

The University of Macau

Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	CMO-ST.S.10/201410/300.r00

Page 1 of 11

Keywords: *bicycle, bicycle lane, bicycle parking, bicycle permit, registration, renewal, rental packages, renting the UM campus bicycle*

Remarks: *Minor revision after approval:*

1. *The prefix of the document codes have been updated due to the revision of the Regulations of the Organizational Structure of the University of Macau approved by UC on 14 December 2016 (UC resolution no. UC/2016/02/5.7), effective 1 January 2017.*
2. *Chinese version is enclosed. For any discrepancy, the English version shall prevail.*

1 INTRODUCTION

- 1.1 The Rules of Bicycle Riding and Parking is established for regulating bicycle use on campus, protecting the security of bicycle and keeping our campus orderly;
- 1.2 The definitions of the terms which are used in the Rules of Bicycle Riding and Parking are:
 - 1.2.1 Campus: All assets and areas managed by and used by the University;
 - 1.2.2 Motorized Bicycle: Electric motor-powered bicycle;
 - 1.2.3 UM Campus Bicycle: Bicycle loaned to students and the ownership of the bicycle is the University;
 - 1.2.4 Bicycle Parking Station: An area, equipped with bicycle parking slots, strategically located throughout the campus where students and staff can park the registered bicycles;
 - 1.2.5 Bicycle Lane: Lane designed specially for cyclists only, marked on an existing portion of a road;
 - 1.2.6 Bicycle Permit: The identity (in the form aluminum plate or sticker) the University gives to the registered bicycles. All bicycles have to be registered from Security and Transport Section (STS);
 - 1.2.7 Self-Brought Bicycle: Bicycles other than UM Campus Bicycle and UM Bicycle;
 - 1.2.8 Outsourced Service Provider: UM outsourced contractor with more than one year service contract period.
- 1.3 Five types of bicycle permits are used for identifying the identity of bicycle owners, they are UM Bicycle Staff Permit, UM Bicycle Permit, UM Campus Bicycle Permit, UM Bicycle Student and Contractor Permit. The definitions of the types of bicycle permits are as per below table:

Permits	Types
UM Bicycle Staff	Bicycles owned by staff members
UM Bicycle	Bicycles that are purchased by units using UM budget
UM Campus Bicycle	University bicycles that loaned to students
UM Bicycle Student/Contractor	Bicycles owned by students; Bicycles owned by outsourced service providers.

The University of Macau
Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	CMO-ST.S.10/201410/300.r00

2 GENERAL RULES

2.1 Rules of Bicycle Riding

- 2.1.1 All rules and procedures herein are applicable to UM Campus Bicycles, UM Bicycles and Self-Brought Bicycles;
- 2.1.2 In all circumstances, pedestrians have privilege. Cyclists must take safety of pedestrians at highest priority and should never create threats to pedestrians. When pedestrians and cyclists are sharing the use of roads, cyclists should slow down and even stop in order not to produce any threats to the safety of pedestrians;
- 2.1.3 Riding motorized bicycles on campus are prohibited;
- 2.1.4 Riding bicycles on pedestrian lanes are prohibited;
- 2.1.5 Cyclists should ride the bicycles on the appropriate lanes and park the bicycles at proper locations;
- 2.1.6 Cyclists should ride bicycles with both hands on the handlebars. Books or other objects should be placed in the basket;
- 2.1.7 Cyclists should not carry goods which will cause hazard to the public;
- 2.1.8 Under no circumstances should a cyclist carry another passenger;
- 2.1.9 Cyclists should obey all traffic rules, signs and signals, when riding on road;
- 2.1.10 Riding bicycles inside any indoor areas is prohibited;
- 2.1.11 Cyclists are strongly recommended to wear helmet when riding bicycles;
- 2.1.12 Bicycles when in use at nighttime shall be equipped with a lamp on the front and with a red reflector on the rear;
- 2.1.13 Cyclists must always be vigilant to vehicles and pedestrians around. Cyclists should ride the bicycles in courteous manner, travel at safe speed, and have the bicycles under control at all times;
- 2.1.14 All Self-Brought Bicycles parked on campus should carry the bicycle permits from STS;
- 2.1.15 UM Bicycles and UM Campus Bicycles are UM assets, thus the loss of these bicycles will be regulated according to the “Guidelines for Handling Loss of UM Assets”.

