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Appendix 1

Powered Scooter Parking Requirements and General Guidelines

October 12, 2018

State and local law impose limitations on parking Powered Scooters in San Francisco. Powered Scooters that are left lying on the sidewalk or parked on a sidewalk in any position that does not provide an adequate path for pedestrian traffic are in violation of Sec. 21235(i) of the California Vehicle Code. In addition, Section 723 of the San Francisco Public Works Code provides that it is “unlawful . . . to pile, cap or otherwise obstruct any street, lane, alley, place or court, or any portion thereof” without permission from the City’s Department of Public Works (“Public Works”). Public Works may impound Powered Scooters that are in violation of Section 723. Finally, parking Powered Scooters in a manner that impedes pedestrian traffic presents significant challenges for other sidewalk and street users, particularly for older adults or persons with disabilities, such as someone who is low vision or blind, or who or uses a cane, walker or wheelchair. The following guidance is intended to help Permittees meet their obligations under the law and ensure that parked scooters do not reduce the safety and accessibility of San Francisco sidewalks.

Powered Scooter Permittees should use this guidance to instruct customers on how to park a scooter properly. In doing so, Permittees may use the following summary “do/don’t” language. However, the Permittee’s scooters will be subject to all parking requirements and guidelines described in this document. Additionally, please note that sidewalk riding, even while parking a scooter, is dangerous and a violation of California Vehicle Code Sec. 21235(g), which may be enforced by the San Francisco Police Department. Any and all violations to these parking requirements subject the Permittee to penalty, and repeated and pervasive violations by a Permittee’s users may subject the Permittee to revocation of the scooter permit.

Below are ten general guidelines for scooter parking that may be helpful in communicating with riders. Detailed parking requirements are included on the next page alongside each of these simplified guidelines and a five word do/don’t summary.

When parking your scooter,

1. **Only park on the area of the sidewalk closest to the curb or in specially-designated areas, such as bike racks.** Scooters parked along the curb should be in line with and between fixed objects (trees, trash cans, bike racks, newspaper racks, etc.). Make sure to leave enough space for other sidewalk users to continue using those objects or amenities.
2. **Do** make sure that your scooter is always parked upright.



3. **Do not** obstruct pedestrian space; ensure that your scooter when parked or if it falls down does not protrude into the area where pedestrians will walk or roll.
4. **Do not** park at corners, on or in front of curb ramps, crosswalks, or anywhere two pedestrian paths of travel intersect.
5. **Do not** park on narrow sidewalks that are less than 9 feet wide (approximately three times the length of one scooter).
6. **Do not** park against building facades.
7. **Do not** obstruct access to bus stops or areas where riders wait or get on/off the bus; loading zones marked by a yellow or white curb; or blue accessible parking spaces.
8. **Do not** obstruct access to fire hydrants or other fire hose access points, emergency exits, or utility boxes.
9. **Do not** park in front of doors, driveways, ramps, stairs, handrails, blocking access to vehicle or bike lanes, near door entry systems, or other access points.
10. **Do not** park scooters in front of, on top of, or attached to sidewalk amenities and landscaping, such as seating areas, kiosks, ATMs, mailboxes, news racks, trash receptacles, benches, parklets, and planted areas or features, such as tree wells or planting strips.



