



**Atchison County Bike Share
(ATCO Bike Share)**

Rental Process for Partner Operators

- **Provide rider [Atchison County Bike Share Release of Liability Waiver](#) for their review (they keep waiver)**
- **Provide rider with [ATCO Bike Share Rental Application](#) for their completion**
- **Obtain ID of rider;**
 - preferably driver's license or learners permit
 - Other acceptable forms of ID (typically for youth 12 and over)
 - library card
 - student ID
 - YMCA membership card
- **Before returning ID instruct rider to go out to select bike (you may need to walk out to unlock the bikes) and return to office to report the bike number**
- **Document bike number on [ATCO Bike Share Rental Application](#)**
- **Offer bike lock to rider;** riders may choose whether to take a bike lock with them
- **Document whether rider also took bike lock on [ATCO Bike Share Rental Application](#)**
- **Staple copy of ID to completed rental application**
- **File rental application and copy of ID in file labeled "ATCO Bike Share Applications-COMplete"**