2.2 Method for Registration of UM Bicycles and Self-Brought Bicycles

- 2.2.1 Each Self-Brought Bicycle and UM Bicycle should be registered before parking on campus;
- 2.2.2 Issuance of Permits:
 - a. STS is the sole authorized unit to issue the bicycle permits;
 - b. The application of the bicycle permit is free of charge;
 - c. The applicants should submit the completed registration forms to STS. The permits will be issued upon approval by Head of STS or the delegate;
 - d. Units have to register their bicycles under the name of a full-time staff member and his/ her affiliated unit;

The University of Macau

Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	CMO-ST.S.10/201410/300.r00

Page 3 of 11

-
- e. A temporary permit will be issued when the application is received by STS. The applicant has to return the temporary permit upon receipt of the official permit;
 - f. The validity of the temporary permit is 5 days;
 - g. When the registration is approved, the applicant will be informed by phone or email;
 - h. The permit should be collected from STS within 7 working days after the applicant is informed;
 - i. The permit will be cancelled and has to be applied again if applicants do not collect the permit within 7 working days after the applicant is informed;
 - j. The permit will be in the form of aluminum plate or sticker and should be attached to a reasonably visible place of the bicycle.
- 2.3 Method for Permit Renewal of Self-Brought Bicycles
- 2.3.1 Students and outsourced service providers are required to renew bicycle permits annually;
 - 2.3.2 Students and outsourced service providers should renew their bicycle permit within the first month of every academic year. The renewed stickers have to be attached to the bicycles within 7 days upon application;
 - 2.3.3 Renewal of bicycle permit is free of charge;
 - 2.3.4 Staff will not need to renew their permit but only need to return the permit upon leaving the University;
 - 2.3.5 Unit has to register their UM Bicycles from STS but do not need to renew the permit annually;
 - 2.3.6 Bicycles with outdated permits are subject to impoundment. STS will not hold any responsibility for any damages of impounded bicycles;
 - 2.3.7 Confiscated bicycles not claimed within 60 days will be at UM's discretion.
- 2.4 Bicycle Parking
- 2.4.1 Bicycle parking stations are located throughout the campus. Other than the bicycle parking stations, bicycles with the permits can be parked at the designated locations on campus;
 - 2.4.2 Bicycles should not be parked or stored:
 - a. in any University buildings such as offices, classrooms, and dining and retail outlets;
 - b. against or locked to any trees;
 - c. against any water, steam or gas pipes, electrical fixtures, sign posts, or emergency safety devices;
 - d. at any entrances and exits to the buildings.

The University of Macau

Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	CMO-ST.S.10/201410/300.r00

Page 4 of 11

-
- 2.4.3 Parking a bicycle in any manner which creates a hazard or impedes access will be subject to immediate impoundment;
 - 2.4.4 UM members living in the Staff Quarters are allowed to secure their Self-Brought Bicycles in their flats. However, bicycle parking in the corridor and common areas is prohibited;
 - 2.4.5 Bicycles improperly parked may be impounded by cutting and removing locking devices, if necessary;
 - 2.4.6 The impounded bicycles will be kept in Security Centre for 30 days for the first offense and 60 days from the second offense onwards. Impounded bicycles can be collected during 09:00 – 17:45 Monday to Sunday;
 - 2.4.7 Bicycles are considered to be abandoned if not moved for 30 consecutive days and will be removed by cutting the locking devices, if necessary, and impounded;
 - 2.4.8 Confiscated bicycles not claimed within 60 days will be at UM’s discretion.
- 2.5 UM Campus Bicycle
- 2.5.1 All UM students are eligible for renting the UM Campus Bicycle one at a time. Students should present their student card for rent/return the bicycle;
 - 2.5.2 General guidelines for UM Campus Bicycle:
 - a. All rental, penalty and repair charge shall be settled at Security Counter;
 - b. The rental of UM Campus Bicycle will be carried out in the following mechanism:
 - by random draw at the beginning of the semester:
 - ✓ Students need to register the rental application online;
 - ✓ A random draw will be carried by STS;
 - ✓ STS will notify the students of the result in due course.
 - On first-come-first-served basis throughout the rest academic year.
 - c. The rented bicycle must be returned to Security Counter on or before due date. Otherwise, penalty for late return will be charged;
 - d. Under no circumstances should a student retain the UM Campus Bicycle as personal property;
 - e. No refund for early return;
 - f. The bicycle should be returned in good condition and student is responsible for any damage/lost bicycle;
 - g. Email notification will be sent automatically 3 days before the due date;
 - h. Email notification will be sent automatically in case of overdue for 1 day, 10 days, 20 days and 30 days;
 - i. Any student who commits serious offenses, such as stealing parts, accessories or intentionally damaging the bicycle, may be permanently excluded from using bicycle rental service and will be required to pay for the cost of any damage or loss resulting from the offense(s). The offense(s) may also be reported to the University authorities for further disciplinary action.
 - 2.5.3 The rental packages are as per below table:

