



# Employee BikeShare Program Toolkit for Government Agencies

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Launching, Implementing,  
and Sustaining a  
BikeShare Program

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## Acknowledgements

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## 1. Introduction: Why Consider a BikeShare Program?

A BikeShare Program is a relatively low-cost way to signal to employees an organization's culture of wellness and to generate goodwill. An employee BikeShare Program is a formal program consisting of any number of bicycles offered for use by an employer at no charge to employees so they may travel to meetings, complete errands, or engage in physical activity.

### A. Worksite Wellness

A BikeShare Program can help identify an employer as an innovative leader and model in worksite wellness, physical activity promotion, active transportation, and environmental stewardship. Making bicycles available to employees during their workday is also emerging as another strategy to attract and to retain talented employees. Finally, a BikeShare Program also helps to increase visibility for periodic bicycle promotions including May is Bike Month and Car-Free/Alternative Transportation October.

### B. Increased Productivity

The ability to travel to nearby meetings and to run errands on a bicycle is a timesaving and affordable transportation option. State and local governments often support operations in multiple buildings located in close proximity and a BikeShare Program provides an option for traveling to meetings that is easy, fast, healthy, and fun. For employees who commute to work via public transportation or carpool/vanpool, a BikeShare Program offers increased mobility during the workday.

Varying reliability of public transportation, and limited short-term vehicle parking (necessitating the "car shuffle") are known issues for employees in many urban employment centers. As a result, a BikeShare Program can help reduce out-of-office time related to re-parking.

### C. Increased Physical Activity Opportunities Throughout the Day

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*When the weather is clear, my goal is to fit in 30 minutes of daily cycling. I like having the option of using the higher gears because it gives me the needed resistance to "get the lead out". After a couple of months of cycling, I've noticed I have improved concentration, creativity, and more energy. Another unexpected result has been that my inclination to reach for a snack is gone! -- BikeShare Participant*

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Some employers may offer on-site fitness and physical activity classes, discounts at athletic clubs or facilities that are conducive to exercise such as changing rooms with showers and lockers. However, for those sites without such facilities or resources, a BikeShare Program could be a low-cost alternative. For locations with

few retail or other trip-generating destinations, a bike trail or parkway nearby can provide additional opportunities for physical activity when coupled with an employee BikeShare Program.

#### D. Benefits

BikeSharing brings multiple benefits to government employers with just one program: increased employee satisfaction, more active employees, savings from converted local trips and parking fees, and reduced greenhouse gas emissions. In a competitive, dynamic job market, a BikeShare Program adds a modern, employee-focused component to an employer's worksite wellness efforts.

#### E. Successful Examples

The California Department of Public Health (CDPH), California State Teacher Retirement System (CalSTRS) and California Public Employee Retirement System (CalPERS) all have employee BikeShare Programs, with ten, eight and six bicycles available, respectively. All programs utilize a liability waiver and bicycle safety component administered through an in-person orientation or on-line quiz completed by participants prior to using a bicycle. Bicycles are stored in a secure, common bicycle storage area and are available for use from 8 a.m. to 5 p.m. on a normal business day.

*Successful California Government Agency examples include CalSTRS, CalPERS, and CDPH.*

BikeShare participants reserve the bicycles via an on-line SharePoint system or by using the agencies' on-line calendar function. After receiving the U-lock bicycle key and the access badge, participants are able to check out, use, and return the bicycles. Each program has bicycles in a variety of sizes, each with three to five gears, and a one-size-fits-all helmet, U-Lock, and a side bag (*pannier*). Prospective government BikeShare systems should consider using similar protocols and best practices as these example agencies for their employee BikeShare Programs.

## 2. Necessary Elements before Launching Your Program

Aside from the raw materials of the BikeShare Program, internal approvals and coordination are important components. Positive political will and support from the leadership in your organization is critical. Likewise, buy-in and approvals from the legal team, on-site facilities manager, information technology (IT) group, and security personnel, as well as a bicycle maintenance plan are all very important. Conducting a needs assessment or including BikeShare-focused questions in an employee survey may help gather data that can demonstrate employee support for the program.



Image: Phys.org, Accessed 9/15/17

### A. Organizational Leadership Support

Depending on your agency's structure, buy-in could be needed from one or several individuals in senior management. If it is unknown who those individuals are, work with colleagues to find out. Do your homework. Find out what motivates your management team and prepare talking points before approaching them. Identify the best way to make your BikeShare Program "pitch." Consider the following questions:

- Are any of these managers cycling enthusiasts?
- Are they particularly interested in employee wellness?
- Are they a champion of environmental preservation?
- Must you make a formal presentation at a regular meeting or schedule a special meeting?
- Do you need to consider inviting key allies and supporters that may assist with making your pitch to management?

### B. Worksite Wellness Team

To build a successful BikeShare Program, it is vital to collaborate with your agency's existing worksite wellness team. BikeShare programs can become an integral part of the collective efforts to improve employee health by providing a readily available and fun opportunity for physical activity. The worksite wellness team at your site may also be able to help you gauge employee interest in a BikeShare Program by administering a needs assessment survey. If you do not have a worksite wellness team, your human resources or program support office may be able to help.

