



Appendix 1

Powered Scooter Share Program Permit: Mobility Device Parking Requirements and General Path of Travel Guidelines

Version 07.01.23

Introduction

The following requirements and guidance are intended to ensure that SFMTA Permittees, Authorized Operators, and contractors (collectively Qualified Operators) meet their obligations under the law, and as applicable, their agreement, permit, Proof of Concept Authorization (POCA), or other authorization, and to ensure that parked Mobility Devices do not reduce the safety and accessibility of San Francisco sidewalks. For purposes of these guidelines, "Mobility Devices" include Powered Scooters that are part of a Powered Scooter Share Program, Stationless Shared Bicycles, and devices permitted under a Proof of Concept Authorization. Unless otherwise defined in these guidelines, all capitalized terms have the same definitions as in Article 900 and Article 1200 of Division II of the Transportation Code, as applicable.

State and local law impose limitations on the parking and placement of Mobility Devices in the public right-of-way in San Francisco. Section 7.2.110(b) makes it a violation for a Mobility Device, as defined in Section 1202 under Division II, that is part of a Shared Mobility Device Service to "park, leave standing, or leave unattended...on any sidewalk, Street, or public right-of-way under the jurisdiction of the Municipal Transportation Agency or other City department or agency without a permit, agreement, or other authorization issued by the appropriate City department or agency authorizing the Mobility Device to be parked, left standing, or left unattended at that location except as otherwise provided in Division II of this Code. Mobility Devices parked, left standing, or left unattended in violation of this Section 7.2.110 constitute a public nuisance subject to abatement and removal pursuant to Article 26 of the Public Works Code, Sections 1600 et seq."

San Francisco Public Works Code Section 723 prohibits obstructing the public right-of-way and provides that "(i)t shall be unlawful for any person, firm or corporation, without permission from the Department of Works, to pile, cap or otherwise obstruct or place obstructions upon, above, or below, any public right-of-way...." "Public right-of-way" in Section 723 includes sidewalks. Section 723 provides that any violation also constitutes a public nuisance subject to citation and abatement including impoundment as set forth in Chapter 80 of the San Francisco Administrative Code.

Parking Mobility Devices 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 someone who uses a mobility aid such as a wheelchair or cane.

Qualified Operators must use this guidance to instruct customers and staff on how to park a Mobility Device properly. Additionally, please note that sidewalk riding, even while parking a Mobility Device, is dangerous and prohibited. Any and all violations to these parking requirements may constitute violations of the terms and conditions of the applicable permit, agreement, or POCA and may subject the Qualified Operator to imposition of citations, administrative penalties, or other applicable remedies.



Repeated and pervasive violations by a Qualified Operator's users may subject the Qualified Operator to revocation of its permit or POCA, or other applicable remedies depending on the agreement or authorization.

Enforcement of Parking Requirements:

1. Any Mobility Device belonging to a Qualified Operator that is parked improperly in violation of these parking requirements is subject to citation. Upon issuance of citation, the SFMTA will issue a removal notice to Qualified Operators that its Mobility Device is improperly parked on a sidewalk, Street, or public right-of-way under the jurisdiction of the SFMTA or Public Works, and that the Qualified Operator must remove the Mobility Device within two hours. (See, e.g., Transportation Code § 916(d)(4)). Any Mobility Device that is not removed by the Qualified Operator may be removed by City staff and taken to a City facility for storage at Qualified Operator's expense and may be subject to additional fines as applicable.
2. Notwithstanding 1. above, in certain circumstances, SFMTA will issue a warning notification without citation, provided that a device is not obstructing an accessible path of travel or the intended use of public space or amenity in regards to the following categories:
 - a. Left standing or unattended devices, including but not limited to, "free-locked" devices (i.e., locked only to itself and not to a rack or other infrastructure) not obstructing the accessible path of travel, nor any other location as defined by parking requirements (e.g., amenity, corner, curb ramp, passenger loading zone or bus stop);
 - b. Devices that have tipped over, provided that the device is not obstructing the accessible path of travel, nor any other location as defined by parking requirements (e.g., amenity, corner, curb ramp, passenger loading zone or bus stop); and
 - c. Overcrowding at a rack or corral (shared devices take over 50% of the capacity of the rack or corral), provided that there is no other violation (as defined in this document).

Upon warning notification issued by the SFMTA to remove any Mobility Device belonging to a Qualified Operator, the Qualified Operator shall remove the Mobility Device within two hours. Failure to remove or repark the device in accordance with the notice may result in the issuance of a citation. (See, e.g., Transportation Code § 916(d)(4)).

