



Public Works – Transportation Division
 1947 Center Street, 4th Floor
 Berkeley, CA 94704

Shared Electric Micromobility Permit Program (SEMPP)
Quarterly Report

Fiscal Year Quarter: _____
Months Covered: _____

Data requested within this report shall be specific to the activities and operations within the City of Berkeley city boundaries.

I. Overall Trip and Device Data

Trip and Device Data	Month 1	Month 2	Month 3	Quarter Average
Average Trip Distance				

II. Overall User Data

User Data	Month 1	Month 2	Month 3	Quarter Average
Total # of Active Users				
Total # of Repeat Users ¹				
% of Total Rides Completed by Repeat Users				

1. Repeat user is defined as user using service at least 3 times.

III. Equity Data

	Equity Data	Month 1	Month 2	Month 3	Quarter Average
(n)	Total # of Discounted Rides				
(o)	Total # of Customers Participating in the Low-Income Discount Program				
(p)	Total Number of New Customers Signed Up in the Low-Income Discount Program				

1. EPC = Equity Priority Community

IV. Maintenance and Customer Service

Service Data	Month 1	Month 2	Month 3	Quarter Average
# of Incidents of Vandalism or Theft				

IV.a. Provide device maintenance reports as a separate .csv file.

IV.b. Provide a .csv file of all calls and emails received through customer service hotline or email in the following table format:

Date	Time	Call or Email	Response Time (min) ¹	Nature of Inquiry

1. Time taken to reply to customer

V. User Enforcement

<u>Equity Data</u>	<u>Month 1</u>	<u>Month 2</u>	<u>Month 3</u>	<u>Quarter Average</u>
<u>Total # of parking violations</u>				
<u>Total # of warnings issued</u>				
<u>Total # of penalties applied</u>				
<u>Total # of repeat offenders</u>				
<u>Total # of revoked ridership privileges</u>				

IV.ba. During this reporting period, what efforts were implemented within the mobile application to increase proper parking? What were the results?

V.b. Provide a list of proposed parking zone relocation or expansion sites, if any.

VI. Collision Incident Data

Date	Time	Device Type	Geo Coordinates of Incident	Severity of Incident (fatality, severe injury, minor injury, or property damage only)	Police Report Filed? (Y/N)
<i>Add rows as needed</i>					

VII. Outreach Activities

Provide details of the total number and types of outreach activities completed during this reporting period. Include the total number of free or discounted helmets distributed, if any.

VIII. Highlights and Challenges

Provide highlights or challenges you would like to share.