*"Building a culture of wellness"  
CDPH Worksite Wellness Program*



*Example Above: California  
Department of Public Health's  
worksite wellness program logo.*

### C. Legal Team

The BikeShare Program will likely require the use of some form of personal liability waiver to protect employers from additional risk. A sample waiver is available in Appendix A but it will need to be personalized or modified and approved for use by your organization. Connect with your legal team early (and often), as their input and approval are extremely important. The legal team can also help BikeShare Program administrators develop rules, protocols and the potential consequences of not following them (See Appendix B).

### D. Facilities Team

Bicycle parking is another consideration, as well as storage of maintenance tools and spare parts. These are critical components of a BikeShare Program, so the professionals that care for and maintain your building will need to be involved. Make sure to find a

secure, safe and dry place to store the BikeShare bicycle fleet. The space should be easily accessible to employees.

Talk to your facilities team about the types of bicycle racks that can be installed to store the BikeShare bicycles. Consider the following questions:

- Does the rack need to be permanently secured to the ground?
- Is drilling and bolting into the floor allowed?
- Are there wall-mount options available should you need them?
- Does the facilities team have the capability to fabricate bicycle racks in-house?
- Alternatively, will they be purchasing them and potentially needing assistance selecting racks from an external vendor?

#### E. Information Technology (IT) Team

Several of the successful employee BikeShare systems use on-line software to assist with bicycle reservations. Most agencies will not have a full-time employee available to record and track BikeShare reservations so electronic systems are necessary. Examples of electronic reservations systems include Microsoft Outlook and SharePoint. Meet with your IT team early in the planning process to help you decide which type of system would be best for your agency and is practical given your IT infrastructure, budget, and staffing. The IT Team can also help design the tracking system for bicycle maintenance logs, training of maintenance volunteers, user emergency contact information, and also which usage statistics your BikeShare Program would like to gather. Collaborating with IT early on will help to ensure that the reservation system and data collection work smoothly.

#### F. Security

Many government settings are secured with limited or badged access only for employees. Depending on where your BikeShare system is physically located, you may need to work with security personnel to create a protocol for accessing the bicycles. Talk with the security team early in your planning process. Be prepared with ideas and solutions. More importantly, be ready to listen to their needs and concerns. In some settings, security teams may be able to manage a check-in binder or logbook for employee trips, but be sensitive to their primary role of protecting the safety of employees and campus where you work.

#### G. Maintenance

A well-used BikeShare Program will cause wear-and-tear on the bicycles; as a result, bicycles will need weekly or twice-monthly attention plus annual tune-ups. Some BikeShare system administrators contract with local bicycle shops to provide annual and





*Photo credit: Melba Hinojosa*

as-needed maintenance. Others use volunteer mechanics drawn from the agency’s employees to conduct check-ups that are more frequent. A blended method of both options could be most effective with contracted annual, intensive bicycle tune-ups and employee volunteers or potential facilities and maintenance staff providing weekly bicycle “check-ins.” Besides organizing and training your team, appreciating the facilities staff and volunteer mechanics is a must! Quarterly gatherings can provide opportunities for

rewards such as coffee and camaraderie among your valued team helpers. A checklist of the most commonly needed adjustments can help volunteers stay focused and efficient and provide a roadmap for training new volunteers. (See Appendix C Sample Maintenance Checklist.) This checklist can also serve as a record of when the bicycles were maintained and/or serviced, etc. The checklist can remain on file according to your agencies protocols. Keep accurate logs of volunteer mechanic training sessions, bicycle maintenance logs, and, if used, bicycle shop repair invoices. See Appendix H for a sample maintenance contract scope of work.

#### H. Training

Your BikeShare Program will need a training team and an orientation component to on-board new users and to ensure the safe operation of the bicycles. In addition to conducting orientation sessions, the training team may also serve as the overall coordinators for the BikeShare Program. If better qualified, other government agency employees can provide the BikeShare training sessions. A League Certified Instructor (LCI)<sup>1</sup> may also be available at your worksite or through a local bicycle advocacy organization. A BikeShare Program Coordinator may opt to use a recorded or online safety presentation, or create their own PowerPoint training with images, charts and embedded demonstration videos. The safety orientation sessions should include information about:

- The reservation system
- Bicycles and helmets
- Securing the bicycles to prevent theft
- What to do if a bicycle breaks down while in use

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<sup>1</sup> League of American Bicyclists, <http://www.bikeleague.org/content/become-instructor>. League-Certified Instructors (LCIs) are certified to teach the Smart Cycling classes to children as well as adults. Their goal is to help people feel more secure about getting on a bike, to create a mindset that bikes are treated as a vehicle, and to ensure that people on bikes know how to ride safely and legally.

- Navigating traffic safely

It is estimated that the training team will spend a total of 2-4 hours per month on training and administrative matters.

### 3. Equipment

Develop a budget for the purchase of a fleet of bicycles, a bicycle rack, helmets, side bags, U-locks, a maintenance toolkit, and a tire pump. In addition, it is useful to add a line-item category for “miscellaneous” supplies such as extra tire tubes, brake pads, bicycle and bicycle rack numbering decals, replacement side bags, helmets, handle grips, etc. (See Appendix E—Sample BikeShare Start-Up Budget.)

#### A. Bicycles

A modern BikeShare fleet should feature easy-to-ride and easy-to-maintain bicycles. Using stylish, attractive bicycles is also an important detail as this goes a long way to encouraging and promoting the positive aspects of bicycling. A typical BikeShare inventory includes six 3- or 5-speed, city-style bicycles in a variety of sizes. (See Appendix D Examples of Utilitarian Bicycle Choices.)

