

# Cycling Friendly

## Cycling Friendly toolkit

Resources to help you become cycling friendly

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## Cycling Friendly toolkit section summaries

- **Introduction**
- **Project planning**
- **Forming a steering group:** Overview of a steering group, including the potential benefits and how to form one
- **Establishing a community group:** The basic considerations if thinking of starting a community group
- **Sourcing funding**
- **Risk assessment:** Support for looking at project risks, with relevance to funding applications
- **Bike library:** Outlines considerations when purchasing bikes specifically for a bike library
- **Bike recycling:** An overview of the basics of a bike recycling project
- **Cycling Friendly Employer incentives:** Provides a summary of the different incentives available to employers to increase staff cycling rates
- **Cycle parking:** Guidance for choosing cycle parking
- **Pool bike guide:** Summary of benefits and considerations when running a pool bike scheme
- **Workplace event planning:** Inspiration for workplace cycling events
- **List of national weeks:** A list of national weeks which may have relevance to cycling projects
- **Photographic consent form:** A template photographic consent form
- **Bicycle purchase pro-forma:** Outlines considerations when purchasing bikes
- **Bike library membership conditions:** Examples conditions for membership to a bike library
- **Event attendance register:** Template attendance form
- **Travel Surveys:** A guide on how to plan, write, distribute, collect and analyse travel data

## Cycling Friendly toolkit introduction

### How to use the toolkit?

The Cycling Scotland Project Development Toolkit has been specifically designed in order to support organisations of all kinds to take forward cycling projects, and aims to be accessible to all levels of understanding of project development.

Guidance is provided on the main topics to be considered from conception of a project through to completion, and is intended to be used alongside support from Cycling Scotland and other organisations where appropriate.

The toolkit revolves around two main sections – Project Development and Common Project Themes, with these topics complimented by case studies, resources, templates and a glossary. Each section is standalone, though the order of guidance should mirror to a certain extent the development of a cycling project.

Each guidance document contains useful information as well as signposting to other resources available, allowing for flexibility in how you use this toolkit and acknowledging that each project will be unique. Depending on your project, not all sections will be relevant.

### The role of Cycling Scotland

As mentioned above, this toolkit is not intended to replace the support provided by Cycling Scotland, and you are encouraged to make contact at an early stage of development to access this advice. A development officer will be able to assist you with using the toolkit, developing ideas further and accessing funding.

### What next?

Following early stage planning and through consultation with Cycling Scotland, you can start the process of identifying the needs your project will address and the appropriate solutions – from here you can start to work through the toolkit and develop your project further.



## **Project planning**

### **Introduction**

This document provides guidance on how to plan and deliver your project, covering the various stages required to create a project plan. This guidance is a high-level document and there will likely be additional actions required to fully develop a plan – it is also intended to complement the Cycle Friendly Community Award process, but is applicable to any cycling project. Support is also available through a Cycling Scotland Development Officer.

### **Identify and consult stakeholders**

The starting point for your project should be to identify who the project aims to benefit, and to consult with them regarding their needs and to utilise their input when developing the project. A stakeholder is anyone with an interest in your project, and may include community members, cycling groups, employees, pupils, local authorities, support organisations etc.

### **Set goals**

Having consulted with stakeholders and identified the needs and barriers your project should address, you should now be able to define the goal or goals of your project. For example, you may have identified through stakeholder engagement that there is a lack of publicly available bikes in your community, and a goal is set to address this issue through provision of a bike library.

### **Define activities**

Once you have identified your goal or goals, it is now time to define what activities will be required to achieve these goals. Activities will be specific to your goals, and may be composed of smaller sub-activities. Following the example above regarding the goal of addressing a lack of publicly available bikes, the activities to achieve this goal could include building cycle parking, buying a number of pool bike, and setting up a bike library or loan scheme.

### **Identify required resources**

As you have defined what activities need to take place to successfully deliver your project you can now assess what resources you require, and what of those you already have secured. Resources can cover a wide range of items, such as the following:

- Funding
- Staff
- Assets, such as buildings, land, tools, bikes etc
- Support

While with clearly defined goals and activities it should be possible to identify the majority of the resources required, it is also possible that unforeseen resources will be required during delivery, and this should be kept in mind.

### **Identify risks**

The approach to risk assessment can be found in section '11 Risk Assessment Guidance' of this toolkit.

### **Create project schedule**

By this stage, you will know what your goals are, what activities will need to take place on the ground to achieve these goals, the resources you have access to or need, and the risks

that will potentially impact on the project. Using this information you can create a project schedule - please see 46 Project Schedule in this toolkit.

## **Forming a steering group**

### **Introduction**

This guidance document gives an overview of what a steering group is, the benefits of having input from a steering group, and how to form one. There is no single correct way in which to form a steering group as the expertise required, timings, format of the meetings etc. will vary depending on the scope of the project to be delivered.

### **What is a steering group?**

A steering group is a committee which monitors the activities of an organisation, and gives guidance on the general direction that should be taken. They provide input often based on their experience and can provide support during key decision making periods for the project.

### **Benefits**

From previous experiences of Cycling Scotland funded groups, steering groups can have the following benefits:

- Access to a wider range of expertise and knowledge
- Active support, guidance and mentoring
- New project possibilities identified and developed
- New sources of funding and resources identified
- Potential new partnerships identified and developed
- Increase in ambitions of a project
- General strengthening of delivery of activities

### **Forming and utilising a steering group**

Initially, it can be beneficial to identify if areas of your project can be grouped under different themes, for example infrastructure, training and support, governance etc. Once you have identified the themes relevant to your project it is useful to identify what skills and experience you have available currently, and what gaps exist.

