

## Pool bike guide

### What is a pool bike scheme?

A pool bike scheme provides the equipment necessary for staff to travel by bicycle for work purposes, particularly for short distances. There are a range of benefits to both the employer and employee which make a setting up such a scheme worthwhile.

What are the benefits to the organisation?

- 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 wellbeing: cycling for even short distances can improve physical and mental health
- Time savings: 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

### Is a pool bike scheme suitable for my workplace?

Pool bike schemes are best suited to organisations that require frequent travel to business within a short radius. For example, staff who travel between offices and sites, or meeting clients out-with the office could benefit from pool bikes to save time waiting for public transport, finding a parking space, or paying for a costly taxi. It may be worth determining interest by sending a staff travel survey.

### Frequently asked questions

What type of bike should I get?	Hybrid bikes are ideal for city cycling and often come fitted with mudguards and pannier racks.
What accessories will I need to buy?	Locks, helmets, lights are basic considerations but you could also provide pannier bags or waterproofs.
Where should the bikes be stored?	A central, secure location ideally covered and in addition to any existing staff cycle storage.
How will staff book the bikes?	Depending on the frequency of use and the size of the organisation, a booking system could be as simple as a paper 'log book' capturing the borrowers name, the bike being used, time and date. However, electronic booking systems/calendars or even spreadsheets are also used. The detail of information recorded is down to the individual organisation, some may wish to record mileage or journey purpose for example. Administration is often undertaken by reception staff or a nominated individual who will hold the necessary keys.
Will staff need to undergo training or an induction?	People who use the pool bikes must be capable of riding safely. You may wish that all users sign a form to self-certify that they are competent and understand the Highway Code. Training is recommended and Cycling Scotland offers a

	range of resources for adults including a mobile app, online app, instructional videos and a downloadable guide. Group training can also be provided through our Essential Cycling Skills delivery outlets.
Who is responsible for the maintenance of the bicycles?	Staff should always check the bike is safe before taking it out. They should ensure the brakes work, tyres are not flat and there are no other obvious problems. However, a nominated individual should be the main point of contact for reporting of faults and arranging servicing. Frequency of servicing will depend on the usage of the bicycles; a local bike shop is likely to offer on-site fleet maintenance.
Is insurance necessary?	It will be necessary to consider insurance of the bicycles from theft. Often an organisations public liability insurance protects against third party claims for injury or damage to other persons or property. Most organisations find that their insurance covers staff when engaged on business trips. There are also cycle-specific insurance schemes available.

There are many comprehensive studies surrounding the benefits of pool bikes and the practicalities of implementing a scheme, please ask your assessor or a Cycling Scotland Development Officer for more information.

Consideration should also be given to corporate/organisational use of existing public bike hire schemes. Scheme are currently available in Edinburgh, Glasgow, and Stirling, with plans for further schemes to be introduced. Please check with your Local Authority regarding availability of a scheme near your workplace.