



Personal Electric or Motor Powered Vehicle Mobility (EMPV) System Permit Application

Approval & Appeal Process

After evaluating an applicant's permit application, the City of Lafayette shall either grant the Permit as requested, grant the Permit with modifications, or deny the Permit. Where the Permit is granted with modifications or denied, the City of Lafayette shall explain the basis for the decision. An applicant whose permit application is denied shall have the opportunity to request an appeal.

Applicant Information

Please save and return filled form

Business Name:		Business Phone:	
Contact Person:		Phone:	
Mailing Address:			
Street Address if different than above:			
Email Address:		Website:	

Application Agreement

By signing this application, the applicant verifies that all the information provided is true, and that if issued a permit, the applicant agrees to comply with all federal, state and local laws.

Name of Applicant	
Authorized Signature	
Name, Title and Date	

Table of Contents

Application Signature Page	1
Submission Instructions and Check List	3
Permit Costs	3
Application Materials:	
(* Use link in Check List for a fillable form to provide the following information)	
A. Pricing Structure	
B. Scooter Availability and Service Area	
C. Plan for Safe Riding and Storage of Scooters	
D. Scooter Recharging Plan	
E. Hiring and Labor Plan	
F. Experience and Qualifications	
G. Privacy Policy, User Agreements, and Terms of Service	
H. Images and Description of Scooters	
I. Images and Description of Mobile Application	
J. Proof of Insurance and Workers Compensation	
Appendix	
Vehicle and Application Specifications	4
Data Sharing Requirements	5
Indemnification and Insurance Requirements	6

Submission Instructions

The City of Lafayette will only consider completed applications. Complete applications must include the following components.

- Application Signature pg. 1
- Check List pg. 3
- Signed Indemnification pg. 5
- Application Materials (**use link to fillable form**)
- Required Photographs of Equipment
- Certificates of Insurance

Email: EMPVMobilitySystem@lafayette.in.gov

Mail: Lafayette Economic Development Department
515 Columbia Street
Lafayette, IN 47901

In Person: Lafayette Economic Development Department
515 Columbia Street
Lafayette, IN 47901

Permit Costs

The following payments must be made in order for a permit to be issued:

- 1) An annual permit fee of \$1,000 due at the time of permit issuance.
- 2) One dollar per day per EMPV operating with the permit holder's mobility system, paid monthly.

Appendix

Vehicle and Application Specifications

- The following information must be displayed on each scooter:
 - A 24-hour customer service telephone number (for voice and text), and email address.
 - Unique identification number that is visible to the user and nearby pedestrians that identifies both the permit holder's company and the particular scooter. This number must be submitted with a device's corresponding serial number.
- The following advisements must be clearly visible on each scooter:
 - Sidewalk riding is prohibited.
 - The User shall yield to pedestrians.
 - The User may not operate the scooter while intoxicated.
 - The User shall park in designated areas.
- Each scooter must be equipped with a bell, horn, or other audible signaling device
- The speed of a scooter shall be limited to a maximum of 15 mph
- If operated before or after sunset, each scooter must be equipped with the following:
 - A lamp on the front, exhibiting a white light visible from a distance of at least five hundred (500) feet to the front.
 - A lamp on the rear, exhibiting a red light visible from a distance of at least five hundred (500) feet to the rear.
- The following information must be displayed on the application before a user is able to ride a scooter for the first time:
 - The User shall follow all traffic laws, such as not operating on sidewalks.
 - The User shall yield to pedestrians.
 - The User shall follow proper parking procedures.
 - The User is encouraged to wear a helmet.

Data Sharing Requirements

- Permit holder shall provide a monthly report on the second Tuesday of each month to the Cities of Lafayette, West Lafayette, and Purdue. All information listed should be submitted in one report, and separated by each jurisdiction that contains the following:
 - (1) the maximum number of scooters in use by Users at any time in the previous month;
 - (2) the total number of Users in the previous month;
 - (3) the total number of scooters in service for the previous month;
 - (4) the average number of rides per scooter per day;
 - (5) a comprehensive list the total number of crashes reported in the previous month, including locations and times;
 - (6) maintenance records and data;
 - (7) anonymized aggregate data in the form of heat maps showing routes, trends, origins, and destinations, including trips between jurisdictions;
 - (8) anonymized trip data that include the origin and destination, trip duration distance and data and time of the trip
 - (9) reported issues and complaints from Users and the general public;
 - (10) Anonymized banned user information
 - (11) summary of any educational events conducted by the permit holder; and
 - (12) the number of local employees and contractors that maintain a consistent and regular presence in Tippecanoe County.
 - (13) An interpretation of the data indicating whether an increase or decrease in the number of scooters or change in scooter locations is recommended.

The City of Lafayette shall have access to a permit holder's data that accurately depicts the location of all scooters in Tippecanoe County at any one time. Such data that are required to be disclosed under this subsection shall be real time or semi-real-time scooter location data via a publicly accessible API.

Indemnification and Insurance Requirements

- A. An Enterprise issued a permit under this chapter shall, as a condition of the issuance and continued validity of the permit to operate a Mobility System, indemnify, hold harmless and defend, by counsel of the City's choosing, the City and its respective officers, agents, officials and employees for any and all third party claims, actions, causes of action, judgments and liens to the extent they arise out of any negligent or wrongful act or omission, or violation of any provision of this chapter or other law by an Enterprise or any of its offices, agents, employees and users arising from the operation, maintenance, or use of the Mobility System and the Enterprise's EMPV(s) as well as the collection, use, misuse, or security measures related to any data obtained from or about Users of the Mobility System. Such indemnity shall include attorneys' fees and all costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by any insurance coverage required by this chapter or otherwise carried by the enterprise. An indemnity agreement provide by the Administrative Officer shall be signed by an authorized representative of the Enterprise who is an officer or employee of the Enterprise with authority to legally bind the Enterprise. The indemnity described above shall also be applicable in all respects to any property owner who has an EMPV located on the property owner's premises with or without permission.
- B. An Enterprise issued a permit under the EMPV Ordinance 2020-06 shall, as a condition of the issuance and continued validity of the permit to operate a Mobility System, purchase and maintain a policy of commercial general liability insurance that will protect it and the City from claims for damages because of bodily injury and personal injury, including death, and claims of damages to property which may arise out of or result from the operation, maintenance, or use of the Mobility System and the Enterprise's EMPV.
- C. The Enterprise shall maintain the following insurance coverages:
 - 1. General Liability (including automobile) with a per occurrence limited of \$1,000,000; \$2,000,000 general aggregate and \$5,000,000 excess/umbrella liability.
 - 2. Worker's Compensation insurance at the statutory limit. Each occurrence limit of \$1,000,000;
- D. Certificates of insurance naming the City as an additional insured showing such coverage then in force, but not less than the above amounts, shall be submitted by the Enterprise with its application for a permit under the EMPV Ordinance 2020-06 . Such certificates shall contain a provision that the policies and coverage afforded thereunder will not be canceled until at least thirty (30) days after written notice to the Administrative Officer.
- E. The insurance policies required under this section shall include a waiver of subrogation endorsement in favor of the City.
- F. The failure to maintain the bond or insurance policies required under this section throughout the entire term of a permit shall constitute a violation of the EMPV Ordinance 2020-06 and shall be considered an emergency for purposes of emergency suspension.

Applicant Agreement

By signing below, the applicant accepts and agrees to be bound to the indemnification provisions set forth above

Authorized Signature:
Name, Title and Date