Common steering group members can include:

- Senior managers
- Employee representatives
- End users (those will utilise or benefit from the project)
- Representatives with practical experience, from the industry or wider network
- Local businesses
- Local authority staff
- Community representatives

The size of the steering group should also be considered – smaller groups can potentially make decisions quicker but may not allow for a wide enough breadth of experiences, whereas larger groups may allow for this experience but find reaching a decision more time consuming, or could have difficulties arranging for everyone to meet.

Having decided on the size and make up of your steering group, some basic governance rules should be followed to best utilise this new resource. The steering group should be clear on the purpose of the group, their responsibilities and the likely time commitments – at this stage the frequency of steering group meetings should be decided (around 3 months may be

appropriate to ensure attendance which keeping pace with the project but this will be project specific). Dates and times of meetings should be arranged collaboratively, with agendas and minutes of previous meetings provided prior to next meeting.

Once all required governance is in place, clear communication should be set up between the steering group and the project group to convey information and provide support produced by the steering group.

## **Establishing a community group**

### **Introduction**

This guidance document will help you to form a community group, including defining the aims and purpose of the group, the skills you'll need, constituting the group, and choosing the most appropriate legal structure for your community group.

### **Defining your purpose**

Having established that you want to form a community group, and identified who you will work with to do this, the next step is to define your vision, mission and values. Your vision should make it clear what the purpose of your organisation is, with the mission defining the activities and things you'll do to deliver that vision. Values should be the beliefs and ideals that underpin the way you operate. Combined, these three elements provide a framework for the work your organisation will do, and should be reviewed when necessary.

### **Skills**

Based on the aims, purpose and activities you plan to deliver with through your community group, a wide range of skills can potentially be required. Some of these skills may be available internally or from the wider community, while others will need to be contracted in.

General skills potentially required for development of a community project:

- Project planning
- Project management
- Securing funding
- Networking
- Community engagement
- Risk assessment
- People management
- Working with additional needs groups
- Legal
- Financial
- Running events

### **Legal structures**

Common legal structures include:

- Company Limited by Guarantee
- Voluntary or Unincorporated Association
- Industrial and Provident Society (IPS)
- SCIO – Scottish Charitable Incorporated Organisation
- Trust
- Community Interest Company
- Co-operative

Depending on the purpose of your community group, professional advice may need to be sought.

### **Constituting your group**

Your community groups constitution should reflect what your group is setting out to achieve and should fit with the structure of the organisation.

For further information please see [SCVO guidance](#).

## Funding: sourcing and applying

### Introduction

Whether you are a school, an employer, an HFE institution or a community group, Cycling Scotland and other organisations can support the development of your project through their funding programmes. We have compiled this guide to detail the usual stages of the funding process, and provide tips on how to write successful bids and adequately report on spend and progress to your funders.

It may be useful to refer to the project planning section of the tool kit prior to reading this section.

### Establishing an evidenced need

Prior to writing any application, it is essential to communicate with your stakeholders to ensure your proposal is a true reflection of their needs and requirements. As an evidence-driven organisation, Cycling Scotland highly recommends this as the basis for any funding bid and will seek justification of how your project is likely to increase cycling rates to/from your organisation. Depending on the size of your organisation, this can be achieved through a range of methods: Travel Surveys, focus groups, direct engagement, photographs, etc. Anecdotal evidence may also be used as justification to back quantitative data, i.e. quotes from staff/students/teachers/members of the community, photographs, email records.

- For example: You are the lead officer in charge of facilities in your organisation. You are aware that the Cycling Friendly Employer Development Fund has recently opened and you are thinking of submitting a proposal. Visitors and employees have repeatedly commented that the current cycle parking infrastructure is no longer appropriate for two reasons: lack of capacity and exposure to the weather. These comments can ideally be backed by a short travel survey to reinforce your base of evidence. After establishing your stakeholders' main mode of travel, your survey would ideally contain questions such as:

“What are the main reasons you do not cycle to work?”

“What would make you more likely to cycle?”

To support your application for upgraded sheltered cycle parking, you could then include the results of your travel survey and photographs of bicycles chained to railings, lampposts, etc.

### Outlining your project and writing the application

Successful applications will demonstrate:

- **Cycling potential:** Successful applications will fill identified gaps in provision for your institution and explain how addressing the said gaps should result in an increase in the number of people cycling to/from your organisation.
- **Value for money:** Always seek the best value for money. For any item costing over £500, we recommend obtaining three quotes and adding them to your application. If you do not have the time or resources to secure these quotes prior to the deadline, we may accept estimates.
- **Strategy and commitment:** Describe how your project fits in with the local/regional and national cycling strategy, such as the Cycling Action Plan for Scotland or the long-term vision for active travel in Scotland 2030.

- Overall quality of the proposal: Make sure to present the information clearly and concisely. Outline the various milestones you intend to take to achieve the project and how you would mitigate any potential risks. Add relevant photos and documents to support your application if necessary.
- Location: Remember that your project can focus on different locations. For example, a university with 3 campuses may submit a bid to improve cycle parking at campus A and purchase a fleet of pool bikes for campus B.
- Guidance notes and T&Cs: Cycling Scotland's funds come with guidance notes and terms and conditions. Guidance notes contain all the information related to the funds including funding cap, eligible expenditure, match funding, and assessment criteria. It is strongly advised that you read the guidance notes and T&Cs carefully prior to submitting an application and contact a Development Officer if you have any further questions.

### **Reporting on spend and progress**

Upon receipt of the grant acceptance form, successful applicants will have 12 months to bring their project to completion. It is advised to start implementing your project as early as possible to avoid delays and consult with Cycling Scotland in case you are considering making amendments to the project. You will be asked to provide an interim report during the implementation phase and a final report upon completion.