3. The SFMTA reserves the right to determine certain block faces or geographic areas where Mobility Device parking is prohibited and will notify an SFMTA Permittee or Authorized Operator in advance of the applicable parking restriction(s) in writing.
4. In areas adjacent to any of the following locations, Mobility Devices 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	• Pedestrian Throughway Zone
• Entrances and exits	• Transit stops, platforms and islands
• Crosswalks (marked and unmarked)	• Loading Zones (white and yellow curbs)
• Sidewalk areas at crosswalks	• Accessible parking spaces (blue curb)
• Street corners	• Driveways
5. Mobility Device parking may also be restricted in areas other than those under the jurisdiction of the SFMTA or Public Works subject to the determination and rules of the applicable jurisdiction.



Guideline Summary

1. Do not block the accessible path of travel.

- a. Only park on the area of the sidewalk closest to the curb or in specially designated areas, such as bike racks in line with and between fixed objects (trees, trash cans, bike racks, newspaper racks, etc.).
- b. When parked, devices should not obstruct any pedestrian space.
- c. Ensure the device does not protrude into the area where pedestrians walk or roll.
- d. Do not park near corners, on or in front of curb ramps, crosswalks, or anywhere two pedestrian paths of travel intersect.
- e. Do not park devices against building facades.

2. Lock the device to a rack when available. If no racks are available, sign and meter poles may be used.

- a. If no poles are available, the device may be parked in the furniture zone.
- b. Ensure the device is parked upright.
- c. Using Lock-to prevents the device from being knocked over or moved into the accessible path of travel.
- d. When locking to a rack, the device must be within the footprint of the rack. See below for example.
- e. Be sure to leave room for other users.
- f. With the exception of corrals, do not park the device in the street or partially hanging into the street.

3. Do not block access to other amenities.

- a. Do not park Mobility Devices 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 or parklets.
- b. 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.
- c. Do not lock devices to trees or on planted areas or features, such as tree wells or planting strips.
- d. Devices must 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.
- e. Do not obstruct access to fire hydrants or other fire hose access points, emergency exits, or utility boxes.
- f. Do not park Mobility Devices in front of a permitted Shared Space

4. Do not park on narrow sidewalks.

- a. Do not park on narrow sidewalks that are less than 9 feet wide (approximately three paces).

5. Do not ride on the sidewalk or on the Embarcadero Promenade

- a. Sidewalk riding is prohibited.
- b. Do not ride on the Embarcadero Promenade, which is between Third Street at Oracle Ballpark and the entry of Pier 45 in Fisherman's Wharf.
- c. Ride in the street or in bike lanes.

Detailed Guidelines

1. Do not block the accessible path of travel.

The accessible path of travel is the area of the sidewalk where pedestrians walk or roll, including curb ramps. Devices should be parked at a rack or in the furniture zone area of the sidewalk, which is the area closest to the curb and in the shadow of other street items such as planters, mailboxes or garbage cans. Devices should not obstruct any pedestrian space, which blocks access for sidewalk users and may create a tripping hazard.

Do not park near corners, on or in front of curb ramps, crosswalks, or anywhere two pedestrian paths of travel intersect. Devices left in these areas block access for sidewalk users and block ramps that seniors and people with disabilities use to enter or exit the street. Do not park devices against building facades; blind and low vision people use the frontage zone as a guide.

The illustrations below depict the areas where devices should and should not be left.

