

Workspace: Production                      Workspace: Onsite  
Activity: Handling bicycles and cargo bicycles

## Application

**This operating instruction applies to the operation of bicycles and cargo bicycles**

## Hazards



- Improper use
- Defects in (cargo) bicycles
- Overloaded cargo bicycles
- Collisions with obstacles
- Collisions with other road users

## Protective measures and behavioral rules:

- Use only by instructed persons who are familiar with traffic regulations.

### Before commissioning / takeover:

- Visual inspection for defects, especially safety devices such as brakes, bell, lights, tires.
- Only use bicycles in a roadworthy and operational condition.
- Adjust the bicycle to individual body dimensions.
- Load cargo bicycles only with the permissible total weight and secure the load.

### During use:

- Adapt driving style to visibility and weather conditions.
- Use cycle paths and roads, do not use sidewalks.
- Always park the bicycle securely.
- Observe traffic regulations.
- Do not carry additional passengers.
- In case of poor visibility or heavy traffic, wear a reflective vest if possible.



## Behavior in case of malfunctions:

- Report defects, accidents, and damages immediately to the supervisor or fleet management.
- Park damaged or defective bicycles and secure them against further use.
- If necessary, secure and clear the accident site.

## Behavior in case of accidents - First aid:



- Remain calm.
- Call for a first aider.
- Call emergency services and report the accident.

**Emergency Call: +49 112**

## Maintenance / Inspection / Disposal:

- Maintenance should only be carried out by qualified personnel or specialized companies.