



Bike fleet

This guide provides information on how to set up a bike fleet.

Many workplaces around New Zealand are supporting their employees to use sustainable ways to travel during work for business trips around town and lunch breaks. Providing a bike fleet is an excellent way to save money, improve the health and well being of employees, and reduce your carbon footprint.

What is a bike fleet?

A workplace bike fleet provides bikes and safety equipment for staff to use. Fleet bikes can be for any kind of journey, but are typically used for work-related trips, such as meetings, travel between sites and visiting clients.

Generally fleet bikes are kept in a central location and can be booked out by any staff member who is able to ride safely on public roads.

Benefits

A bike fleet is a healthy and economic complement to a fleet of motor vehicles. Bikes are a great way to get around town because they:

- can be parked easily, making trips faster. A bike fleet places less demand on parking space than other vehicles.
- give employees the opportunity to get some fresh air and exercise and arrive at their destination alert and energized
- demonstrate that your organisation is reducing its carbon footprint
- are cheap and easy to run and maintain. A bike fleet will pay for itself after only a few hundred kilometres cycled.

How to set up a bike fleet

First of all, you will need to determine how many bikes you wish to provide.

Depending on the number of employees there are on-site, you may wish to start off with two bikes, to 'test the waters'; adding more cycles as they gain popularity with staff. A larger organisation (more than 100 employees) may start with three or more bikes.

Ask cyclists at your work to recommend a good bike shop. A good quality bike fleet will require:

- bikes – at least two of different sizes. Hybrid bikes or mountain bikes fitted with road tyres are recommended.
- helmets – two or three per bike, in various sizes to suit your staff. All helmets sold in New Zealand are required to meet a safety standard.
- wipes and disinfectant for cyclists to clean helmets when they return the bike and equipment
- locks – a high quality U-lock is best

- cycle computers – to keep a record of mileage (optional: may be necessary if employees are paid for kilometres travelled)
- racks and panniers on the bike – for carrying things, such as briefcases and jackets, comfortably
- pump, patch kit and tools
- local maps
- a secure place to park bikes
- lights – a legal requirement for cycling at night

Access to showers and lockers is also recommended, but not absolutely necessary. Commuting by bike at moderate speed is no more strenuous than walking. You may be able to arrange access to showers with a neighbouring business or local gym.

Bicycles must have

- A red or yellow reflector at the back
- Good brakes on the front and back wheels

When riding at night bicycles must have

- A steady or flashing rear-facing red light that can be seen at night from a distance of 100 metres.
- One or two white or yellow headlights that can be seen at night from a distance of 100 metres. One of these lights may flash.
- Yellow pedal reflectors, or the rider must be wearing reflective material.

Managing the bike fleet

Managing the bike fleet is similar to managing a vehicle fleet. It is a good idea to designate someone who will be responsible for overseeing the bike fleet, including regular maintenance and recording the use of the bikes.

Let the staff know the fleet is there for them to use!

Have posters or flyers in the staff rooms and regular reminders in any staff newsletters or bulletins that are sent out. Include information about the bike fleet in any 'induction' materials that are put together for new staff. Mention the bike fleet at staff meetings.

Booking bikes out

Below is a simple form you can use to track use of each bike and any problems the cyclist encounters.

Fleet Bike Booking Form

Bike identification number

Name	Telephone	Date & time taken	Purpose & destination	Date & time returned	Any problems?

Maintenance of bikes

Maintenance costs are low but the bikes need to be kept in good order. Bikes should be checked and serviced by the supplying bike shop every six months, or more frequently if problems are reported.

Post this cyclist checklist near the bikes.

Cyclist Checklist

Before every ride:

- Choose the correct size helmet and adjust straps according to instructions (located near helmets).
- Check the seat and handlebar height for comfort. Adjust if necessary. Tools are available at (place).
- Check that tyres are inflated to the pressure shown on the tyre. A pump is available at (place).
- Check that the gears and brakes are working properly.
- Make sure nothing is loose.
- Carry a mobile phone in case of a breakdown.
- If riding at night, check that lights are working. Lights are stored at (place).

