



# Action Checklist for Municipalities and Organizations: E-Scooters

How to electrify urban transport? BSR electric has developed five Action Checklists for E-Bikes, E-Buses, E-Ferries, E-Scooters and E-Vans & E-Logistics - to give a brief overview of important aspects to bear in mind for decision-making.

## Procurement

- Assess if relevant municipal institutions have the potential to benefit from using e-scooters to improve mobility and services. Ask if staff is willing to test e-scooters.
- Organize dialogue sessions with e-scooter providers to examine features. Test potential places where e-scooters can contribute.
- Integrate EU green public procurement (GPP) criteria if relevant. Analyse if there is any potential for an innovative procurement process.
- Have a dialogue with potential e-scooter using staff, to understand in detail their needs and their work specific. According to this information, decide if there is a need for specific features added to the e-scooter.
- Find out how much time is needed for the delivery of the e-scooters, plan for this in the procurement process
- Check if the organization will have capacity and knowledge to maintain the e-scooters. Consider purchasing versus renting e-scooters. Plan to have maintenance contract with the e-scooter provider.

- Analyse the daily routine where e-scooter will be used, to be sure about the technical e-scooter parameters. Is the elevator large enough for the e-scooter? Take into account that new and old buildings may have different standards and determine the type and size of e-scooters to choose.
- If the e-scooter will be used outside - consider the weather conditions in different seasons. The e-vehicle has to have a possibility to be protected from rain and wind in the cold season, and ensure a pleasant drive in the hot season.

## Transport system and Infrastructure

- Investigate whether particular e-scooters can be full-fledged road users.
- Investigate the needed charging infrastructure for specific e-scooters.
- Plan to have certain places for e-scooter charging (charging points) and dedicate responsible staff members.
- Plan to have place for e-scooter storage.

## User Training and Competence Building

- Enable opportunities for employees to test e-scooters through participatory pilots.
- Provide training adjusted to the level of technical knowledge of the staff.

## City Development and Planning

- In planning of large complex of buildings (hospitals, schools) or leisure infrastructure (parks, gardens) - plan to have charging and storage places for e-scooters.
- Specific road conditions should be taken into account when selecting appropriate e-vehicles.

### Public Awareness

- Communicate the purpose and benefits of the e-scooter to the public. For example, in cemeteries or hospitals the main purpose is to improve social inclusion, in building complex the purpose is to reduce the noise and CO<sub>2</sub>-emissions.
- Encourage the public to test e-scooters, for instance at a cemetery. Show an example - create an event where the city's mayor is testing an e-scooter.
- Gather feedback from the e-scooter users and adjust the project if needed.

### Strategic Partnerships and Networks

- Facilitate ongoing dialogue with the market representatives and the municipalities to exchange information about the e-scooter possibilities and municipal needs.
- Involve in pilot projects for e-scooters as part of the e-mobility system.
- Participate at exhibitions and shows informing about the existing pilot project and be open to develop new projects.
- Benchmark best practices from other organizations.

### Incentives

- Discuss with the ministries responsible for financial funds, to provide grants for e-scooters purchasing in municipal sector.
- Communicate with e-scooter providers to offer leasing possibilities for municipalities.

### BSR electric project partners:

