



# Cycle to Work Application Form

In accordance with Section 7 of the Finance (No. 2) Bill 2008

## Employee Details

First Name \_\_\_\_\_ School/Unit \_\_\_\_\_  
 Last Name \_\_\_\_\_ Contact No/ext. \_\_\_\_\_  
 Staff ID \_\_\_\_\_ Paid Weekly  Monthly

Please indicate the bicycle / bicycle safety equipment (or both)\* you wish to have purchased by University of Galway and attach a written quotation from your chosen vendor giving full details of the order:

Pedal Bicycle <input type="checkbox"/> E-Bike <input type="checkbox"/> Cargo Bike <input type="checkbox"/>  <b>Associated Bicycle Safety Equipment</b>  Cycle helmets which conform to European standard EN 1078 <input type="checkbox"/> Bells and bulb horns <input type="checkbox"/> Lights, including dynamo packs <input type="checkbox"/> Mirrors and mudguards to ensure riders visibility is not impaired <input type="checkbox"/> Cycle clips and dress guards <input type="checkbox"/> Panniers, luggage carriers and straps to allow luggage to be safely carried <input type="checkbox"/> Locks and chains to ensure cycle can be safely secured <input type="checkbox"/> Pumps, puncture repair kits, cycle tool kits and tyre sealant to allow for minor repairs <input type="checkbox"/> Reflective clothing along with white front reflectors and spoke reflectors <input type="checkbox"/>  Please specify retailer _____
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Please alter the terms and conditions of my contract to forego / sacrifice € \_\_\_\_\_ of my annual salary in lieu of the provision of a bicycle / bicycle safety equipment by the University. I realise that this arrangement will operate for a period of one year or to the end of my current contract (**whichever is shorter**) and that the salary sacrifice / reduction will be reflected in my payslips over that period.

I agree that, should my employment terminate for any reason prior to the expiry of this agreement, all outstanding monies will be recouped from my final salary / wage or from any other monies due to me. In the event of insufficient monies being available to meet the repayment in full, I agree to personally reimburse University of Galway.

I \_\_\_\_\_, declare that the bicycle / bicycle safety equipment to be purchased by my employer on my behalf as part of the Government tax incentive scheme is for my own personal use and will be used mainly for the purposes of qualifying journeys, where qualifying journeys are defined as the whole or part (e.g. between home and train station) of a journey between employee's home and normal place of work, or between his or her normal place of work and another place of work.

University of Galway accepts / assumes no liability or responsibility under Employer's Liability Policy for any loss or injury sustained by employees that choose to participate in this scheme or whilst using bicycles / equipment purchased via this scheme.

**I have read and accept the terms and conditions of the 'Cycle to Work Scheme' as outlined in the policy document**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Employee)

### For Office Use Only:

Deduction Start Date \_\_\_\_\_ Temporary / Permanent \_\_\_\_\_  
 Weekly/Monthly Deductions \_\_\_\_\_ Previous application \_\_\_\_\_  
 Number of Weeks/Months \_\_\_\_\_ Bicycle Collection Date \_\_\_\_\_

\* the total value of the bicycle/bicycle safety equipment and delivery costs must not exceed €1,250.00; for e-bikes or pedlecs and related safety equipment the limit is €1,500.00, and for cargo bikes and related safety equipment the limit is €3,000.00



# Foirm Iarratais Rothaíocht chun hOibre

I gcomhréir le Mír 7 den Bhille Airgeadais (Uimh. 2) 2008

## Sonraí an Fhostaí

Céad Ainm \_\_\_\_\_ Scoil/Aonad \_\_\_\_\_  
Sloinne \_\_\_\_\_ Uimhir theagmhála \_\_\_\_\_  
Uimhir Foirne \_\_\_\_\_ Íoctha in aghaidh Na seachtaine  Na Míosa

Luaigh an rothar/an trealamh sábháilteachta rothair (nó an péire)\* is mian leat a cheannódh Ollscoil na Gaillimhe agus bíodh meastachán scríofa ón díoltóir a roghnaigh tú ina bhfuil sonraí uile an ordaithe i gceangal leis an bhfoirm seo:

Rothar Cos  Rothar Leictreach  Rothar Lasta

### Trealamh Sábháilteachta Rothair Gaolmhar

Clogaid rothair atá de réir an chaighdeáin Eorpaigh EN 1078

Cloigíní agus bonnáin bholgáin

Soilse rothair, lena n-áirítear pacáí dineamó

Scátháin agus pludghardaí lena chinntiú nach gcuirtear as do raon radhairc na rothaithe

Fáiscíní rothair agus sciatha gúnaí

Ciseáin, iompróirí agus strapáí bagáiste chun bagáiste a iompar go sábháilte

Glais agus slabhraí lena chinntiú gur féidir an rothar a cheangal go sábháilte

Teannairí, fearais deisithe poll, fearais uirlisí rothaíochta agus séaltán boinn chun miondeisithe a dhéanamh

Éadach frithchaiteach mar aon le frithchaiteoirí bána tosaigh agus frithchaiteoirí spócaí

Sonraigh an miondíoltóir, le do thoil \_\_\_\_\_

Déan athrú, le do thoil, ar théarmaí agus ar choinníollacha mo chonartha chun € \_\_\_\_\_ de mo bhuntuarastal bliantúil a ghéilleadh /a imghéilleadh chun go soláthródh an Ollscoil rothar / trealamh sábháilteachta rothair dom ina áit. Tuigim go mbeidh an socrú seo i bhfeidhm ar feadh tréimhse bliana nó go deireadh mo chonartha reatha (cibé acu is giorra) agus go mbeidh an imghéilleadh/laghdú tuarastail sin léirithe i mo dhuillíní pá sa tréimhse sin.

Aontaím, má chríochnaíonn mo chuid fostaíochta ar aon chúis sula n-éagann an comhaontú seo, go ndéanfar gach airgead nach bhfuil íoctha a bhaint as mo thuarastal / mo phá deiridh nó as aon airgead eile atá ag dul dom. Mura mbeidh go leor airgid ar fáil leis na fiacha a aisíoc ina n-iomláine, aontaím go n-aisíocfaidh mé iad go pearsanta le Ollscoil na Gaillimhe.

Dearbhaímse, \_\_\_\_\_, gur chun a úsáide agam féin an rothar/an trealamh sábháilteachta rothair a cheannóidh m'fhostaí thar mo cheann mar chuid de scéim dreasachta cánach an Rialtais agus gur chun críocha turas cáilitheach go príomha a úsáidfear é, sa chás gur féidir turais a shainniú mar thurais iomlána nó mar chuid de thurais (e.g. idir teach an fhostaí agus stáisiún traenach) idir teach an fhostaí agus gnátháit oibre an fhostaí, nó idir a ghnátháit oibre nó a gnátháit oibre agus áit oibre eile.

Ní ghlacann OÉ Gaillimh le haon dliteanas ná le haon fhreagracht faoin mBeartas Dliteanais Fostóirí as aon chaillteanas ná as aon ghortú a thabhaítear d'fhostaithe a roghnaíonn a bheith rannpháirteach sa scéim seo ná as aon chaillteanas ná as aon ghortú a bhaineann d'fhostaithe le linn dóibh a bheith ag úsáid rothar agus / nó trealamh a ceannaíodh faoin scéim seo.

**Tá téarmaí agus coinníollacha na Scéime Rothaíochta chun na hOibre mar a leagtar amach í sa cháipéis beartais léite agam agus glacaim leo.**

Sínithe: \_\_\_\_\_ Dáta: \_\_\_\_\_  
(Fostaí)

### Úsáid Oifige Amháin:

An dáta a dtosóidh an asbhaint \_\_\_\_\_ Sealadach / Buan \_\_\_\_\_  
Asbhaintí Seachtaine/Míosúil \_\_\_\_\_ Iar-larratas \_\_\_\_\_  
Líon seachtaine/Míosa \_\_\_\_\_ Dáta ar bailíodh an Rothar \_\_\_\_\_