### **Amendments in successful bids**

If for any reason over the course of your funding period your organisation is no longer able to complete the project within the terms agreed with Cycling Scotland, Cycling Scotland have processes in place to support amendments to your current bid. Organisations will usually submit a change request that a member of the Cycle Friendly Team will review and either agree to the proposed amendment or request further clarification.

### **Capital and revenue funding**

Cycling Scotland funds as well as other funding pots will have set restrictions on what is and isn't eligible as part of a proposal. In some instances this will relate to "Capital" and "Revenue" funding. Capital expenditure refers to fixed assets expected to be productive for a long time: cycle parking, showers, lockers, pool bikes, and fixed bike maintenance repair

stations are examples of capital expenditure. Revenue funding refers to short-term expenses: events, training and development, sessional work, or maintenance are all examples of revenue funding.

## Risk assessment

### Introduction

This document is intended to support applicants looking to assess and manage the risks associated with their cycling project, with relevance where applications for grant funds are being made. It covers the process involved, and how to identify, assess and plan for risks, as well as some example risk areas.

### Process

The following process should be followed when looking to manage risks:

- Identify risk
- Assess risk
- Plan mitigation
- Review
- Repeat

This process is iterative and should be used throughout planning and implementation of a project.

### Identify risks

Each risk can be broken down into 3 parts:

‘As a result of [cause] there is a risk that [event] which may result in [effect]’

Working with your project team you should identify uncertainties and threats that could occur throughout the lifetime of the project, and put them in the above form. For example:

‘As a result of relying on volunteers to deliver the project [cause] there is a risk that staff availability will reduce [event] which may result in the project being delayed [effect].’

### Assess risks

Risks are assessed in terms of likelihood vs. impact, where likelihood is how probable a risk is to happen, and impact is how severe the consequences of risk materialising are for the project. Both likelihood and impact are scored from 1 to 5, where 1 is low, and 5 is high, with the combination of the two numbers giving the overall score of low, medium, or high. This overall score can be determined using the following diagram:

Likelihood	5	M	M	H	H	H
	4	L	M	M	H	H
	3	L	L	M	M	H
	2	L	L	L	M	M
	1	L	L	L	L	M
		1	2	3	4	5
		Impact				

### Plan

Having identified and assessed your risks using the process above, you are ready to plan how you will mitigate the risks. Mitigating actions will reduce the likelihood, impact or both, and the effectiveness of these mitigating actions should be monitored.

## **Review**

Risks and their related mitigating actions should be frequently and regularly revisited until the risk no longer exists, or no further action is required. The same process should be repeated, with likelihood and impact reviewed in line with any changes to the project.

## **Example risks**

While risks will always be project specific, there are a number of topic areas that it may be useful to consider when identifying risks:

- Project management capacity
- Timing
- Staff resources
- Health and safety
- Securing assets
- Skill & experience gaps
- Funding

## **Bike library**

### **Introduction**

Bike libraries are an increasingly common feature of cycling projects, ranging from community cycle hubs to high schools in remote areas. They give users the opportunity to borrow a bike for a period time, from a few hours to days, weeks or even months. In most cases locks, helmets and mapping resources are also offered by the organisation running the bike library.

Bike libraries can serve many purposes depending on the aims of a group. Bike libraries can potentially increased access to bikes and opportunities to cycling in the following areas, among others:

- High level of visitors to an area
- Area of deprivations
- Regions with minimal/unreliable public transportation
- Projects looking to boost physical activity

### **Practical considerations**

- Location: the location of the library should reflect its stated purpose. This can be within the specific community the project is targeting or an area of high visibility such as a nearby transports hub.
- Type of bike: these could be new, used, or even reconditioned by the organisation running the library. The style of bike will reflect the location and purpose of the library overall. There may be some variation in the types of bikes available through the library to cater to a range of cycling needs:
  - Mountain bikes may be useful for a rural locations, but could be less appropriate in an urban setting due to increased maintenance considerations
  - Hybrids will be suitable for a wide range of journeys likely to be undertaken by bike library users
  - Road bikes are less common in bike libraries due to the lower level of versatility they offer, but can provide opportunities for exposure to different types of cycling
  - E-Bikes are becoming more commonplace within bike libraries. They can make cycling a realistic option for people who haven't previously been able to engage with cycling for health, age, mobility or other reasons.
- Maintenance: maintenance of the fleet should be considered and costed out in the project plan. To support sustainability of the project, at least one member of the project team should have received maintenance training and have responsibility for ongoing maintenance and servicing. Maintenance classes may be offered as part of the bike library engagement strategy, but any substantial work on fleet bikes should be supervised and inspected by a qualified mechanic.
- Accessories: it's advisable that helmets and sturdy bike locks are made available. Lights and maps of the local area are also worth considering if practical.
- Requirements for borrowing: a membership is optional but offering this can speed up repeat rentals. A credit card and valid photo ID (Driver's license, Student Card, Passport) should be retained or photocopied for the duration of the loan. The 'Bike Loan Membership Conditions' section of the tool kit outlines some conditions you may wish to consider when providing sign up information.

- Data capture: retention of email addresses of service users allows the organisation to highlight events of interest and gather feedback from users which may aid in reporting outcomes to funders. All data processing needs to be compliant with GDPR, with clear indication of how their data is used. Most people engaging with the bike library will be keen to hear more about relevant events.
- Cost: the cost of using the bikes should be a nominal fee. In some cases, this may be waived but charging for the loan avoids devaluing the service. This covers the admin and maintenance and shows the user is invested in the scheme.