For now, most employee systems use conventional bicycles. However, some government agencies may explore the use of e-bicycles (electric bicycles) if their offices are located in a particularly hilly location.

It is helpful to clearly label or number each bicycle (on the back fender or top tube) using self-adhesive decals. Matching each numbered bicycle with its corresponding numbered space in the bicycle rack will help Program Coordinators monitor bicycle usage and inventory. Small decals will not detract from the overall aesthetics of the bicycles. Add the corresponding numbers to each bicycle access badge, helmet, and U-lock key (including the backup set of keys).

#### B. Bicycle Racks

Racks should be sturdy, self-supporting (freestanding) and have the ability to be anchored permanently in the ground. Before ordering the rack, it should be determined if

CDPH BikeShare fleet in assigned bike rack slots



Photo credit: Melba Hinojosa

the rack needs to be secured to the ground and if that is feasible at the desired location. Consult with the building and/or facilities manager to make these determinations. Work with your fiscal and procurement team to identify funding mechanisms that are available to purchase racks.

Research the appropriate process for bicycle rack installation at your site well in advance to identify an installation timeline. Seek placement in a covered and sheltered area to help prolong the life of the bicycles.

### C. Bicycle U-Locks

For each bicycle, purchase sturdy U-locks to secure the bicycles in their base rack and for security on trips. When exploring what brand of U-lock to purchase, select one that has a high security level (as noted on the package). Buying high quality locks is an important investment for the BikeShare Program. The average cost for a high quality lock may equal roughly 10% of the purchase price of the bicycle. Many U-locks come with a storage bracket for carrying the lock on the bicycle. Other storage options include placing the U-lock in the side bag or *pannier*, using a bungee-type strap or a hinged clip on the rear rack. The BikeShare Coordination Team or maintenance team should keep the extra set of U-Lock keys in case one of the keys is lost. This is another important reason that supports numbering the lock keys and bicycle access badges.



Photo credit: Melba Hinojosa

### D. Helmets

Helmets are required for many employer-sponsored BikeShare Programs. To fit a wide variety of head sizes and shapes, a universal-fit, dial-adjustable helmet is recommended. Less expensive universal fit helmets can be found in the \$30 - \$35 range, but for a few dollars more, in the \$40 - \$45 range, a higher quality helmet can be purchased. Helmets will wear out more quickly if not of a certain quality level. BikeShare Programs can also allow users to provide their own helmet. Some BikeShare Programs may choose to use a disinfectant

spray in their helmets while others will forgo this practice. A well-regarded resource on helmet safety ratings can be found at: [www.helmets.org](http://www.helmets.org).

### E. Extras

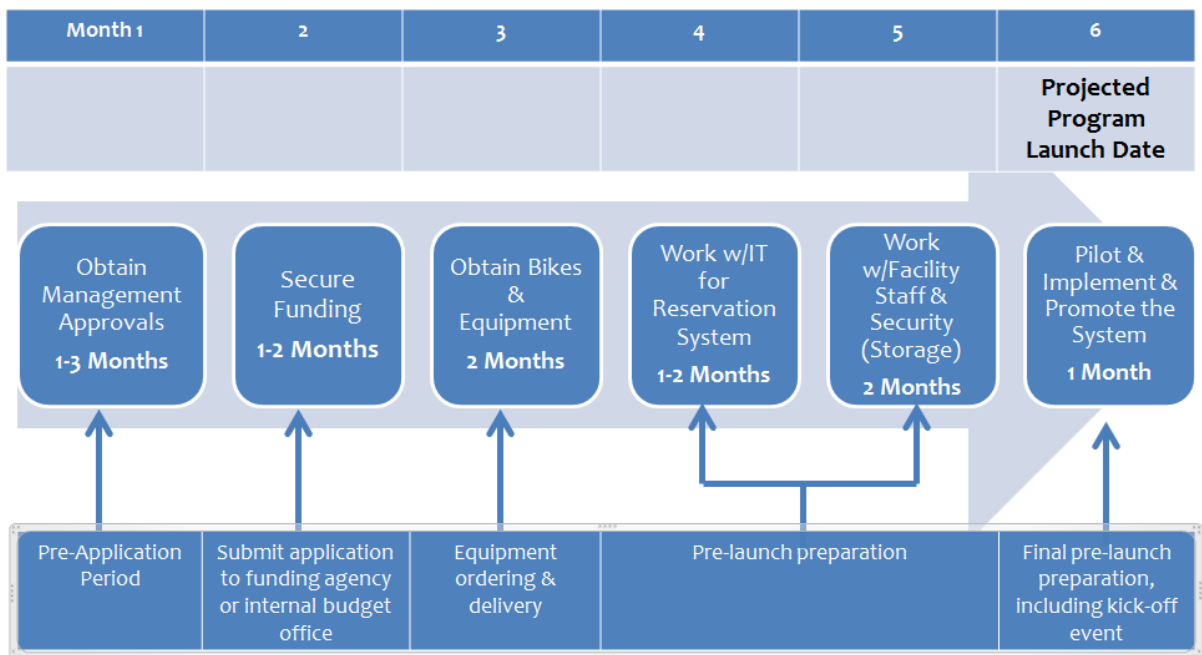
Depending on how much money is in your BikeShare Program budget, additional safety and convenience accessories may be purchased. These items may include front and rear lights, bells, reflective safety vests, fenders, water bottle cages, cup holders, and kick

stands if they are desired and not included as original equipment with the bicycles. A car rack may be helpful for use when rescuing out of service bicycles.