If in doubt or you need any assistance, contact the fleet manager (name).

Training

Make sure staff are familiar with the bikes. If possible, at a staff meeting, run through the fleet bike user form, cyclist checklist and booking forms so everyone is familiar with what to do.

You might want to offer cycle skills training to your staff to ensure they have the confidence and traffic skills. Check with your BUG (Bicycle User Group – if you have one), local council, bike shop, or bicycle advocacy group. Cycling Advocates Network (www.can.org.nz) lists local groups. They can put you in touch with local cycling experts, and advise on choosing quiet routes. Copies of local cycling maps should be made available with the bikes.

Legal issues

ACC covers employees for injuries that they sustain in the course of their duties and when travelling to and from work. Check your organisation's insurance and ACC arrangements when you set up your bike fleet. Ensure employees are aware of their rights and responsibilities.

You might want to post this sign as a reminder near the bikes!

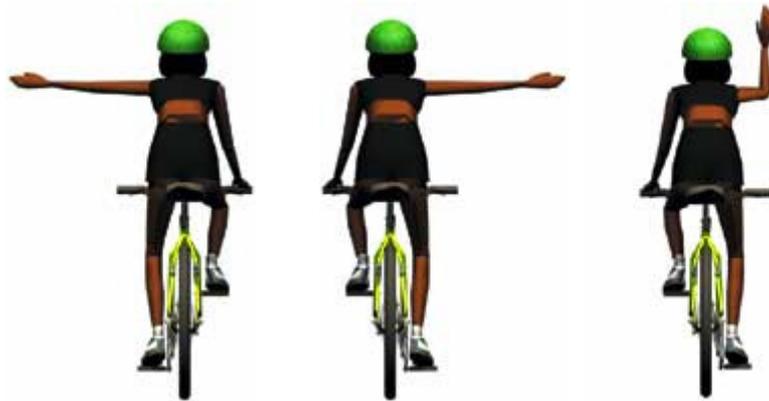
Road Sense

Follow these guidelines for safety.

Be predictable

You must give a hand signal for at least three seconds before stopping or turning. Look behind to make sure there is room for you to turn, pull out or pass safely.

- To signal a left turn, put your left arm straight out.
- For a right turn, put your right arm straight out.
- To signal slowing or stopping, put your right arm out and up with you palm to the front.



Watch for traffic coming from behind

Watch out at intersections

When approaching intersections requiring vehicles to give way or stop, check that the way is clear before entering the intersection.

Move off the road if you stop

If you are stopping, move off the road so you don't interfere with traffic.

Have each bike fleet user read and sign the agreement below before they take a bike out for the first time.

Fleet Bike User Guidelines and Agreement

You can borrow bikes for work purposes, for leisure and for fitness. All staff wanting to use the bikes are to read and follow these guidelines.

Rules for cyclists

Follow the traffic law. It applies to all vehicles including bicycles.

- Cyclists must wear an approved safety helmet. Fasten it securely.
- It's a good idea to wear brightly coloured or reflective clothing.
- At intersections, follow the same rules as motor vehicles.
- Ride in single file if passing another vehicle.
- Where there is a cycle path, you may ride on the cycle path or on the road. Where there is no cycle path, ride on the road.
- Don't ride on a footpath unless it is a shared pedestrian and cycle path.
- Ride with lights on when it is dark (from 30 minutes after sunset until 30 minutes before sunrise).

For a complete set of road rules, you can look up the Road Code at:

www.ltsa.govt.nz/roadcode/

Cycling in traffic

- When cycling in traffic, be aware of other road users so you can anticipate their movements.
- Make eye contact with other road users so you know they've seen you.
- Clearly indicate your intentions by signalling. Look behind you before moving out into traffic or turning.
- Take care when cycling near trucks and buses as they have blind spots and may not be able to see you.
- Be respectful of pedestrians.
- Cycle with care and don't take unnecessary risks.