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

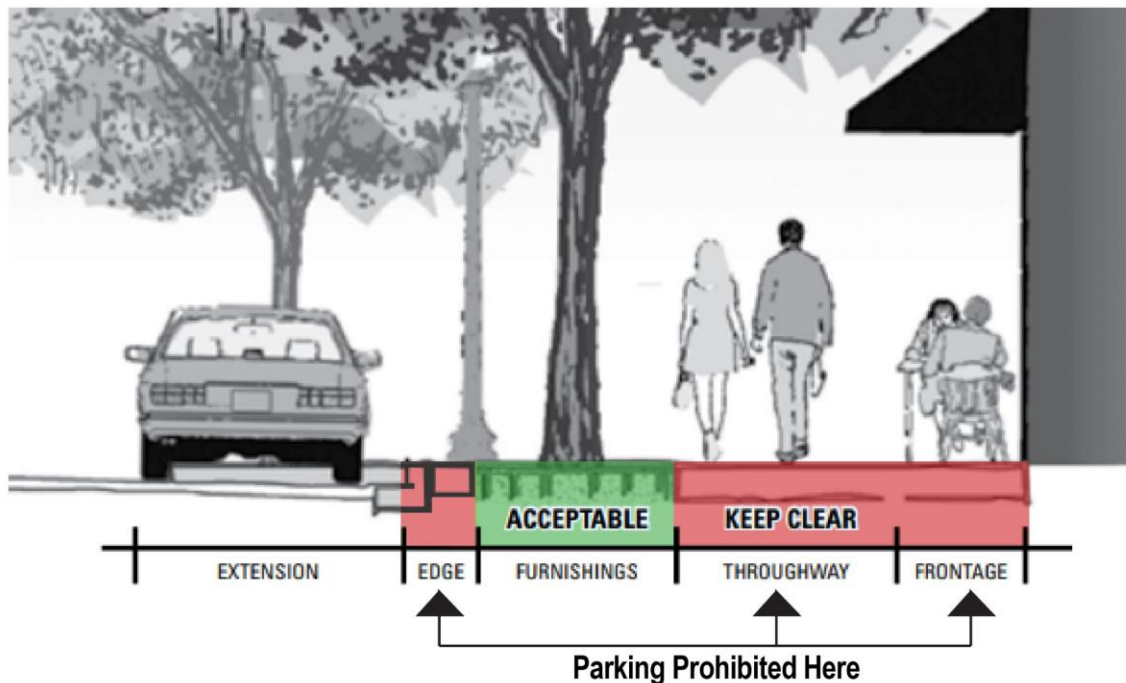


Figure 1b. – Furnishing Zone Illustration –

The area shaded in green illustrates the furniture zone where Mobility Devices are permitted to park. Note how the parked Mobility Device 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.

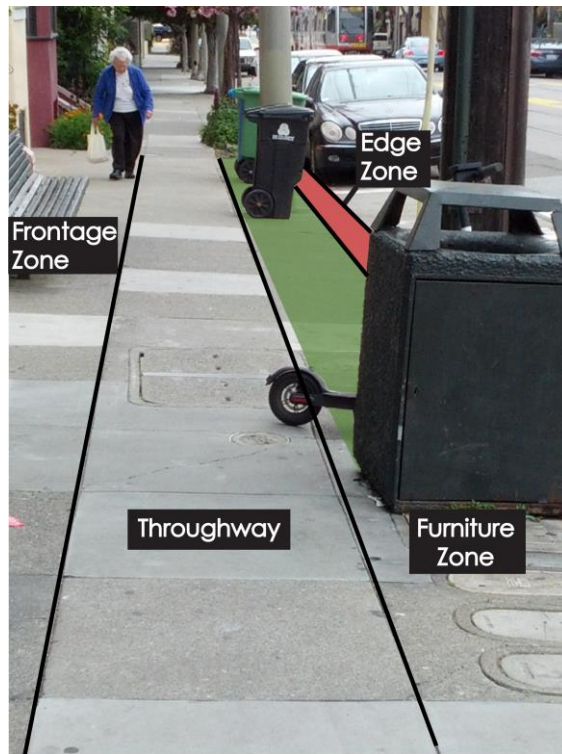


Figure 1c. – Additional Furnishing Zone illustration – This device also extends outside of the furnishing zone, impeding the throughway.

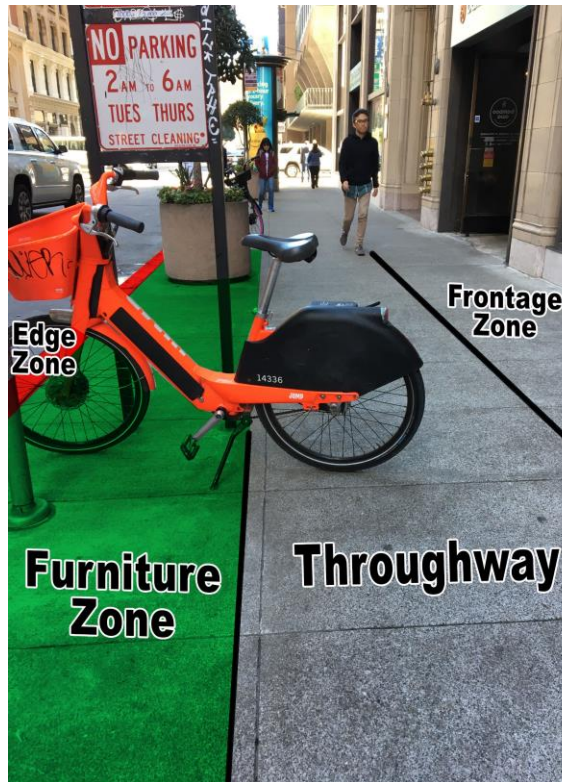




Figure 1d. – Building Façade Illustration –

Note how the parked Mobility Device is parked against the building façade, which impedes the path of travel, especially for blind or low-vision pedestrians. This Mobility Device also blocks the entrance to the building by requiring people entering or exiting the building to walk or roll around the device, causing an obstruction and potential tripping hazard.



