



## UVic Employee E-Bike Pilot Program – Purchase Procedures

All applications to the Employee E-Bike Incentive Pilot Program will be accepted through an [online form](#).

### **Step 1:** [Apply for pre-approval](#)

Campus Security (CSEC) will receive your application and review for eligibility. If you are eligible, you will receive a confirmation email indicating pre-approval for an E-Bike loan. This process may take up to 2 weeks. If your application is not approved, you will also receive notification within 2 weeks.

### **Step 2:** Complete E-Bike Participant Agreement and Pre-Use Survey.

Upon receiving your pre-approval letter, you will also receive an E-Bike Participant Agreement to sign and submit back to CSEC, and a Pre-Use Survey. You will be asked to complete a 3 surveys minimum to help evaluate the pilot program and help inform possible program expansion.

### **Step 3:** Order your E-Bike

**After** your signed participant agreement has been submitted, you will have 30 days to bring proof of pre-approval and completion of your participant agreement, with your ONECard, to either:

1. Purchase an eligible E-Bike yourself and submit an expense claim through Chrome River for reimbursement;
- OR
2. Order an eligible E-Bike from a participating supplier and UVic will pay on your behalf (up to \$3,000) directly to the supplier. If the E-Bike is more than \$3,000, you will be responsible for paying the difference.

**Note:** E-Bikes purchased before you receive an individual pre-approval email, are not eligible for reimbursement. E-Bikes must also be on an individual invoice/receipt – any accessories must be paid separately.

### **Step 4:** Payroll deductions are initiated

Your E-Bike will be re-paid based off of an amortization period of 2-years and deductions will be reflected on the last payroll of the month.

The full amount can be repaid at any time. Should you leave your employment with UVic prior to full payment being received, the balance will be deducted from your final pay.

### **Step 5:** Start riding

Pick-up and delivery of your E-Bike will be worked out between you and your supplier.

### **Step 6:** Complete during and post-use program surveys

Participants will be asked to complete additional surveys throughout the 2-year pilot program. Surveys will be administered through the [Office of Campus Planning and Sustainability \(OCPS\)](#).



### Participating Suppliers:

Under the pilot program, Ride the Glide and Surface 604 have been identified as preferred suppliers and both have agreed to offer point-of-sale incentives not only for program participants but UVic employees in general.

Participants are not required to purchase their E-Bike from the pilot program's Preferred Suppliers list – you may choose to order from any business in the Capital Region that sells and services E-Bikes, while meeting the program terms and conditions. UVic encourages all participants and employees to shop locally! Additional suppliers may also be shared in a list format on the [program webpage](#); the list will not be an endorsement of any particular supplier.

[Procedures have been established with Ride the Glide and Surface 604.](#)

### Eligible E-Bikes

- Must be new, no used E-Bike sales
- Have a minimum 1-year warranty on all parts
- Meet the definition of “motor assisted cycle” in the BC Motor Vehicle Act [\[link\]](#)
- Comply with all applicable laws, including but not limited to the Motor Assisted Cycle (MAC) Regulation:
  - Electric motor with power output rating not exceeding 500 watts
  - Not capable of propelling the cycle faster than 32 km/hr on level ground
  - Wheels 350mm or more in diameter
  - No more than 3 wheels in contact with the ground, and
  - Motor shut-off mechanism separate from the accelerator controller, that allows the driver to turn the motor on and off from a normal seated position while operating the MAC or prevents the motor from turning on or engaging before the motor assisted cycle attains a speed of 3 km/hr
  - Motor must disengage if the operator stops pedaling, an accelerator controller is released, or the brake is applied
  - Lights must conform to all applicable BC laws, including the requirements for a front white and a rear red light.
  - Brakes that comply with Section 5 of the Regulation.