#### 4. Launch Timeline

Although every BikeShare Program is different, work with a minimum of a six-month window when planning a BikeShare Program. The following is a proposed timeline that includes the major, important tasks to consider when planning and implementing a BikeShare Program. (Please note that these start-up tasks can be overlapped and nested as needed.)

### Sample 6-Month\* BikeShare Implementation Timeline (Involving sequential & simultaneous steps)



\* Month duration are estimates to use as a guide and are agency-dependent.

#### 5. Running the Program

##### A. Logistics

Successful programs will work to reduce logistical barriers to register, reserve, and access the bicycles, and to ensure that the program is easy as possible for employees to use. The overall BikeShare Coordination Team should work closely with its partners in information technology, facilities/maintenance, administration, finance, and legal services. Regular communication among the partners may occur via a standing scheduled meeting, ad hoc meetings, or via email discussion. A well-thought-out program will include promotion to

employees, easily accessible in-person or online safety and orientation sessions, a user-friendly reservation system, and stylish, easy-to-access bicycles that project a healthy and hip image.

## B. Training

Employees must be oriented to the program, procedures, and policies (See Appendix B). Employers are strongly advised to provide some level of bicycle safety training for their employees before they ride. Agencies may want to consider requiring registered users to take a refresher course every other year. Employees should leave their orientation sessions with the information necessary to reserve and safely use a bicycle.

## C. Reserving a Bicycle

Reservation systems vary, but the most important factor is that the employee can easily reserve a bicycle and take a ride. Reservations systems can range from a low-tech (e.g., a sign-out sheet kept at a central, staffed desk) system, to a familiar Microsoft Outlook-based system (where bikes are reserved similar to meeting rooms), or to a more advanced web-based or SharePoint systems. Hard copy or paper logs may be kept for a period of time as determined by each state agency's storage protocols. Finally, consider developing a brief step-by-step reservation system job aide that can be distributed or posted online for employees.

*Screenshot Example of the CDPH BikeShare Reservation System (created with SharePoint 2013.)*

**BikeShare**  
Home

**Instructions...**  
(to reserve a bike)

1. If you want to see a detailed view of reservations on a specific day, click on that day's date (the actual number, ie '7' to view the details for the 7th)
2. You can reserve a bike from the detailed daily view directly to the right.
3. Hover over the bottom area on the day you would like to reserve a bike: double-click on the word "add."
4. In the Bike reservation "new item" window, select the start and end time for your trip.
5. Under 'Resources' select the bike you would like and click the 'Add' button.
6. Click 'Check' in the 'Check Double Booking' section.
7. If there are no errors/double bookings, Click on the 'Save' button.
8. You will receive a confirmation email shortly.
9. Print the confirmation email to present to the security officer in building #173.
10. Please contact BikeShare staff Jeffery Rosenhall, Melba Hinojosa, or Sophia Mercado with any concerns or kudos about the BikeShare system. [jeffery.rosenhall@cdph.ca.gov](mailto:jeffery.rosenhall@cdph.ca.gov), [melba.hinojosa@cdph.ca.gov](mailto:melba.hinojosa@cdph.ca.gov), or [sophia.mercado@cdph.ca.gov](mailto:sophia.mercado@cdph.ca.gov). Thank you!

October 15 - October 21 2017

	15 Sunday	16 Monday	17 Tuesday	18 Wednesday	19 Thursday	20 Friday	21 Saturday
Rosenhall, Jeffery (CC)							
Bike 01	x						
Bike 02	x		11:30 am - 12:40 pm Hernandez, Marianne (C)				
Bike 03	x						
Bike 04	x	11:30 am - 1:00 pm Salazar, Mel (CDPH-ITS)	11:30 am - 1:00 pm Salazar, Mel (CDPH-ITS)	11:30 am - 1:00 pm Salazar, Mel (CDPH-ITS)	11:30 am - 1:00 pm Salazar, Mel (CDPH-ITS)	11:30 am - 1:00 pm Salazar, Mel (CDPH-ITS)	

**Bike Reservations**  
October 15 - October 21 2017

Rosenhall, Jeffery (CC)

Add Person:

Add Resources

**Announcements**

Title	Modified
BikeShare Orientation Sessions: Sept-Dec 2017	8/25/2017 7:25 AM
Return your Bike on time please!	8/16/2017 7:25 AM
Reserved a bike but can't use it after all? Please cancel your reservations.	8/15/2017 12:46 PM
3,000th ride!	6/26/2017 3:32 PM
You MUST wear a helmet to ride the bikes!	5/2/2016 12:56 PM

Add new announcement

#### D. BikeShare Program Promotion

Effective promotion of any BikeShare Program is essential to raising employee awareness, interest, and use. Promote government employee BikeShare Programs by capitalizing on existing modes of communication, including but not limited to:

1. Promotion by a departmental or organizational Director or Executive Officer.
2. Inclusion in official routine worksite e-Newsletters, bulletin boards, and communications.
3. Wellness-focused electronic updates and physical activity promotion communication.
4. Inclusion in any May is Bike Month, bike-related, or active transport promotional activities; and/or
5. Distribution of BikeShare Program information during new employee orientation.