Figure 1e. - Properly Parked in the Furniture Zone - Below are examples of devices properly parked in the furniture zone. Parking in the furniture zone keeps the accessible path of travel clear.





2. Lock the device to a rack when available. If no racks are available, sign and meter poles may be used.

Best: Locking the device to a rack or in a corral

Better: Locking the device to a sign or meter pole

Acceptable: Leave the device upright in the furniture zone

The device may be parked in the furniture zone, provided that it does not block the accessible path of travel. To avoid tripping hazards, ensure the device is parked upright. Devices that are knocked over create a tripping hazard. Using lock-to (integrated capability to be locked to a bike rack or corral) prevents the device from being knocked over or moved into the accessible path of travel. When locking to a rack, the device must be within the footprint of the rack. With the exception of corrals, do not park the device in the street or partially hanging into the street.

Figure 2a. – Footprint of the Rack Illustration – The devices shaded in green depict devices parked within the footprint of the rack. The device shaded in red depicts a device parked outside of the footprint, which is considered improper. By parking outside of the rack footprint, devices impede the path of travel.





Figure 2b. - Properly Parked in the Furniture Zone - The images below are examples of devices properly parked in the furniture zone. In areas where there are no racks available, devices may be locked to meters and sign poles help keep devices from being knocked over or moved into the accessible path of travel.



3. Do not block access to other amenities.

Do not park Mobility Devices 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 and parklets. Devices left in these areas block others from access.

Do not lock devices to handrails. Seniors and people with disabilities may need to use the handrail.

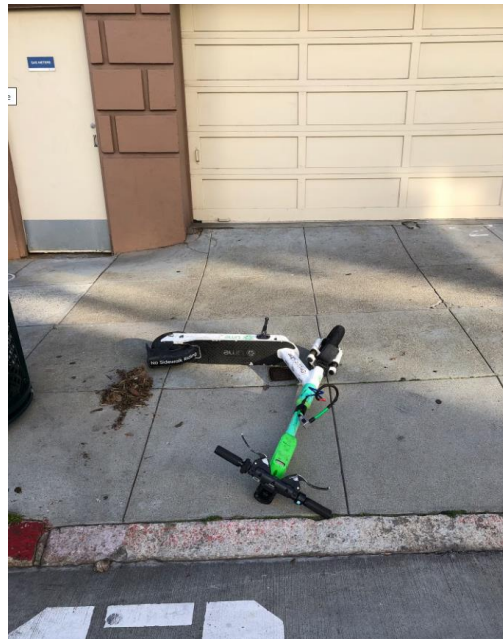
Do not lock devices to trees or on planted areas or features, such as tree wells or planting strips, as this damages the plants. Devices must not obstruct access to bus stops or areas where riders wait or get on/off the bus; loading zones marked by a yellow or white curb; or blue accessible parking spaces. Devices left in these areas restrict access. Do not obstruct access to fire hydrants or other fire hose access points, emergency exits, or utility boxes. 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.

Figure 3a. – Accessible Parking illustration - Mobility Devices 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. Mobility Devices must not be parked adjacent to any blue accessible parking space. Note that the pictured device is parked adjacent to a blue zone, which can impede loading and unloading.





Figure 3b. - Examples of devices blocking access. The first image in figure 3b. shows how an improperly parked device blocks access to curb ramps. Devices parked in this manner interfere with people's ability to use the ramp, particularly for those with disabilities. The two images (bottom) show how devices left in doorways or driveways block access for people entering or exiting a building. Devices should allow people and vehicles to enter or exit doorways, driveways and curb ramps.