The University of Macau

Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	CMO-ST.S.10/201410/300.r00

Page 5 of 11

Types	Rental (MOP)
Weekly Package	20
Monthly Package	80
*Semester Package	200

*Semester Package means the UM Campus Bicycle has to be returned to STS before the 1st day of summer recess or winter recess respectively.

2.5.4 Maintenance and Repair:

- a. Repairs and maintenance service is not inclusive in bicycle rental charge;
- b. Self-service tyre pumping equipment will be provided at the security counters;
- c. UM will be providing bicycle repair services regularly on cost basis. No urgent maintenance service will be provided;
- d. Students are required to settle the repairs charges (if any) according to the parts price list upon returning the bicycle.

2.5.5 Penalty:

2.5.5.1 Email notification will be sent to the rentees before and after the due date. Penalty will be applied to overdue cases and lost cases.

Reminder/ Notice	Penalty (MOP)
Pre-overdue Alert (3 days prior to the due date)	None
1 st Notice (bicycle is overdue for 1 day to 9 days inclusive)	100
2 nd Notice (bicycle is overdue for 10 days to 19 days inclusive)	200
3 rd Notice (bicycle is overdue for 20 days to 29 days inclusive)	300
Final Notice (bicycle is overdue for 30 days)	500

- a. In the case of overdue for 60 days, it will be considered as lost bicycle;
- b. The penalty for any lost bicycle is equivalent to the purchase cost of the bicycle, which is MOP 800.

The University of Macau
Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	CMO-ST.S.10/201410/300.r00

Page 6 of 11

2.6 Liability

- 2.6.1 UM assumes no responsibility for the care and protection of any bicycle, the attached accessories, or contents at any time, nor shall UM be held liable for damages for any impounded bicycles;
- 2.6.2 Any bicycle accidents, injuries or emergency cases occurring within the campus must be reported immediately to the Security Centre (Tel: 8822 4126).

The University of Macau
Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00 (Chi)
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	N/A

Page 7 of 11

澳門大學單車使用及停泊規條
(中文譯本)

第一條

介紹

- 一、 澳門大學單車使用及停泊規條之確立為規範單車在校園內之使用，安全及維護校園環境整潔；
- 二、 本規條內各常用詞之定義：
 - (一) “校園”是指所有由澳大管理及使用之財產及地方；
 - (二) “電動單車”是指以電能發動之單車；
 - (三) “澳大校園單車”是指由澳大擁有及租予學生使用之單車；
 - (四) “單車停泊處”是指具策劃性編排下分佈於校內的，備有單車停泊位的，可供學生及教職員停泊已登記之單車的地方；
 - (五) “單車徑”是指現標明在道路上的某一部份，特別只為單車使用者而設之小徑；
 - (六) “單車證”是指由澳大發給已登記之單車的識別（鋁片或標貼）。所有單車須向保安及交通事務處登記；
 - (七) “自購單車”是指澳大校園單車及澳大單車以外之單車；
 - (八) “外判營運商”是指與澳大合約期超過一年以上之外判營運商。
- 三、 五種類別的單車證用以區分單車的所有者，分別為澳大職員單車、澳大單車、澳大校園單車、澳大學生/外判營運商單車。各類單車證定義如下表：