## **Bike recycling**

### **Introduction**

Bike recycling is a common project theme and has far reaching benefits. Preventing bikes from reaching landfill can have the following positive impacts:

- Reduced waste
- CO2 savings
- Provides affordable bikes to the public
- Supplies a source of income for an organisation
- Allows for capacity building opportunities

### **Considerations**

There are a number of consideration before starting a bike recycling project:

- Storage of raw materials/bikes for recycling
- Storage of reclaimed/reconditioned bikes
  
- Funding and sourcing of spare parts, consumables, and tools
  - An account with a bike part distributor may be helpful when sourcing more obscure parts
  - Contact with other bike recycling organisations can be beneficial to share spare parts
- Business displacement:
  - Liaising with local bike shops can avoid misunderstanding and lead to partnerships
  - Shops can be a source of bike to recycle
  - Local bike shops may have a different target audience, and can be a potential source of referrals (and vice versa)
  - Many retailers understand that people purchasing reconditioned bikes are likely new to cycling, and will potentially buy a new bike in due course, leading to cross promotion

### **Partnerships**

Working in partnership with a range of organisations and businesses can raise awareness of the project and help to secure a steady supply of bikes to recycle:

- Local Authority Waste and Environmental Services can potentially set up deposit points for bikes at recycling centres, which can then be collected regularly by a bike recycling organisation
- Private waste disposal companies may also be able to divert bikes from the waste stream
- Bike retailers to acquire unwanted bikes, and for cross promotion of new and used bikes

### **Disposal of materials**

- Scrap metal recycling can divert further waste and potentially provide funds for your organisation
- Rubber recycling organisations can accept worn tyre, and recycle them into playground surfaces
- Consideration should be takes of safe disposals methods for oils, solvents, and other contaminated waste items

## **Cycling Friendly Employer incentives**

There are many incentives beyond bike parking an employer can offer to encourage cycling within the workplace. By offering the following you are showing a commitment and investment in cycling that may encourage increased levels of staff cycling.

### **Cycle to Work schemes**

There are a number of 'Cycle to Work Schemes', a Government initiative to promote healthier journeys to work and reduce environmental pollution. This initiative allows employers to loan cycles and cyclists' safety equipment to employees as a tax-free benefit. At the end of the 'loan' period the employee pays a final instalment to transfer ownership. This allows the employee to spread the costs of paying for a bike and equipment and benefit from a reduction in their month tax and National Insurance costs.

This is an excellent incentive to provide and easy to implement. The Government has produced guidance documents, as have many of the main providers. Your Cycling Friendly assessor will be able to advise on the various providers for the scheme.

### **Discount at local bike shop**

If you are unable to implement the Cycle to Work Scheme another good option would be to negotiate a discount with a local bike shop. Most retailers are happy to offer anything from 10 – 20% off and can often bring bikes to the workplace to demonstrate. Staff would be required to show a recent payslip as evidence. Likewise, there are many bicycle recycling charities who sell low cost reconditioned bikes which is an excellent option for those new or returning to cycling.

### **Bicycle mileage allowance**

To encourage employees to use their own bikes to get to and from business meetings you can provide a 'bicycle mileage allowance'. This is essential criteria of the Cycling Friendly Employer Award and entails an update in expenses policy and staff handbooks. The HMRC recommended rate is 20p per mile. This cannot be claimed by staff using pool bikes or bikes that are still being paid for through a Cycle to Work Scheme.

<https://www.gov.uk/expenses-and-benefits-business-travelmileage/rules-for-national-insurance>

### **Membership to bike hire scheme**

For those organisations based in cities that have access to a public bicycle hire scheme such as Nextbike or Bike and Go a corporate membership is an excellent incentive for staff. Business subscription to both hire schemes are tailored to suit the needs of the organisation. Employees can benefit from free annual membership, removing a barrier to bike ownership. This is also an excellent alternative to workplace pool bikes.

### **Bicycle User Group (BUG)**

A 'Bicycle User Group' is a great form of support for those considering cycling. BUGs can take many forms from a private social media group; a dedicated page on an intranet site; a noticeboard or a ScotBug forum. Once established BUGs usually maintain themselves, with members posting about anything and everything related to cycling, both for work or leisure. BUGs give those new to cycling a platform to ask questions from more experienced cyclists and share ideas.

### **Big Count**

Cycling Scotland's 'Big Count' asks you, twice a year, to visit the bike parking at your workplace and count the number of bikes there that day. Not only will you contribute to a

[Cycling Friendly toolkit / all sections](#)

national snapshot of workplace cycle rates, by logging your numbers each year you will be regularly monitoring your organisations rates of cycling – an essential criterion of the Cycling Friendly Employer Award.

## **Healthy Working Lives**

Healthy Working Lives supports employers and employees to develop health promotion and safety themes in the workplace in a practical, logical way, that's beneficial to all. Achieving a Healthy Working Lives Award celebrates success, and gaining one could help your organisation reap the benefits of providing a healthier and safer workplace. For those working towards the award, engaging with Cycling Friendly Employer can help assist you to achieve the mandatory physical activity criteria of the Silver level.

## **Cycling facilities guide**

There are many considerations when installing cycle parking – we have compiled this guide to assist with the process for choosing or improving your facilities.

Your Cycling Friendly assessor can offer guidance during their site visit.

### **Location**

The best placed cycle parking is located in close proximity to the workplace. For staff cycle parking a secure underground carpark can be appropriate as long as it is well signposted and easy for staff to access. If you often have visitors then cycle parking at the front of the building would encourage them to consider travelling by bike.

