have a valid full licence from another country that entitles them to drive a small vehicle (for example, cars, mopeds or motorcycles) and entered the UK within the last 12 months

You should use the [UK Government online tool](#) to check if you can drive in Great Britain with your non-GB licence and then make necessary arrangements to exchange or obtain a GB licence if required. People cannot use an e-scooter if they have an overseas provisional licence, learner permit or equivalent.

Insurance

E-scooters **must** have motor insurance. The e-scooter rental operator will arrange the insurance, providing cover for any third-party liability that users may incur. The cover is unlikely to include personal injury, unless specified and paid for separately as an option, so e-scooter users should consider whether they have adequate personal accident cover elsewhere that would cover the activity.

Drink and Drugs

Users should never ride rental e-scooters under the influence of alcohol or drugs. The rental e-scooters are classified as motor vehicles. If a rider is stopped and found to be under the influence of alcohol, drugs or other substances they will be subject to the law in the same way as any vehicle driver and

could face imprisonment, a driving ban and a fine if found guilty.

Helmets and Clothing

Helmets are highly recommended but are not a legal requirement for those using e-scooters. Users should ensure that their cycle helmet conforms to current regulations, is the correct size and is securely fastened.

Users should wear light-coloured or fluorescent clothing so that other road users can see them in daylight, poor light and in the dark. E-scooter riders should also wear additional reflectors/reflective clothing in poor light conditions to ensure they are clearly visible.

Lights and Reflectors

The rental scooters have front and rear lights but can still be difficult to see. Therefore, light and reflective clothing should be worn, and additional lights used in poor light conditions.

Coronavirus Safety

All rental e-scooters in Portsmouth are fitted with anti-bacterial handlebar grips. They are rubber but use a special nano-zinc oxide compound to combat bacteria and viruses which offers antibacterial, bactericidal and antiviral protection. All scooters are disinfected regularly, including every time a scooter is handled for a battery swap, re-balancing, or maintenance. The rental scheme provider uses high-quality anti-viral cleansing agents that last up to 24 hours.

Users should continue to follow the government guidance to stay safe from coronavirus.

Parking

E-scooters should be parked upright, and ensure that pavements are accessible for all including wheelchairs. The e-scooters should be placed in a position that they are not blocking road users, access ramps, bus stops, cross walks or entrances. Users should use the kickstand to ensure the scooter is standing upright and not likely to fall over.

E-scooters must not be used anywhere on campus and must not be kept or stored near or in University buildings including Halls of Residence.

Indicating / Signalling

Newer models of e-scooters are equipped with indicators, and these should be used prior to making a manoeuvre, as per the highway code rules for mopeds. Where e-scooters are not equipped with inbuilt indicators, riders should indicate their manoeuvres using an arm before turning.

Other Safety Considerations

E-scooters must only be used by one person at a time. Rental e-scooters are designed for one rider and no passengers. Riding with another passenger will affect the user's balance and the functionality of the brakes, and risk seriously injuring the user and the passenger.

E-scooters must not be used to tow anything.

Users should not wear headphones when using the scooters and avoid distractions and enable them listen for hazards such as motor vehicles etc.

Riders must not use a mobile phone when using an e-scooter - users may use a screen to display navigation information, but this must be set up prior to setting off.

Always ensure bags or other small items being carried will not cause a danger to either the user or others around them. For example, never hang them from the handlebars. Use the hook to hold bags in the central pole on the scooter for stability.

Users should use the bell to alert people to their presence.

E-scooters should use correct manoeuvring and give way procedures:

- Give way to cars and pedestrians if crossing their path when turning right

- Pass from the right-hand side when overtaking another scooter/ bike
- Follow the rules for traffic lights and crossings
- Dismount and push scooters over pedestrian crossings
- Avoid roads with a speed over 30mph

Be mindful of other road users, and aware of other vehicle blind spots

Misuse of E-Scooters

Any misuse of e-scooters, including dangerous and twin riding, should be reported to Voi. To make a report, take a note of the e-scooter's number plate and the time and contact Voi directly using their [REPORTING FORM](#) or by emailing Voi on SUPPORT@VOIAPP.IO or call the 24-hour customer service helpline [08003768179](tel:08003768179). These reporting methods can also be used to report a badly-parked or misplaced scooter.

In addition, the police have indicated that they will also act against poor or dangerous rider behaviour in general, whether private or rental. Possible offences include:

- Riding on a footway: Fixed Penalty Notice, £50 fine
- Riding through red lights: Fixed Penalty Notice, £100 fine and possible penalty points
- Drink driving offences: As with driving other motor vehicles; court-imposed fines, driving ban and possible imprisonment
- a Fixed Penalty Notice for no insurance, with a £300 fine and six penalty points
- a Fixed Penalty Notice for no driving licence, up to £100 fine and three to six penalty points

As with other road vehicles, the rules and guidance laid out in the Highway Code apply at all times, and e-scooter users should remain conscious of their own compliance with these and aware of how their behaviour affects other road users.

Hampshire Constabulary have produced a short 2 min video for e-scooter use. "[Important guidance about Electric Scooters \(e-scooters\)](#)"

Incidents/accidents on campus

An incident is an unplanned event that results in injury, damage to property or some other loss. The law requires that certain work-related incidents are reported to the local authority or the Health and Safety Executive. All incidents, however minor and including near misses, should be reported to the corporate health and safety department ([Incident Report Form](#)).



Top Tips

Staff and Students who want to try a new and environmentally-friendly way to travel hire a Voi rental e-scooter for their essential journeys as part of a Department for Transport trial on Portsmouth's roads and on routes where people can cycle. The following are some top tips for using e-scooters:

- Only ride on roads, cycle paths and shared use paths
- Never ride on pavements that are only for walking
- Wear a helmet – it's not required but it's safer
- Like with any other motor vehicle you must follow the highway code
- Never drink and ride
- Never ride with more than one person on the rental e-scooter
- Never let someone else on the rental e-scooter during your ride
- Before your first ride watch the [RIDELIKEVOILA](#) safety training

To get started, download the Voi app for free from [Apple App Store](#) or [Google Play Store](#), or visit [Voi Scooters](#) for more information. Find out if there is a parking rack near you by checking the Portsmouth [map](#). We will update this as more racks are added.

If you see someone riding a Voi e-scooter dangerously, take a note of the e-scooter's number plate and the time and please [REPORT TO VOI](#).

Privately-owned e-scooters remain illegal, except on private land and with the land owner's permission.

Document Control

This Arrangement is issued and managed by Corporate Health and Safety.

Change Record

Version	Author	Date	Amendment
1	Catherine Fairlamb-Green (HSW Adviser)	October 2021	Draft of new guidance document
1	Charlotte Downs (HSW Assurance Manager)	November 2021	Incorporating comments further to consultation: <ul style="list-style-type: none"> More explicit about not using or storing e-scooters in University buildings including Halls of Residence.
1	Charlotte Downs (HSW Assurance Manager)	March 2022	Incorporating comments further to consultation: <ul style="list-style-type: none"> Wording throughout updated to reflect that e-scooters are not permitted on campus.

Reviewers / Contributors

Version	Name	Role	Date
1	Corporate Health and Safety Department	All members of the corporate health and safety team	October 2021
1	Corporate Health and Safety Committee Members	All members of the corporate health and safety committee	October 2021