

Guidelines for Handling Bicycles & Cargo Bicycles



picture: Clker-Free-Vector-Images on Pixabay



User is **16 years** or older



The **applicable traffic regulations** according to the German traffic act StVO must be observed.



User has been instructed / briefed in the **use of the bicycle** and the instruction / briefing has been documented.



User has received **written instructions** from their employer/client.



User has checked before each use that there are **no visible defects** on the bicycle and that **safety devices** (e.g., brakes, lights, etc.) are functioning.



It is understood that **manipulation of safety devices** is forbidden.



The following guidelines must be observed while riding:

- Adjust speed according to the situation, maintaining a walking pace (maximum 15 km/h) on designated bike paths, roads, or paved paths.
- No additional passengers are allowed on the bicycle.
- Show consideration for other road users, especially pedestrians.
- Wear a reflective vest in case of poor visibility or heavy traffic.
- Report defects, accidents, 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.
- The vehicle will only be passed on to appropriately qualified, trained or instructed persons.