Additionally, BikeShare bicycles and promotional items provide opportunities for displaying departmental/agency logos. This can further support a government employers' positive brand recognition and communicates the importance of physical activity and worksite wellness.

#### E. Bicycle Maintenance

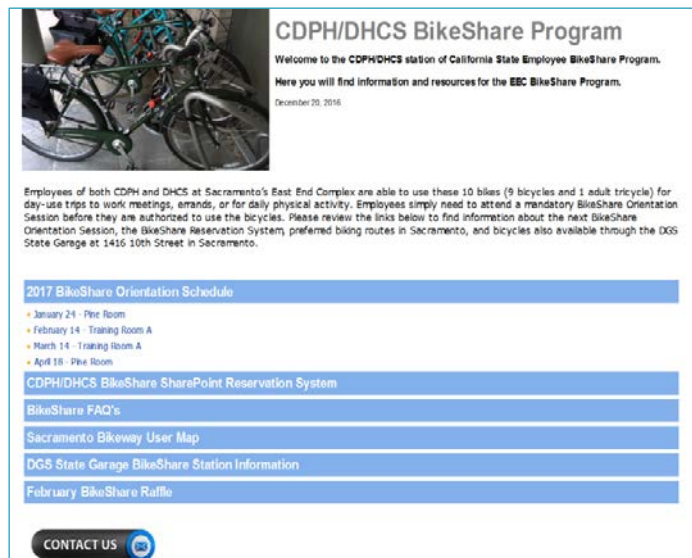
Each BikeShare Program Coordinator can combine any of three options to maintain the

bicycles in a safe and good working condition. These maintenance options include:

1) securing a maintenance agreement with a local bicycle shop; 2) staffing with existing paid employees (maintenance, facilities or fleet services); or 3) recruiting employees to serve as volunteer “lay” mechanics.

A combined approach with annual tune-ups by a local bike shop, augmented by regular check-ups by volunteers or facilities staff may be one of the best ways to approach bike maintenance. (See Appendix H Sample Bicycle Maintenance Scope of Work).

*Example: BikeShare Program Worksite Wellness Website*



## F. Continuous Quality Improvement

BikeShare Programs are dynamic programs and must be carefully tailored to the



*Image: Hawleymartin.com, Accessed 9/29/17*

employees, the culture of the employer, and to the location of the campus. Each employee BikeShare Program Coordinator should pay special care to gather feedback from employees early in the program implementation phase (by working through the worksite wellness team or HR staff, via brief online surveys, etc.) and regularly thereafter.

Coordinators should also consider networking with other BikeShare Program Coordinators, either formally or informally to share ideas and solutions to any issues that arise. Holding regular (quarterly, etc.) meetings with representatives from nearby agencies that implement BikeShare Programs can be highly valuable. These meetings can be conducted either in-person, via webinar, or by teleconference. BikeShare Coordinators can serve as mentors and share lessons learned and best practices with one another. BikeShare meetings also offer the opportunity for coordination and planning local or regional events such as May is Bike Month activities.

Common issues that may require revisiting once a program is launched include: bicycle maintenance schedules, consequences for non-compliance by users (e.g., not following the rules), updating trainings, reservations system changes, and bicycle fleet condition.

## 6. Evaluation and Tracking: Bicycle Usage Statistics

BikeShare usage numbers can be downloaded from an online reservation system that will be helpful to BikeShare Coordinators, agency management, and funding agencies. Each agency BikeShare Program Coordinator, with input from agency management, and their funder should first determine what statistics they want to gather and then develop the system that will help them to reach their goals. The BikeShare Coordinator will also determine how often (monthly, quarterly, etc.) the data should be collected and reported. BikeShare usage statistics can include some or all of the following information: number of registered users; number of trips; miles biked per trip; total number of miles per month; ride category types (work meetings, physical activity, errands, etc.); and, mileage traveled per bike (for maintenance purposes).

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*Sample: 2014-2017 CDPH BikeShare Usage Report*

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- ❖ 40 Training & Safety Orientation Sessions
- ❖ 430 Registered Users
- ❖ 3,300 Rides (total)
- ❖ 10 Bicycles (9 bicycles and 1 adult tricycle)

## 7. Funding Sources: Public, Private or Combination

Immediate and long-term financial planning is important for a successful BikeShare Program. The first step is to identify funding needs over a period of 1-3 years that will include start-up, implementation, expansion, and maintenance funds. Consider the need for grant funds or regular agency budget funds as well as one-time costs such as fleet purchases versus on-going costs including minor repairs and part replacement costs.

### A. Government Funds

If your agency has funds available that can be used on bicycles and materials, you already have a head start on implementing a BikeShare Program. However, keep in mind agency protocols that you may need to follow regarding the purchase of your bicycles and equipment. For example, consider the following questions:

- Do you need to get a certain number of bids?
- Are there documents that potential vendors must complete to be approved and considered for this program?
- Are there specific timelines that must be followed for your agency's service or purchase order processes?

### B. Private Funds

Public-private partnerships can have certain advantages that include quicker and less complicated ordering of bicycles and equipment. Partners in the private industry can potentially operate more nimbly to purchase items needed for the BikeShare Program. However, a public-private partnership requires excellent communication between both partners as well as a way to accept and transfer funds. Each party must understand how much involvement each side will play in the implementation of the program as well as the level of recognition desired.