## Ride the Glide

<b>Location</b>	307-1208 Wharf St. Victoria BC V8W 3B9
<b>Discount on E-Bike</b>	\$50
<b>Discount on Accessories – exclusions may apply (i.e. Sena Smart helmets)</b>	10%
<b>Assembly of E-Bike</b>	Fully assembled if pick-up or delivered, partially assembled if shipped
<b>Shipping and/or delivery</b>	Greater Victoria – free hand delivery with shipping elsewhere available at a cost
<b>Maintenance and Service</b>	One year free tune-ups
<b>Warranty</b>	2 Year warranty on electrical and parts
<b>Interested in EcoVadis participation</b>	Yes
<b>Discount extended to all UVic employees</b>	Yes
<b>Battery recycling</b>	Currently in the midst of preparing to offer battery repairs and recycling. Anticipate this service to be available later in 2022.

**Ordering Process:** in-person

**Required documentation:**

- Participation confirmation (email); and
- UVic ONECard

**Step-by-step:**

1. Visit [their store](#) to select/order your E-Bike of choice.
2. Show their staff your participation confirmation email (on your phone is fine) and ONECard identity/employment.
3. RTG will apply offered discounts as applicable. To pay, the following options are available:
  - a. You will pay for the E-Bike and submit proof of purchase via Chrome River for reimbursement; or
  - b. RTG will submit your E-Bike order to CSEC for payment up to \$3,000 on your behalf. You will be responsible for paying the difference.
4. RTG will communicate with you timelines for pick-up/delivery.



# Surface604

<b>Location</b>	<a href="http://www.Surface604.com">www.Surface604.com</a>
<b>Discount on E-Bike</b>	15% off MSRP
<b>Discount on Accessories – exclusions may apply</b>	Model dependent – free NCX suspension seat post or free rear rack and rear LED
<b>Assembly of E-Bike</b>	95% assembled
<b>Shipping and/or delivery</b>	Free shipping
<b>Maintenance and Service</b>	One year free tune-ups
<b>Warranty</b>	1 Year warranty on parts
<b>Interested in EcoVadis participation</b>	Yes
<b>Discount extended to all UVic employees</b>	Yes
<b>Battery recycling</b>	Non-working and defective batteries can be shipped to their headquarters at no cost. Customers have to submit a battery warranty request to initiate the process.

**Ordering Process:** online

**Required documentation:**

- Participation confirmation (email); and
- UVic ONECard /V number

**Step-by-step:**

5. Contact them directly via phone or email ([mike@surface604.com](mailto:mike@surface604.com)) to request an E-Bike that you'd like to purchase.
6. Include a copy of your participation confirmation email and ONECard confirming employment.
7. Surface604 will confirm receipt and create a pre-sale order form for the E-Bike with applied discount(s), as applicable. To pay, the following options are available:
  - a. You will pay for the E-Bike and submit proof of purchase via Chrome River for reimbursement; or
  - b. Surface 604 will submit your E-Bike order to CSEC for payment up to \$3,000 on your behalf. You will be responsible for paying the difference.
8. Your E-Bike will be shipped to you and Surface604 will confirm timelines based on your order.

**Note:** accessories and/or any other items you wish to purchase must be paid for separately.



Suppliers must meet the following criteria:

1. Provide local (Greater Victoria Region) storefront or mobile repairs and maintenance services for the E-Bike sold;
2. Sell E-Bikes to Participants that are new, have a minimum 1-year warranty; and comply with the BC Motor Vehicle Act Motor Assisted Cycle Regulation criteria;
3. Provide detailed receipts/invoices for E-Bike (only) that includes:
  - a. Supplier name (e.g. name of store)
  - b. Date ordered/purchased
  - c. Make and model of E-Bike
  - d. Point of sale incentive(s) amount applied
  - e. Any additional items for purchase (accessories, gear, etc.) must be on a separate receipt/invoice.
4. Agree to the program's invoicing and payment process through Campus Security.
5. The University reserves the right to remove a supplier from the supplier list for any reason at its sole discretion.

E-Bike suppliers who wish to be included in this list may contact [action@uvic.ca](mailto:action@uvic.ca)