

AYR AND KILMARNOCK ACTIVE TRAVEL
HUBS PRESENT A SERIES OF

WORKPLACE WEBINARS

Helping Your Workplace to Promote Active Travel

HOW TO SET UP A POOL BIKE SCHEME





WHAT IS A POOL BIKE SCHEME?

- A pool bike scheme provides employees with bikes and other cycling equipment giving staff the opportunity to travel by bicycle for workjourneys.
- Pool bike schemes are best suited to workplaces that require staff to travel short distances within work hours. For example, staff who travel between offices and sites, or meet clients outside of the office.

POOL BIKE SCHEME



WHAT ARE THE BENEFITS TO YOUR WORKPLACE?

Cycling Scotland state the benefits of a pool bike scheme are:

- **FINANCIAL SAVINGS** - costs which would have previously been spent on taxi expenses, car parking, car mileage allowances, or public transport are reduced
- **ENVIRONMENTAL** - reduction of harmful carbon emissions improving the organisations carbon footprint
- **STAFF WELL-BEING** - cycling for event short distances can improve physical and mental health
- **TIME SAVING** - often cycling short distances is quicker than driving, taking public transport, or walking
- **WORK CULTURE** - encourage a workplace cycling culture and enhanced corporate social responsibility

EAST AYRSHIRE COUNCIL - CASE STUDY



- East Ayrshire council set up a pool bike scheme across multiple council building sites. This allowed employees to travel between sites on the bikes and to attend external meetings in an active and sustainable way resulting in less workplace car journeys.
- Top tips for setting up the Pool Bikes from Lynsey McBurnie
 - Wherever the pool bikes are based you need someone with an interest to take ownership of monitoring the bikes such as checking the tyres and the batteries
 - Carrying out a survey beforehand to see if there would be enough interest to warrant setting one up
 - Ensure that the bikes are suitable and appropriate for the types of journeys they will be used for.
 - Make sure lockers and correct facilities can be provided
 - Publicise the scheme through council intranet to highlight the benefits and tie in with Healthy Working Lives initiatives

POOL BIKE SCHEME

HOW TO SET UP AT POOL BIKE SCHEME

Support and Funding;

- Cycling Scotland offer lots of support and advice around this and also offer a Cycling Friendly Employer Development fund which can be used towards pool bike facilities if a workplace is working towards the Cycling Friendly Employer Award.
- Energy Saving Trust offer grants to local authorities, higher education, third sector organisations and private businesses to purchase electric bikes for use in the workplace.



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saving
trust

OTHER CONSIDERATIONS

WHICH BIKES SHOULD I BUY?

Electric bikes are very popular for work journeys. It is important to buy a variety of sizes to meet the needs of your employees. Step through bikes allow ease getting on and off bikes. Mudguards and pannier racks are essential.

WHERE TO STORE THE BIKES?

You will need a room on the ground floor or with ramp access to use as a pool bike room or you can purchase bike nests to securely keep your pool bikes somewhere safe outside your workplace. Lockers and showers are often required

WHAT OTHER EQUIPMENT IS NEEDED?

Helmets, high visibility jackets are very important for safety whilst on the bike. Panniers and basic bike maintenance equipment is also needed such as pumps and puncture repair tools

DO I NEED INSURANCE?

Often an organisations public liability insurance protects against third party claims for injury or damage to other persons or property. Insurance to protect bicycles from theft may also need to be considered

POOL BIKE SCHEME

HOW DO STAFF BOOK THE BIKES

This will depend on the size of your workplace and the number of bikes you have in your pool bike scheme. This can be a simple paper log or an online booking system/online calendar.

Someone will need to take ownership of overseeing the booking and administration of the pool bikes

DO STAFF NEED TRAINING TO RIDE THE BIKES?

Staff must be able to safely and competently be able to ride a bike to use the pool bikes. You may wish to offer essential cycle skills training for employees, get them to self certify their competency or complete a short cycle assessment with one trained member of staff prior to staff using the pool bikes.

REPAIRS AND MAINTENANCE ON THE BIKES

A nominated individual will need to be in charge of checking the bikes and arranging servicing of the bikes (Frequency will depend of how much the bikes are used). Staff can be taught an M check so they can check the bike is safe before each journey and one member of staff can be trained to do basic bike repairs.



FURTHER RESOURCES AND SUPPORT

- Cycling Scotland website - Support, Advice and funding on setting up a pool bike scheme
- Way to Work website- Helping you to promote active and sustainable travel in your workplace
- Energy Saving Trust website- Grants and Loans for Electric Bikes
- Our Webinar on Funding for more information about what funding is available to you
- Active Travel Hubs- We are here to support active travel within workplaces. For information, support or advice please contact the Kilmarnock Active travel Hub at info@activetravelhubkilmarnock.org or the Ayr Active Travel Hub at activetravelhubayr@gmail.com or follow us on Facebook.