Ensure that the cycle parking is well publicised - you could use staff intranet or noticeboard and embed it into any workplace inductions. If you are a public facing organisation then dedicated staff cycle parking should be provided.

### **Security**

When choosing a location it is also essential to consider security. A dark corner of a carpark is unlikely to benefit from passers-by whose presence may discourage theft, and an isolated location may also feel unsafe to staff. Dedicated staff cycle parking should be secure, well-lit and could also benefit from CCTV or regular security checks.

Consideration should also be made to the most secure type of cycle parking available. Included in the guide below are some examples of parking, however as a rule of thumb immovable stands that allow both the frame and wheels to be secured are recommended.

### **Volume**

If you are installing cycle parking for the first time it is recommended that provision should be made for those who already cycle to work, plus an additional 50%. Cycling Scotland recommends cycle parking should be available for 10% of the workforce, but this varies depending on type and size of organisation and dependant on current levels of cycling. Typically having more racks available is encouraging to employees who would consider cycling.

## Recommended parking

- **Sheffield stands:** Often the most commonly used cycle parking and for good reason. Sheffield stands are cost-effective and easy to install. They suit all types of bikes, allow the user to lock their wheels and frame in a variety of different methods, and are suitable for all locks. They accommodate two bikes per rack and come either as a 'toast rack' or as individual stands which allows for a variety of installation options.



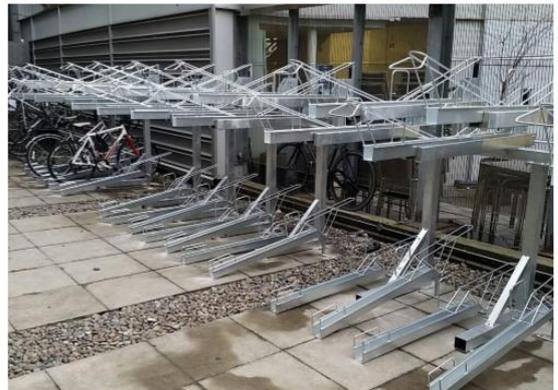
- **Covered:** covered cycle parking is ideal for staff bikes. Coupled with Sheffield stands this option offers some protection from the elements. Buildings with an overhang can also be utilised, otherwise dedicated covered cycle parking is available to purchase from a range of suppliers. Speak with your Cycling Friendly assessor for advice on providers.



- **Locked shelters:** offers both additional security and shelter from the elements. It is essential that staff know how to access the shelter, so ensure this is promoted or added to staff induction. If your organisation is public facing or has frequent visitors, then extra parking at the main entrance for guests is advised.



- Tiered racks: two-tier cycle parking is useful if space is restricted however doesn't offer the same variety of locking options as it can be difficult to secure both wheels and the frame. Some users may be put off using this type of parking if unfamiliar with the technique, so guidance either through signage or introduced at a staff induction may be necessary.



- Lockers: cycle lockers come in a range of styles and can also be upright and are recommended for workplaces where security is an issue. The disadvantages are the limited number of bikes which can be stored, they don't easily allow for the 'impromptu' journeys and unless well signposted staff may not realise their purpose. Recommend offering alongside additional cycle parking, such as Sheffield stands.



## Not recommended

- Butterfly cycle racks: users are only able to lock the front or rear wheel so all other removable parts of the bike are vulnerable. The bike is also less stable as there is nothing to offer support. Would recommend replacing butterfly racks with Sheffield stands.



## Placement

In addition to the above points, take care when placing your cycle parking, particularly Sheffield stands, that there is enough distance between each stand to allow two bikes to comfortably fit and that they are not placed too close to a wall or kerb. If unsure of placement, ask your Cycling Friendly assessor and they would be happy to suggest a location. For further reading see:

- [Transport for London, Workplace Cycle Parking Guide, 2006](#)
- [Sustrans Cycle Parking, 2014](#)
- [Cambridge Cycle Parking Guide, 2008](#)

## Additional facilities

- **Changing:** offering basic facilities to allow for changing is essential for a Cycling Friendly Employer. While showers are an excellent benefit, it is not always feasible to provide.

Other facilities that would show you were committed to cycling and that are easy to implement are:

- Lockers
- Drying room/area: this could be a heated ailer or a drying cabinet. Even a well ventilated, warm room where towels and clothes can hang would be suitable.
- Providing towels, hair dryers or hair straighteners
- Coat rack or hangers for cyclists clothing
- Benches or other seating
- Coat hooks
- Shelving

Changing facilities are best placed adjacent to shower or locker rooms for convenience of use.

- **Maintenance:** for organisations wishing to go the extra mile, maintenance support in the form of repair kits, pumps or even work-stands are welcomed. You could provide the following in a 'Bicycle First Aid Kit':
  - Tubes, of various sizes and valve types
  - Puncture repair kits
  - Tyre levers
  - Good quality track pump
  - Allen keys
  - Chain tool
  - 15mm spanner
  - Nitrile gloves
  - Chain degreaser
  - Wet or dry lube
  - Rags/old toothbrush/brushes

Many brands sell comprehensive tool kits if you want to offer more than the basics outlined above. Work-stands and workbenches can also be purchased from a number of outlets. Public repair stands are a great option for on the spot repairs but are more costly than putting together a maintenance kit. They can be purchased from a number of distributors.

## 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.

<p>Who is responsible for the maintenance of the bicycles?</p>	<p>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.</p>
<p>Is insurance necessary?</p>	<p>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.</p>

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.

## Event planning

One of the key Cycle Friendly criteria is the promotion or hosting of cycling events; this guide is designed to give you inspiration.