### C. Blending Public and Private Funds

Depending on availability, both types of funding may be used at different times during the BikeShare Program lifecycle. For example, one or the other type of funding may be used to launch the BikeShare Program and another funding source may be used to supplement, monitor, and maintain the program. After the initial program launch costs, additional funding may be needed to increase the size of the fleet, to buy additional or replacement equipment, and for promotional activities. Prior to program launch, consider and discuss the potential sources of these funds for your program's future needs.

## 8. Conclusion

Starting and implementing a BikeShare program can be extremely rewarding and satisfying for employees and employers. BikeShare programs provide both agencies and employees with many benefits and employers show a real concern for their employees' physical and mental well-being when they implement a BikeShare Program. At the same time, employers can show that they are aware of the fiscal and environmental benefits of a BikeShare Program with an eye towards employee recruitment and retention.

In closing, consider these comments from actual CA State Employee BikeShare Program users:

- ❖ *“Saves time, reduces the need for car/taxi for meetings and much more efficient while getting some exercise! I love riding bikes; BikeShare allows me to conveniently access bikes for a ride during the workday.” –CDPH Employee*
- ❖ *“I get some physical activity and fresh air during the workday & go to lunch at restaurants that are farther than walking distance.” – DHCS Employee*
- ❖ *“I get to and from off-site work meetings & can run personal errands during work breaks.” – CDPH Employee*
- ❖ *“Worksite wellness at its finest... [I'm] using the bikes for exercise and I love it.” – DHCS Employee*

## Appendices

### Appendix A - Sample Liability Waiver

**{Department Name}**  
**BIKESHARE PROGRAM AGREEMENT**  
**ASSUMPTION OF RISK, LIABILITY WAIVER AND RELEASE**

Insert Organization or  
Program Logo if  
Desired

You must attend the orientation and submit this form before you can participate in the BikeShare Program (Program). The {Department's Health and Safety Unit} will maintain these forms on file for each employee. Once completed, you may email the signed form to the appropriate {Department's Health and Safety Offices}.

**I, \_\_\_\_\_, am voluntarily participating in the Program at my own risk, and I agree to the terms and conditions in this Agreement.**

1. I am fully responsible for the condition and security of the Program bicycle from the time it is released to me, until I have returned it to the care and custody of the Program. (e.g., returned and locked to the Program's designated rack facility.)
  - I understand that it is my responsibility to be familiar with the Program's current business hours in order to return the bicycle on time.
  - I agree to return the bicycle, including all removable parts, helmet and lock ("equipment") on time and in an undamaged condition. The equipment should be in as good a condition as when received.
  - I agree to be financially responsible for repair or replacement of any damaged or stolen equipment, parts or components that occur from the time the bicycle and equipment are received until they are returned.
  - I will keep the equipment in my immediate personal custody and control (e.g., locked securely to a designated bike rack with U-lock provided will suffice). I will not authorize, assign, sublease or allow the use of the equipment by any other person other than myself.
2. I will obey all Program rules, and applicable State and local regulations, ordinances and laws governing bicycles while participating in the Program.
  - I will wear my own bicycle helmet, or one provided by {Department Name}, at all times while riding or otherwise operating the bicycle.
  - I will not participate in the Program if I am under the influence of alcohol or drugs, or in any other way impaired.
  - I will not engage in any activity that could distract me from safely operating the bicycle, including the use of a cellular phone, a music player, or a text-messaging device.
  - I understand how to operate the bicycle, apply the brakes, and adjust the seat.

- I understand that bicycle has no lighting equipment and agree not to ride the bicycle in the dark.
3. I understand that there are risks inherent in riding a bicycle or participating in activities while riding a bicycle even when the bicycle and equipment are in good working order and used properly and safely. Injuries are a common, ordinary, and foreseeable consequence of bicycle riding. I further understand that the risks I may encounter include but are not limited to the following:
    - The equipment may break or malfunction, causing loss of or damage to property or injury to my person or to another person.
    - Riding a bicycle requires physical exertion, sometimes extreme physical exertion, and my human effort or that of another may result in discomfort, pain, or injury.
    - I might encounter hazards, including but not limited to, curbs, loose rocks, sand, uneven cobblestones, changes in pavement or earth gradation, or other obstacles while riding which could cause me to fall off of or be propelled involuntarily from the bicycle. I could injure myself.
    - Bicycle travel, especially in an urban environment, can be exceptionally dangerous. I may be injured by many factors that are outside of my control. Those factors may include collisions with moving objects such as automobiles, motorcycles, pedestrians, other bicyclist, skateboards or other wheeled conveyances.
  4. I acknowledge and agree that the equipment is provided as is and that no representation is made that the equipment is in good repair. Neither {Department Name} nor the Program have made any representations, warranties, promises or statements of any kind regarding the condition of the bicycle and other equipment or the safety of riding or otherwise operating the equipment. My decision to participate in the Program is not based upon any such assurances or inducements.
  5. I assume all risks of property damage, injury or death for myself or others arising from my use of the bicycle and equipment, including any injury resulting from mechanical defects or failure of the equipment or actions taken by myself or others without respect to fault.

