



This resource guide is designed to guide you through exploring, promoting and implementing a cycling program at your worksite.

Host a Commuter Challenge

Encourage staff to register or log in to www.Explore.SmartCommute.ca. Contact your local Smart Commute office to find out how to get your workplace a network on our tool. Encourage staff to track their trips for a specific time period. Corporate challenges are a great way to boost company morale.

Tip: Try providing incentives to encourage participation or host an end of challenge breakfast or lunch for participants!

Bicycle User Groups (BUGs)

A BUG is an internal network of cyclists that share routes, cycling tips and champion cycling issues at the workplace. Here's how to get started:

Step 1: Put out a call to gauge interest from staff

Step 2: Host a group meeting (e.g. to discuss proposed infrastructure improvement)

Step 3: Host an event (e.g. group ride, cycling seminars, and repair workshops)

Step 4: Continue the momentum and share information with staff

Step 5: Log your trips at www.Explore.SmartCommute.ca

For more information visit: www.SmartCommute.ca/bike/tips

Infrastructure and Information

These are key components to building a cycling culture at work. Cycling infrastructure could include:

- ✓ Outdoor bike racks
- ✓ Covered bike parking
- ✓ Secure bike parking (bike cages)
- ✓ Sheltered bike parking (indoor storage)
- ✓ Shower and locker facilities
- ✓ Cycling route maps available in lunchroom
- ✓ Cycling guides (including safety manuals) posted on intranet

Emergency Ride Home Program

Provide staff who commute sustainably to work with a safety net. If staff have an unforeseen emergency on any day they use a sustainable method to commute to work, consider reimbursing the cost of a cab ride home.

Cycling Workshops

Host a bike safety or bike maintenance workshop for staff. Visit www.CanBikeCanada.ca for more information on available workshops. Hosting a workshop can help create on-site Bike Ambassadors who can teach the skills and tools required to foster a cycling culture among coworkers and employers.

Bike Repair Kits

These are a practical resource to offer on site. Items to include:

- ✓ Pump
- ✓ Multi-purpose bike tool
- ✓ Tire patch kit
- ✓ Tire levers
- ✓ Tire tubes in common sizes

Take it one step further and purchase a permanent bike repair station and install it next to your bike racks. You can find some examples at www.BikeFixtation.com/products/

Cycling Subsidies and Allowances

These are great incentives for staff who choose to cycle to work. Seek senior management approval and speak to your Human Resources Department about offering this type of incentive. For example, offer cyclists \$25/month if they cycle to work 3 days/week and track their trips on the Smart Commute tool. Offer discount coupons for a bike purchase at a local bike shop.

Bike Share Programs

These are a growing trend that can reduce car travel during the day. Consider paying for an employee's membership fee for a local bike share program or start your own workplace bike share. Purchase a few bikes from a local shop for staff to sign out for use during the day to travel between meetings, to run errands and for lunch-time recreation!

DID YOU KNOW?

Many transit stations have facilities for bikes, from a simple rack to an enclosed bike shelter. Most buses in the GTHA have a rack on the front that accommodates two bikes. Learn more: www.SmartCommute.ca/bike/bikes-transit