### Dr Bike

Dr Bike is a mobile bicycle mechanic service delivered at your workplace. The mechanic will carry out a safety check, replacing consumable parts, such as brake pads or cables, if required. The employee receives a feedback form, detailing the work that has been carried out and what additional work is required.

This service is provided at no cost to the employee and is a great incentive to encourage those who do not regularly cycle to dust off their bikes, while rewarding those regular cyclists.



All accredited Cycling Friendly Employer Service Centres are able to provide this service, your assessor will be able to offer you information on costs and booking.

### Workplace social rides

Social rides held during a lunch break or after work are an excellent way to encourage physical activity and get less confident cyclists buddying with more able riders. The pace is set by the slowest rider and the emphasis is on enjoyment. Cycling Scotland offer Cycle Ride Leader training which will equip leaders with the tools to plan and risk assess an appropriate route.



### Bike breakfast

A 'Bike Breakfast' is a fun and engaging way to incentivise cycling to work. This could be held annually on the national Cycle to Work Day or during Bike Week. Breakfast can range from fruit and a cereal bar to bacon roll or pastry! Enthusiasm and publicity will encourage more staff to participate.

## Cycle training

For those new or returning to cycling, training can provide them with the skills and confidence needed to cycle to work. Cycling Scotland has developed Essential Cycling Skills, a suite of resources to assist adults undertaking on-road cycle journeys.

Providing links to the resources on a staff intranet page or shared with the Bicycle User Group are great ways to highlight the support available.



You can even provide group cycle training by contacting Cycling Scotland or one of our delivery outlets directly to arrange a session for staff. These can be tailored to suit the needs of the participants. For more information on the support search for Essential Cycling Skills.

## National cycling weeks

If you want to promote cycling but have limited capacity to host events focus your attention on the two main occasions where workplace cycling is encouraged – Bike Week and Cycle to Work Day. These are nationally recognised so you will be joining workplaces nationwide doing their bit to get their staff on two wheels. Use this guide as inspiration for events you could hold and see the official websites for poster packs and other promotional materials.

## Travel planning

For motorists or those who use public transport, cycling to work for the first time can be a daunting prospect made all the more difficult if it seems there isn't a suitable route to take. Providing travel planning sessions presents cycling as a viable option by calculating suitable routes. There are helpful route planning tools such as [www.cyclestreets.net](http://www.cyclestreets.net) and Google Maps which should be promoted to staff through intranet or a BUG.



## Workplace cycling challenge

Participating in a workplace cycling challenge, such as Love to Ride and Sustrans Scottish Workplace Journey Challenge are great ways to motivate staff to increase their cycling levels while the prizes on offer enhance competition.

You can check local and national events through the Cycling Scotland website.



## Maintenance classes

To support both new and current cyclists a bicycle maintenance class is a brilliant way to address barriers that may be stopping or discouraging riding. Classes can generally be aimed to suit the audience, with puncture repair, brake and gear adjustment commonly demonstrated. Your local Cycle Friendly Service Centre will be able to provide this service during a lunch break at your workplace or at their premises.



## Fix your own bike

A more hands on version of a maintenance class and is often delivered off site. Fix Your Own Bike does as the name suggests and allows the participant to work on their own bike with instruction from a qualified mechanic. Speak with your Cycle Friendly Service Centre to find out if they can provide a bespoke FYOB session for your staff. These classes are mostly suitable for those with some mechanical knowledge, so best offered as a reward for eager cyclists.

### Promotion

Key to hosting a successful event is promotion! If you are doing any of the activities highlighted above then make sure you shout about it. You can promote using posters, e-newsletters or bulletins, staff meetings, intranet and through the Bicycle User Group.

Get a buzz about the office and you are sure to have a successful event.

### Can't host your own event?

If you are unable to host a cycling event at your workplace you can still highlight opportunities that may be going on in your area. Sign-up to some cycling newsletters to keep in the loop and promote to colleagues. This could be anything from family friendly bike rides, sportives, charity cycles or training.

Your Cycling Friendly Service Centre will likely host a number of events throughout the year and Cycling Scotland's hub has details of training opportunities that can be highlighted.

## National weeks / awareness days

February	Go Green Week
March	The Big Pedal Sustrans Journey Challenge
April	World Health Day
May	Big Bike Revival Mental Health Awareness Week The Big Count Learning at Work Week
June	World Environment Day Bike Week Festival of Learning
September	The Big Count Cycle to Work Day European Mobility Week World Car Free Day
October	World Mental Health Day Big Bike Revival
November	National Stress Awareness Week Road Safety Awareness Week European Week for Waste Reduction

## Consent form

Thank you for supporting Cycling Scotland by sharing your story with us. We like to use the experiences of real people in our communications as it demonstrates the impact of our work. By completing this form, you give us permission to use your story in our communications.

If you have any questions about the form, please contact [info@cyclingscot.org](mailto:info@cyclingscot.org). Thank you for your help.

Full name			
Address			Postcode
Telephone			
Email			

**I am happy for my story to be used in...** (please tick the options you are happy with)

- Presentations:** internal and external presentations
- Websites:** website and intranet
- Social media:** social media pages, eg. Facebook, LinkedIn, Twitter, Instagram, YouTube
- Publications:** leaflets, posters, newsletters and other marketing materials
- Print and online media:** National, regional and local papers; magazines and news sites
- Television and radio:** National and regional television; national, regional and local radio

### Can I remain anonymous?

You can choose to have your real name published with your story or remain anonymous (in which case, we will use a false name). Please tick one of the following options:

I am happy for my real name to be used  I do not want my real name to be used

Please tick this box if you do NOT want to be featured in imagery or video footage

Are there any identifying features you do NOT want included in our communications work?  
Please let us know if there are any ways in which you do NOT wish to be represented or described:

### I am happy to give my permission

Please sign this form to show you are happy to give permission for your story to be used by Cycling Scotland for the purposes outlined above. Your story will not be used or stored for any longer than three years, unless you ask us to stop using it before then.