單車證	類別
澳大職員單車	由教職員擁有之單車
澳大單車	由部門單位以澳大預算資金購買之單車
澳大校園單車	租借予學生使用之澳大單車
澳大學生/外判營運商單車	由澳大學生擁有之單車； 由澳大外判營運商擁有之單車。

The University of Macau

Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00 (Chi)
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	N/A

Page 8 of 11

第二條

一般規定

一、 單車使用規條

- (一) 此規條及程序適用於澳大校園單車、澳大單車及自購單車；
- (二) 在任何情況下，行人有優先權。單車使用者須首要顧及行人安全和不可對行人造成威脅。當行人及單車使用者共用道路時，單車使用者需慢駛，甚至停下以免威脅行人安全；
- (三) 校內禁止使用電動單車；
- (四) 行人道上禁止駕駛單車；
- (五) 單車使用者須在規定的道路上駕駛單車及將單車停泊於指定地點；
- (六) 單車使用者駕駛時須以雙手緊握扶手。書本及雜物須置於車籃內；
- (七) 單車使用者不可攜帶任何危害公眾的物品；
- (八) 單車使用者在任何情況下均不可載有乘客；
- (九) 單車使用者在道路上駕駛時須遵守所有交通規則、標誌及燈號；
- (十) 禁止在室內駕駛單車；
- (十一) 強烈建議單車使用者在駕駛單車時配戴頭盔；
- (十二) 單車在晚上行駛時需配備車頭燈及車尾紅色反射燈；
- (十三) 單車使用者須對周邊行人及車輛提高警覺。須禮讓並以安全速度及單車於隨時可控情況下駕駛；
- (十四) 所有停泊於校內的自購單車須配有由保安及交通事務處發出之單車證；
- (十五) 澳大單車及澳大校園單車均屬澳大財產，遺失此類單車須受“Guidelines for Handling Loss of UM Assets”(澳大財產遺失處理指引)所規管。

二、 澳大單車及自購單車登記方式

- (一) 每部自購單車及澳大單車都必須事先登記才可停泊於校內；
- (二) 簽發單車證：
 - a) 保安及交通事務處是唯一簽發單車證之授權單位；
 - b) 申請單車證是免費的；
 - c) 申請人需向保安及交通事務處提交填妥的申請表。單車證申請經由保安及交通事務處處長或其授權代表審批後簽發；
 - d) 部門單位單車須以一全職人員名字及其所屬單位之名登記；
 - e) 申請人於申請時會收到臨時單車證。此臨時證須於收到正式單車證時歸還；
 - f) 臨時單車證五天內有效；
 - g) 獲准之申請會以電話或電郵通知；
 - h) 申請人須於接到通知後七個工作日內於保安及交通事務處領取單車證；

The University of Macau

Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00 (Chi)
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	N/A

Page 9 of 11

- i) 凡於通知後七個工作日內未領取之單車證將被取消，申請人須重新提交申請；
- j) 單車證為鋁片或標貼式樣，應掛/貼於單車合理當眼處。

三、 自購單車登記續期

- (一) 學生及外判營運商需每年辦理單車證續期；
- (二) 單車證續期須於每學年首月內辦理。新發的單車證須於申請日起計七天內掛/貼於單車上；
- (三) 單車證續期是免費的；
- (四) 全職人員不需辦理續期，惟當離職時須歸還單車證；
- (五) 部門單位只須向保安及交通事務處登記而無需每年續期；
- (六) 單車證逾期之單車將被扣押。扣押之單車有任何損毀，保安及交通事務處概不負責；
- (七) 校方將自行處置自沒收日起計 60 天內仍無人認領的單車。