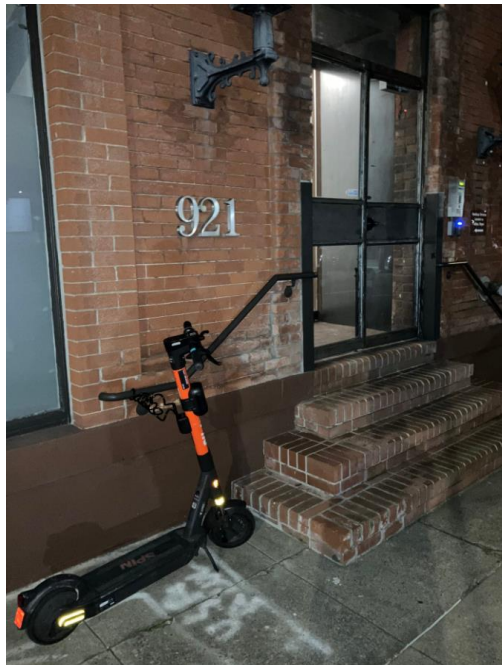
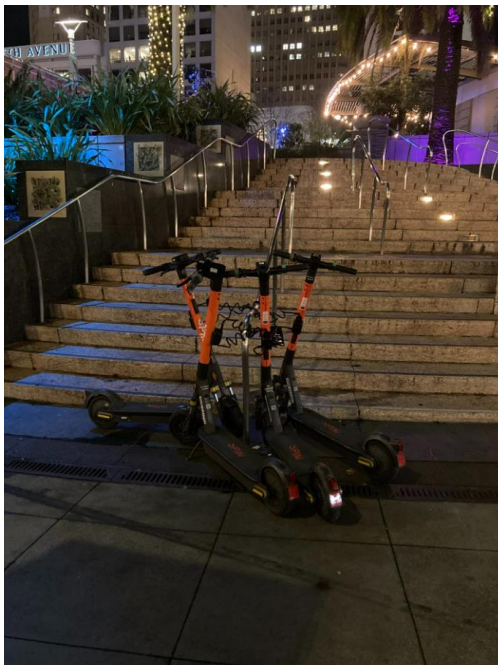




The images below show how a device parked in a bus zone interferes with passengers loading or unloading. Devices may also interfere with the deployment of bus accessibility ramps. Devices should not be parked in transit stops or any loading zones, as the devices left in these areas block access. Devices should not be locked to transit shelters, as they prevent people from sitting, may block access to a bus door and are a tripping hazard.



The images below show devices locked to a handrail, which prevents people from using the handrail. Seniors and people with disabilities may need the handrail to ascend or descend the stairs.

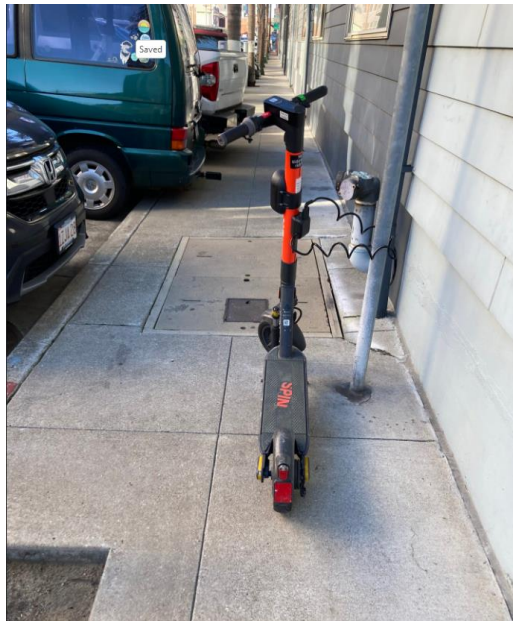




4. Do not park on narrow sidewalks.

Do not park on narrow sidewalks that are less than 9 feet wide (approximately three paces). The path of travel on narrow sidewalks is restricted, and devices parked in these areas prevent seniors and people with disabilities from being able to pass.

Figure 4a. – Narrow Sidewalks - The images below show how the accessible path of travel is blocked when devices are parked on a narrow sidewalk under 9 feet in width even when the device is locked to a pole or sign. Wheelchair users and other sidewalk users are not able to pass through the narrow space.





5. Do not ride on the sidewalk or on the Embarcadero Promenade

Sidewalk riding is prohibited. Users who ride devices on sidewalks may be subject to citation by law enforcement.

Do not ride on the Embarcadero Promenade, which is between Third Street at Oracle Ballpark and the entry of Pier 45 in Fisherman's Wharf.

Only ride in the street or in bike lanes.

Figure 5a. - Embarcadero Promenade - Motorized devices including powered scooters and e-bikes are prohibited from riding on the Promenade. Users should only ride in the bike lane or in the street.