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5-6 Word Do/Don't Summary	Parking Requirements for Laypersons (Simplified summary of detailed requirements in the next column)	Detailed Parking Requirements for Permittees/Riders
Park Near the Curb	Do place your scooter on the area of the sidewalk closest to the curb or in specially-designated areas, such as bike racks. The scooter should be on a paved part of this area in line with and between fixed objects (such as trees, trash cans, bike racks, newspaper racks, etc.). Make sure to leave enough space for other sidewalk users to continue using those objects or amenities.	<ul style="list-style-type: none"> • Scooters shall only be parked in the street furniture zone. • Scooters may only be parked on hard surfaces within the furniture/furnishings zone (e.g. concrete, asphalt) between fixed objects. • The furnishings zone is defined as the area of the sidewalk where street furniture—such as light poles, sign posts, street trees, USPS mailboxes, trash cans, et cetera—is placed. This zone is located between the pedestrian thoroughway and the curb. (See Figure 1 on next page for illustration.) • Scooters shall not be parked on blocks where there is no furniture zone.
Park Scooter Upright	Do make sure that your scooter is securely parked upright when you leave it.	<ul style="list-style-type: none"> • Scooters that are parked in any orientation other than upright (i.e. leaning on an object or on their side) will be considered improperly parked.
Don't Obstruct Pedestrian Space	Do not obstruct pedestrian space; ensure that your scooter when parked or if it falls down does not protrude into the area where pedestrians will walk or roll.	<ul style="list-style-type: none"> • Regardless of the width of the sidewalk, a parked scooter should in no way obstruct the pedestrian space (refer to the Thoroughway Zone in Figure 1 for illustration).
Don't Park at Corners or Blocking Curb Ramps	Do not park at corners, on or in front of curb ramps, crosswalks, or anywhere two pedestrian paths of travel intersect.	<ul style="list-style-type: none"> • Scooters must be parked at least 15 feet from any incline portion of curb ramps. • Scooters must be parked at least 15 feet from any street corner (defined as any curved portion of the curb where two or more streets intersect). • Scooters must not be parked where two paths of travel intersect (e.g. a T-intersection). This includes the intersection of any walkways or paths.
Don't Park on Narrow Sidewalks	Do not park on narrow sidewalks that are less than 9 feet wide (approximately three times the length of one scooter).	<ul style="list-style-type: none"> • Scooters must not be parked on sidewalks that are less than 9 feet wide.
Don't Park Along Buildings	Do not park against building facades.	<ul style="list-style-type: none"> • Scooters shall not be parked along building facades.



<p>Don't Block Bus Stops and Loading Zones</p>	<p>Do not obstruct access to bus stops or areas where riders wait or get on/off the bus or enter stations; loading zones marked by a yellow or white curb; or blue accessible parking spaces.</p>	<ul style="list-style-type: none"> • Scooters must be parked more than 15 feet from curb-side bus zones, transit shelters, transit access points (e.g. stairs, elevators, escalators), yellow commercial loading, white pedestrian loading and blue accessible parking spaces/zones, except where bike parking is provided. • Scooters must not be parked in or adjacent to MUNI transit stops, platforms, islands, stairs, escalators, or elevators. • Scooters must not be parked adjacent to any blue accessible parking space, except where bike parking is provided.
<p>Don't Block Fire Hydrants</p>	<p>Do not obstruct access to fire hydrants or other fire hose access points, emergency exits, or utility boxes.</p>	<ul style="list-style-type: none"> • Scooters must be parked at least 15 feet from fire hydrants or other fire hose access points, emergency exits, and cannot block access to utility boxes.
<p>Don't Block Access Points</p>	<p>Do not park in front of doors, door entry systems, driveways, ramps, stairs, or handrails, or blocking access to vehicle or bike lanes, or other access points.</p>	<ul style="list-style-type: none"> • Scooters must not be parked in a manner that blocks access to driveways, stairs, doors, door entry systems, handrails, or other access points. • Scooters must not block or be parked within six feet of building entrance controls, which include power door operator buttons, intercom speakers, handsets, keypads, card scanners, and turnstiles. • Scooters must not be parked in bike lanes or vehicle lanes.
<p>Don't Interfere with Sidewalk Amenities and Landscaping</p>	<p>Do not park scooters in front of, on top of, or attached to sidewalk amenities and landscaping, such as seating areas, kiosks, ATMs, mailboxes, news racks, trash receptacles, benches, parklets, and planted areas or features, such as tree wells or planting strips.</p>	<ul style="list-style-type: none"> • Scooters must not be parked in a manner that blocks access to sidewalk amenities such as seating areas, kiosks, ATMs, mailboxes, and news racks. • Scooters must not block street furniture that requires pedestrian access (for example – trash receptacles, benches, mailboxes, or parking pay stations). • Scooters must not be parked in or against landscaped portions of the public right-of-way, including parkways, planting/buffer strips, planters, tree wells/basins/grates, medians, and bioswales.