四、 單車停泊

- (一) 校園內均設有單車停泊處。除單車停泊處，掛/貼有單車證之單車亦可停泊於校內指定地點；
- (二) 單車不可停泊或擺放：
 - a) 於任何建築物內，如辦公室，課室，食肆或商舖；
 - b) 倚靠或鎖着任何樹木；
 - c) 倚靠任何水、蒸汽或氣體喉管，電器裝置，指示牌或緊急安全儀器；
 - d) 任何建築物的出入口。
- (三) 任何單車停泊在可導致危險或阻礙通行的地方，可當場被扣押；
- (四) 居住職員宿舍的澳大教職員可將其自購單車放置於其單位內。但走廊及公共地方禁止停放單車；
- (五) 不適當停泊之單車於必要時其鎖車裝置可被剪斷以便將其扣押；
- (六) 首次違規的單車會扣押在保安中心 30 天，第二次或以上違規單車扣押期為 60 天。扣押的單車可於星期一至日 09:00-17:45 取回；
- (七) 連續 30 天沒移動過的單車視作被遺棄的單車，如有需要，其鎖車裝置會可剪斷及移除以便將其扣押；
- (八) 校方將自行處置自沒收日起計 60 天內仍無人認領的單車。

五、 澳大校園單車

- (一) 所有澳大學生均可於同一租賃期內租用一次澳大校園單車。學生在租/還單車時需出示其學生證；
- (二) 一般指引：

The University of Macau

Rules of Bicycle Riding and Parking

Document code:	CMDO-ST.S.10/201410/300.r00 (Chi)
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	N/A

Page 10 of 11

- a) 所有租金、罰款及維修費須於保安中心櫃檯繳付；
- b) 租用澳大校園單車將根據以下機制進行；
 - 於每學期初以隨機抽籤形式抽取租賃者
 - ✓ 學生須於網上進行登記；
 - ✓ 保安及交通事務處進行隨機抽籤；
 - ✓ 保安及交通事務處適時通知學生結果。
 - 於學期中，可以先到先得的方式租賃單車。
- c) 所有租用單車須於到期日或之前歸還。逾期者須繳付罰款；
- d) 無論如何，學生不可把澳大校園單車據為己有；
- e) 提早交還不設退款；
- f) 歸還的單車須保存完好狀態，學生須對任何損毀/遺失的單車負責；
- g) 到期日前三天將有電郵通知；
- h) 倘有逾期情況，於過期一天、十天、二十天及三十天，將以電郵方式發出逾期通知；
- i) 任何學生嚴重違規：如偷取單車零件，配件或蓄意毀壞單車，則永久喪失使用單車租賃服務資格並須賠償因是次違規所導致的損失。而此違規行為亦會上報校方作進一步紀律處分。

(三) 租賃期及收費如下表格所示：

種類	租金(澳門幣)
每週	20
每月	80
*每學期	200

*每學期指澳大校園單車須於夏季休學期或冬季休學期前一天交還保安及交通事務處。

(四) 保養及維修

- a) 租金不包含保養及維修費用；
- b) 保安中心櫃檯設有自助單車輪胎充氣設備；
- c) 澳大設有單車維修收費服務。但不設緊急維修服務；
- d) 學生在交還單車時，需按單車零件收費表上的金額支付相關維修費用(如有)。

(五) 罰則

租賃期滿前後，租用者將收到自動電郵通知，逾期歸還及遺失單車者須繳付罰款。

The University of Macau

Rules of Bicycle Riding and Parking

Document code:	CMDO-ST5.10/201410/300.r00 (Chi)
Approval date:	24 October 2014
Effective date:	24 October 2014
Supersedes:	N/A

Page 11 of 11

提示/通知	罰金(澳門幣)
期滿前提示(到期日前3天)	無
第一次通知(逾期1至9天內)	100
第二次通知(逾期10至19天內)	200
第三次通知(逾期20至29天內)	300
最後通知(逾期30天)	500

- a) 逾期超過60天者視為遺失單車；
- b) 遺失單車須繳付之罰金相等於該單車購買原價，為澳門幣800元。

六、 免責條款

- (一) 校方無論何時都不須承擔看管和保護任何單車及其附載物之責任，校方亦不須對任何扣押單車的損毀負責；
- (二) 任何發生於校內的單車意外，受傷或緊急事故，必須立即向保安中心報告（電話：8822 4126）。