Signature  Date

If you are under 18, we need written permission from a parent / guardian

Signature

**Data protection:** The information that you provide here will only be used to contact you about sharing your story in our communications work. We will not pass the details recorded on this form on to any other organisation without your permission. We will not store your data for any longer than three years.

## Consent form

Thank you for agreeing to help us promote the training, funding and awards available from Cycling Scotland. Using the experiences of real people in our communications demonstrates the impact of our work, encourages other organisations to get involved and is also a great way for you to promote your commitment to supporting more people to cycle. If you have any questions about this form, please contact [info@cycling.scot](mailto:info@cycling.scot). Thank you again for your help.

Full name			
Organisation			
Job title			
Address			Postcode
Telephone			
Email			

On behalf of my organisation, I give consent for the case study to be used in... (please tick the options you are happy with)

- Presentations: internal and external presentations
- Websites: website and intranet
- Social media: social media pages, eg. Facebook, LinkedIn, Twitter, Instagram, YouTube
- Publications: leaflets, posters, newsletters and other marketing materials
- Print and online media: National, regional and local papers; magazines and news sites
- Television and radio: National and regional television; national, regional and local radio

We agree that all rights to the case study content will belong to Cycling Scotland.  
 We understand that my consent can be withdrawn at any time in writing to the Cycling Scotland, 24 Blythwood Glasgow, G2 4GB.  
 I confirm that I am over 18 years of age.

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### Permission

Please sign this form to show you are happy to give permission for your case study to be used by Cycling Scotland for the purposes outlined above. Your case study will not be used or stored for any longer than three years, unless you ask us to stop using it before then.

Signature

Date

**Data protection:** The information that you provide here will only be used to contact you about sharing your case study in our communications work. We will not pass the details recorded on this form on to any other organisation without your permission. We will not store your data for any longer than three years.

## Bicycle purchase pro-forma

This form is supplementary to any funding application that requests funding for bicycles.

When sourcing a bike fleet we recommend the following issues are taken into consideration:

- You may need more than one size of bike. Depending on your target audience/ bike user group, you may need to purchase a range of sizes, including bikes with a range of wheel size.
- Simple is best. Any pool bike fleet will see a lot of repeat and hard use, requiring regular maintenance. Therefore we suggest procuring simple bikes with no unnecessary extras like suspension. V-Brakes are easier and quicker to maintain than disc brakes, and quick release hubs with cassette freewheels are easier to access and maintain.
- Avoid heavy bikes. During cycle training it is important that the user can manoeuvre their bikes quickly and efficiently (e.g. dismounting and moving to a safe area during breaks etc). Therefore it is worth investing extra for lighter bikes with aluminium frames. These are also less prone to rust and more efficient to ride.
- Quality lasts longer. There is an ever-increasing number of brands providing well-specified bikes and therefore we would not recommend any particular brand. However, we would not usually suggest investing in any bike with an RRP of less than £300 for fleet bike use. At this level, bikes should have a good build quality and require less maintenance than poorly-spec'd cheaper models.

You can find the form below.

1. What type(s) of bicycle are you intending on buying? (please copy and paste a link if relevant)
2. How will these be procured? (eg. tendered, 3 quote process, approved supplier etc)
3. Where will the bicycles be stored?

4. How will the bicycles be maintained? How will this be financed?
5. Who will be responsible for moving the bikes from venue to venue?
6. How many people will potentially benefit from the scheme?

## **Bike loan membership conditions: example**

EXAMPLE ONLY - PLEASE ADAPT AS APPROPRIATE FOR YOUR PROJECT

### **Conditions for [project name] membership**

Upon completion and signing of a membership form, you agree to the following conditions:

- Identification will be provided along with completed membership forms
- All members must be over 18 years of age – members take on responsibility for the bike if borrowed for an under 18
- The member will be liable for any loss or to damage to equipment used
- The member is responsible for care of the bike, including ensuring it is safely secured whenever left unattended
- Members use bikes at their own risk – [organisation name] is not liable for any injury, damage or death that occurs as a result of misuse of equipment or member's actions
- It is the responsibility of the member to check that a bike is in safe working order
- All equipment will be collected from and returned to [rental bike storage location]
- Members will provide payment [payment schedule dates]
- Bike will be returned within [maximum loan period]
- Members declare that they are in good health and not suffering from a medical condition which affects their ability to control a bicycle



## Travel surveys

Each project should start by identifying the needs of the stakeholders. Amongst other data collection techniques, travel surveys can be a powerful tool. You can collect data quickly while reaching many people at little to no cost, gaining relevant insights on where your organisation should focus its efforts. Travel surveys are also an excellent tool to back up funding applications.

This guide aims to provide you with basic insights on how to plan, write, distribute, collect and analyse data.

### Objective

Prior to writing your surveys, it is essential to take a step back and ask yourself: “What do I want to know?”. Your objectives will be unique to your group/organisation. A well-designed and timely survey will provide you with valuable insights on stakeholder travel habits, behaviours and perceptions.

It is essential that you are clear on the objectives of the survey so as to keep it concise. This guide provides examples of various scenarios and the type of questions we recommend you ask your stakeholders.