Hand signals

You must give a hand signal for at least three seconds before stopping or turning.

Look behind to make sure there is room for you to turn, pull out or pass safely.

- To signal a left turn, put your left arm straight out.
- For a right turn, put your right arm straight out.
- To signal slowing or stopping, put your right arm out and up with you palm to the front.

Using the bike

- Complete the booking form, saying when you are taking the bike out, where you are going and anticipated return time.
- Use the 'cyclist checklist' provided to check the brakes, tyres and gears.
- Adjust the height of the seat to fit you before you set off.

- If there are any problems with the bike then don't use it. Report any problems to the fleet manager.
- Helmets are supplied. Adjust it to fit you properly according to the manufacturer's instructions before you set off.
- Each bike has a lock. Never leave the bike unlocked when you are not using it. Lock the frame and if possible the wheels to a secure object.
- When you return the bike, hand the key back.
- Make sure that the booking form is completed to show that the bike is returned.
- If you are unsure about cycling on the road, then consider cycle training. Ask your bike fleet manager where this is available.

Route choice

Before you start your journey, plan your route. Consider using quieter roads, cycle paths and/or parks (if cycling is permitted) and bear in mind the following:

- Road type – some cyclists may feel safer using routes which are more lightly trafficked and vehicle speeds may be less.
- Your own aptitude as a cyclist.
- Availability of signed cycle routes
- You should consider your own personal security when choosing a route, and take precautions when cycling remote routes, or after dark.

I have read and understood these guidelines. I have cycled before and am confident and competent cycling on the road with other traffic.

I confirm I am in good physical health and my employer cannot be held liable for any medical condition that might be aggravated by physical exertion.

Signed _____ Date _____

Safe and happy cycling!

More information

Pool Bikes for Business

A detailed, practical guide to setting up a workplace bike fleet
www.tfl.gov.uk/assets/downloads/Pool-bikes-for-business.pdf (2.7MB pdf)

NZ Green Bikes Trust

The NZ Green Bikes Trust gives organisations/businesses the option of hiring all the cycling equipment they need to establish a fleet rather than to purchase it.

Agreements can be for 6 months up to 3 years (would recommend 6 at a minimum) with a 5 bike minimum. This provides organisations a great opportunity to trial having a fleet, without a huge investment. They could continue the hire or buy their own bikes and equipment after the trial.

The Trust can also arrange for individuals to hire a bike and the necessary equipment (from \$2 per day) so they could trial the idea of commuting if they didn't already own a bike and didn't want to invest in one straight away.

They also manage the servicing of the bikes that are hired out (whether to individuals in an organisation or as a fleet)
www.nzgreenbikes.co.nz

Some examples of bike fleets in New Zealand businesses

Christchurch City Council greens its vehicle fleet

Christchurch City Council has used money normally spent on cars to purchase bicycles that can be used as part of the transport fleet. The bikes can be booked just like a car and are kept in the covered stands already provided for the staff's own bicycles. Council staff are paid a cash allowance if they use their own bike to go to meetings during working hours.

www.ccc.govt.nz/SustainableChristchurch/SuccessStories/CarPoolsStaffBikesProject.asp

Ground Effect

Christchurch clothing retailer Ground Effect bought an inexpensive cruiser bike. Although most staff already bike to work, the company found it handy to have an extra bike to save time on short trips around town. They also provide a lock-up for staff bikes, gear lockers, a washing machine and a drying rack for staff use.

Waitakere City Council TravelWise Plan

The vehicle booking system includes fleet bikes, which staff can book for business trips and for cycling at lunchtime. The intranet includes tips on cycle maintenance and discounts available at a local bike shop.

Wellington City Council

The Council has a small staff bike fleet. The bike trips often replace what would have been a trip in a Council car or a taxi. Using Council bikes reduces petrol and taxi expenditure, reduces Council's greenhouse emissions and promotes active transport.