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Restrictions for eligible Powered Scooter parking zones on sidewalks:

- Upon notification by the City of any Powered Scooter belonging to a Permittee that is improperly parked, left standing, or unattended on any sidewalk, Street, or public right-of-way under the jurisdiction of the SFMTA or Public Works, the Permittee will remove the scooter within one hour. Any scooter that is not removed by the Permittee may be removed by City staff and taken to a City facility for storage at Permittee's expense.
- The SFMTA reserves the right to determine certain block faces where scooter parking is prohibited.
- If a furniture zone is adjacent to any of the following locations, scooters shall be parked to provide a minimum clearance of 6 feet (with a maximum required clearance of 15 feet, as specified in the table above):
 - Parklets
 - Entrances and exits
 - Crosswalks (marked and unmarked)
 - Sidewalk areas at crosswalks
 - Street corners
 - Pedestrian Throughway Zone
 - Transit stops, platforms and islands
 - Loading Zones (white and yellow curbs)
 - Accessible parking spaces (blue curb)
 - Driveways
- Scooter parking may also be restricted in areas other than those under the jurisdiction of the SFMTA.

Figure 1 – Location of Furnishing Zone Relative to Other Sections of the Sidewalk and Roadway. Typical Edge Zone width is 2 feet from the curb.

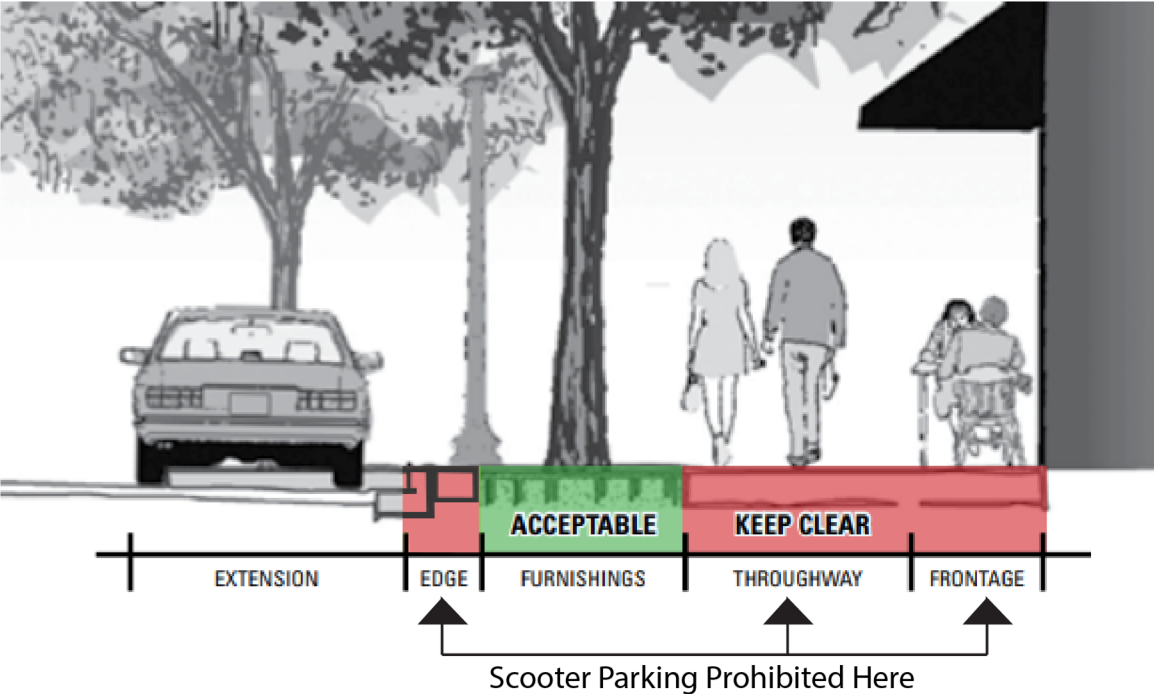


Figure 2 – Furnishing Zone Illustration - The area shaded in green illustrates the furniture zone where scooters are permitted to park. Note how the parked scooter extends beyond the “shadow” of the trash can, and therefore extends outside of the furniture zone and would be considered incorrectly parked and subject to penalty under this pilot program.