I agree to indemnify, defend, save and hold harmless the Program, {Department Name} and the State of California, its officers, agents and employees, and all funders of the Program, from any and all claims, losses, damages or liability accruing or resulting to any person or entity from my participation in the Program or use of the bicycle and equipment.
  6. I, on behalf of myself, my heirs, successors and assigns, hereby waive, release, and forever discharge the Program, {Department Name} and the State of California, and all funders of the Program, from any and all claims, losses, damages or liability accruing or resulting to any person or entity from my participation in the Program or use of the bicycle and equipment.
  7. The Program may terminate my eligibility to participate in the program at any time and for any reason within the discretion of the Program.

8. If any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

I have read and understand this agreement which is enforceable under the laws of the State of California.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Print Full Name: \_\_\_\_\_ Employee Badge #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Business Telephone: \_\_\_\_\_ Home/Cell #: \_\_\_\_\_  
In case of emergency, please notify: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Contact #: \_\_\_\_\_

Appendix B - Sample BikeShare Program Participation Policy

**{Department Name} Bike Share Program Participation Policy**

Insert Organization  
or Program Logo if  
Desired

- All \_\_\_\_\_ employees, staff, student assistants and retired annuitants are eligible to participate in the \_\_\_\_\_ (department acronym) Bike Share Program (“Program”).
- Eligible persons wishing to participate must complete and sign a *Bike Share Program Agreement, Assumption of Risk, Liability Waiver and Release* form and this \_\_\_\_\_ {agency} \_\_\_\_\_ *Bike Share Program Participation Policy* form. These forms are kept on file and updated as required by \_\_\_\_\_ {agency} \_\_\_\_\_. Participants must attend an orientation session (and every other year thereafter) conducted by the Bike Share Program.
- Program participants may check out a bicycle, helmet, bike lock, and bike lock key (“equipment”) for one-day use between the hours of 8:00 a.m. and 4:30 p.m. on normal work days. The Program will not operate on weekends, State holidays, or other days as may be determined by the Program.
- Each Program Participant must provide a valid Employee Identification Badge to check out the equipment. Program participants must not allow others to access Program equipment by any means, including the use of their Employee ID Badge, or otherwise providing access to the equipment storage area.
- Bicycles are for day use only and shall not be kept overnight. All equipment must be returned no later than 4:30 on the SAME DAY on which the equipment was checked out. Upon return, Program participants must lock the bicycle to the designated bicycle rack using the lock provided. The key to the bicycle lock and the helmet must be returned to the location designated by the Program. *[if the location is known, it can be stated here]*.
- Failure to comply with this policy and the \_\_\_\_\_ {agency} \_\_\_\_\_ *Bike Share Program Agreement, Assumption of Risk, Liability Waiver and Release* form will result in the immediate loss of eligibility to participate in the Program.

By signing below, I confirm that I have read and accept the terms of this Program Participation Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Employee ID Badge: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Appendix C - Sample Maintenance Checklist

### Weekly Bicycle Maintenance Checklist

- Air
  - *Check for adequate tire pressure*
- Brakes
  - *Do the brakes grab the wheel rim when squeezed? Are the levers too close? Do they need adjusting?*
  - *Do the pads rub the rims when brakes not squeezed—adjust?*
- Chain/cranks
  - *Wipe down chain and oil it lightly*
  - *Are there any funny noises, looseness when spun?*
- Bell functioning
- Accessories
  - *Bags, pant cuff slap bracelets, helmet, lock?*
  - *Check for left over items and/or trash in the side bags.*
- Loose nuts and bolts
  - *Kickstand, stem, brakes, fenders, seat post*
- Brake pads
  - *Good condition, not worn past limit, rubbing?*
- Tire wear
- Dial In shifters/derailleurs
- Gears shift smoothly
- Test ride
  - *In bike area or in the street (wearing a helmet)*
- Wipe down fenders, frame and saddle with cloth

An additional “pre-Ride Bicycle Checklist” is available: [http://enewsnetworks.net/\\_webimages/newsltr/march-webupdates-15/pre-ride-checklist.jpg](http://enewsnetworks.net/_webimages/newsltr/march-webupdates-15/pre-ride-checklist.jpg)

## Appendix D - Examples of Utilitarian Bicycle Choices for a BikeShare Fleet

An affordable, stylish workhorse bicycle is recommended. As of 2017, eleven California State Agency BikeShare Programs use the Breezer brand “Downtown” model commuter bicycle that is available in six sizes:

- Men’s (or step-over) Extra Large, Large, and Medium
- Women’s (step-through) Medium, Small, and Extra Small

*Example: Breezer Downtown 3 Speed Step-Through Bike (Photo Courtesy Breezer Bikes)*



BikeShare bicycles should be built on sturdy-yet-nimble steel frames and come with fenders, a chain guard, and a rear cargo rack. A universal-fit bike helmet, sturdy/high grade U-Lock, and a grocery *pannier* (bag) should be purchased for each bike.

In some BikeShare Programs, a simpler, single-speed cruiser-style bicycle may work well as they are very low maintenance and easy to operate. In all cases, an adjustable seat post clamp is recommended to allow for easy customization by employees, along with a cable “seat-leash” to prevent theft.

## Appendix E - Sample BikeShare Start-Up Budget

Below are sample cost estimates that reflect (2016) an example of an economical and durable option for an employee BikeShare Program.

