Workplace cycling

Fleet bikes - a checklist

NZ TRANSPORT AGENCY
WAKA KOTAHI

1. MAKING THE DECISION

- [ ] Understand the need and opportunity (e.g. survey)
- [ ] Engage key people in your organisation (e.g. a supportive senior manager, other key influencers)
- [ ] Identify the options (e.g. bikes or e-bikes - buy or lease, with/without service package; supporting facilities and equipment)
- [ ] Develop the business case
- [ ] Gain support and approval

2. INTRODUCING THE BIKES

- [ ] Acquire the (e-)bikes
- [ ] Acquire the bike accessories (e.g. locks, lights, racks)
- [ ] Acquire the rider accessories (e.g. helmets, reflective tops/jackets)
- [ ] Install facilities (e.g. secure bike storage, showers, kit storage and drying area)
- [ ] Update your existing risk management and control (H&S) plan and processes*
- [ ] Produce rider (bike usage) guidelines and support pack (including e.g. safe cycling tips, incident reporting, local routes info)
- [ ] Set-up a rider registration system (e.g. simple system to authorise your people to ride the bikes, including initial assessment/training)
- [ ] Provide training (especially for e-bikes)
- [ ] Set-up a bike booking and usage system
- [ ] Set-up a maintenance plan and schedule (e.g. bike checks, frequency, by whom)
- [ ] Consider having internal champions
- [ ] Run 'Show and Ride' events for your people (e.g. at lunchtime)
- [ ] Publicise the fleet bikes internally (e.g. produce short videos and share on intranet)
- [ ] Offer incentives for use

*Use of bikes should be treated in the same way as any other piece of equipment, in terms of risk management and control.

3. SUPPORTING THEIR USE

- [ ] Proactively monitor use (especially in first few months)
- [ ] Gather feedback from bike users
- [ ] Regular bike maintenance
- [ ] Periodic reviews (e.g. annual)
- [ ] Share your experiences (e.g. own social media and through cycling advocacy groups)

Bike selection considerations

- Bikes or e-bikes (consider likely usage and topography)
- Frame type (e.g. folding, step-through)
- For e-bikes:
  - » Throttle control / pedal assist
  - » Battery size (typically 400 Ah = 40km under normal conditions)
  - » Motor size (up to 300W legal limit)
  - » Motor and battery location (consider weight distribution)

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