### *Sample BikeShare Budget for a Fleet of Six Bikes, rack, and maintenance items (bike pump, toolset, apron)*

Item	Unit Cost	Quantity	Total
Step-Through Medium	\$ 540.00	1	\$ 540.00
Step-Through Small	\$ 540.00	1	\$ 540.00
Step-Through X-Small	\$ 540.00	1	\$ 540.00
Step-Over Medium	\$ 540.00	1	\$ 540.00
Step-Over Large	\$ 540.00	1	\$ 540.00
Step-Over X-Large	\$ 540.00	1	\$ 540.00
Bungee cord	\$ 5.00	6	\$ 30.00
Quick release seat post clamps	\$ 30.00	6	\$ 180.00
U-Lock	\$ 50.00	6	\$ 300.00
Universal fit bike helmet Medium	\$ 40.00	5	\$ 200.00
Universal fit bike helmet Large/XL	\$ 40.00	1	\$ 40.00
Side bag panniers (single-side)	\$ 60.00	6	\$ 360.00
Blinky light set (front and rear)	\$ 15.00	6	\$ 90.00
Stainless steel bike ribbon rack (for storage)	\$ 650.00	1	\$ 650.00
Air pump, Tool set, work apron (= 1 set)	\$ 155.00	1	\$ 155.00
Subtotal = \$5,245.00 + Tax @ 8.500%			\$ 445.83
<b>TOTAL</b>			<b>\$ 5,690.83</b>









# California State Employee BikeShare Program

## What is BikeShare?

BikeShare is an employer-sponsored program that provides bicycles and helmets for employees to use. BikeShare is an innovative program that:

-  Increases access to physical activity.
-  Improves productivity.
-  Saves time and money.
-  Reduces the carbon footprint.

## State agencies that have BikeShare Programs:

Caltrans, CDE, CDPH, DDS, DGS, DOF, DSH, DWR, PARKS + more!

"It shows people working together can increase everyone's productivity and personal happiness."  
—State of California Employee

"This is an excellent model and precedent for other public and private businesses. It's not just tech industry that can be cool like that."  
—State of California Employee



## "Worksite Wellness at its Finest" – How Users Describe BikeShare\*

convenient  
56%

healthy  
56%

innovative  
45%






fun  
39%

accessible  
33%





## 1-2-3 Get Started

1. Identify staffing and funding; partner with local businesses or organizations to help support the program.
2. Get buy-in from agency leadership.
3. Ready bikes for use and launch the BikeShare program.

## Ready-to-go Resources:

-  BikeShare Toolkit with step-by-step instructions on how to start and implement a BikeShare Program.
-  Orientation and bike safety training.
-  Examples of online reservation forms and check out processes.
-  Quarterly user group meeting with other state agencies.
-  For more information contact CDPH's BikeShare Program at 916.449.5400.

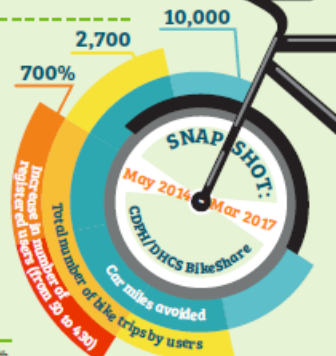
## How It Works

-  Take a required orientation and safety class.
-  Reserve a bike to use anytime M-F, 8AM – 5PM.
-  Ride a bike to an off-site meeting, an errand, lunch with friends, or for an afternoon exercise break.
-  Check the bike back in.



99% of registered users would recommend BikeShare as an effective worksite wellness tool to other government agencies.

100% of registered users would recommend BikeShare to a colleague or another government agency.



\*Note: BikeShare statistics are drawn from a June 2016 survey of 113 registered BikeShare program users at the California Department of Public Health (CDPH) campus in Sacramento, CA. For more information about the CA State Employee BikeShare program - please contact CDPH at 916.449.5400.

## Appendix H - Sample Maintenance Scope of Work

### **SAMPLE Bike Maintenance Scope of Work**

Vendor: ACME Bicycle Works  
Date: September 21, 2017  
To: Department of General Services, State of California  
Re: Bike Maintenance Scope of Work

#### Service Provided:

Annual Check-Up and Adjustments (does not include Repairs) \$40 per bike

- Check brake and shift cables
- Check shifter and gears, adjust as needed
- Check brake levers, cables and pads, adjust as needed
- Check tires, inflate to proper pressure
- Check wheels and spokes, adjust as needed
- Check and lube chain
- Check pedals, Bottom Bracket Bearing and crank arms, tighten as needed
- Check and tighten all fasteners, screws, nuts, bolts

#### Repairs as Needed:

Repairs are services that involve replacing parts such as brake pads, tires, tubes, spokes, cables, levers and other parts of the bicycle. Repairs are billed on a Parts and Labor basis. Our normal Labor rate is currently \$XX per hour with a \$XX minimum. Some examples are listed below.

Flat repair: Labor \$XX, Puncture Resistant Tube \$12.99 and Tax \$X.XX = \$XX.XX

Brake pads, both wheels: Labor \$XX, Pads \$6.99 x 2 sets \$13.99, Tax \$X.XX = \$XX.XX

Shift or Brake Cable: Labor \$XX, Cable \$9.99, Tax .XX = \$XX.XX

Tire Replacement: One wheel, Labor \$XX, Tire \$34.99, Tax \$X.XX = \$XX.XX

Bottom Bracket Bearing: Labor \$XX, Bearing Cartridge \$19.99, Tax \$X.XX = \$XX.XX

Repair Estimates will be provided before work is performed.