### Length and format

- Keep it short! To ensure consistency, respondents must answer all your questions and are more likely to complete a survey with fewer questions. We would recommend a maximum of 12 questions.
- Online surveys are very popular nowadays as well as being easy to distribute. A number of website offer free surveying services, such as Survey Monkey, Typeform, Google forms or Office forms (for Office 365 account holders). Some of the above tools will limit the number of respondents to 100 in their free version, so make sure to choose wisely.
- Paper surveys are another way to collect responses, however may prove time consuming as you will have to put together the data manually. A paper version can be ideal for small size samples, groups lacking access to IT equipment, or to collect data at events where you can directly engage with your stakeholders, at a stall for instance.
- The design of your survey and questions will vary depending on the size and demographics of your organisation/group.

### Data protection

We encourage you to ensure that responses are anonymous. If you have to collect personal information, make sure that you comply with the GDPR (General Data Protection Regulation).

### Question examples

Below are a few examples of questions you may want to ask your stakeholders. Final questions should be tailored to your target audience.

Demographics

You identify as:

1. Male
2. Female
3. Non binary
4. Fluid
5. Prefer to self-describe
6. Prefer not to say

You are:

1. Between 16 and 20
2. Between 20 and 25
3. Between 25 and 35
4. Between 35 and 49
5. Over 49
6. Prefer not to say

How far do you travel to your workplace?

1. Less than 1 mile
2. 1 to 3 miles
3. 3 to 5 miles
4. 5 to 10 miles
5. 10 to 20 miles
6. Over 20 miles

Please add the first three digits of the postcode of the city/town/village you usually commute from to your workplace:

Which is your secondary mode of transport?

1. Car (on your own)
2. Car-sharing or passenger
3. Public transport
4. Bicycle
5. Motorcycle
6. Walking
7. Other

Please specify \_\_\_\_\_

You are:

1. A member of staff
2. A student
3. Other, please specify \_\_\_\_\_

You are mainly based at:

1. Workplace office
2. Workplace office

Which is your main mode of transport? (Multiple answers possible)

1. Car (on your own)
2. Car-sharing or passenger
3. Public transport
4. Bicycle
5. Motorcycle
6. Walking
7. Other, Please specify \_\_\_\_\_

Why do you choose that particular mode of transport? (Multiple answers possible)

1. Because it is convenient
2. Because it is comfortable
3. Because it is fast
4. Because it is environmentally-friendly
5. Because there no other alternatives available to me
6. Because of family/other commitments
7. Because it is cheap
8. Other, please specify \_\_\_\_\_

What do you like/dislike about your journey?

Would you consider cycling to your workplace?

1. Yes
2. No
3. I already cycle to my workplace

If you answered no above Please tell us why you would not consider cycling to your workplace?  
(Multiple answers possible)

1. It is not for me
2. Too far to commute by bike
3. Too close to commute by bike
4. Don't know how to cycle
5. Inconvenient
6. Don't own/have access to a bike
7. Too polluted
8. Disability
9. Lack of cycle parking space
10. Lack of lockers
11. Lack of shower/changing facilities
12. The weather
13. Safety
14. Lack of cycle confidence/training
15. Other, please specify \_\_\_\_\_

What would make you more likely to cycle/help you to cycle?

1. Training on cycling safety
2. Improved road safety
3. More secure bike parking
4. More changing and shower facilities
5. Better lighting for bike parking
6. Flexible working hours
7. Help with the cost of a new bike through the Cycle to Work scheme (staff)
8. Access to hire bikes
9. Mileage payment for business travel by bike
10. Training on cycle maintenance
11. Access to cycle maintenance tools on campus
12. Maps and information on safe routes to cycle to work
13. Someone to cycle with
14. Regular activities for cyclists to get together (group rides, bike breakfasts)
15. Nothing would make me more likely to cycle
16. Other, please specify \_\_\_\_\_

What existing cycling facilities and services are you aware of? (Multiple answers possible)

1. Bicycle Parking
2. Showers and lockers
3. Cycling events (eg. free maintenance session (Dr Bike), social ride for staff)
4. Online Cycling Forum

5. Bike repair stand and tools
6. Bike hire scheme
7. Other, please specify \_\_\_\_\_

What could we do to make cycling more accessible and easier an option for you?

Is there anything additional you would like to mention?

### **Distribution and timing**

- Online surveys: The online survey tools mentioned above will all offer various distribution options. The two most common ways are:
  - emailing your contacts directly from the website
  - providing a link to copy and paste in to an email, on the staff intranet or on social media. Option 2 provides the most flexibility and ensures you do not share your contact personal data with a third party.
- Paper surveys: There are numerous ways to distribute a survey. At an engagement event for a community group, in an office for a workplace, at a freshers festival for university students, at a parent meeting for school children, etc.
- Timing: Key in the distribution of your questionnaire. Research suggest that people are most likely to open and read emails sent between 8am to 9am and 3pm to 4pm.

### **Collection and analysis**

Your survey is now live and running. Make sure to keep promoting it if you feel that returns are not up to your expectations. For online surveys you will know quickly whether your survey was a success - research suggests 90% of respondents will participate within a week of launching.

Online surveying tools will collate responses automatically and let you sort out the information by demographics. Paper surveys will need to be collated manually hence are likely to be more time consuming, however still viable for smaller samples sizes.

Once you have collected your data, you can analyse the results and establish where your stakeholders need to be provided with more support. From there, a good idea might be to create a set of ready statements to be used in funding bids, presentations and/or project summaries. Examples below:

- “56% of respondents stated they would be more likely to cycle to the workplace if they had more lockers provided”
- “Only 23% of all respondents stated that nothing would make them more likely to cycle to work”
- “Safety and lack of access to bikes are the most common reasons preventing respondents from using bikes as mode of transport”

## Guide to setting up and running a bike bus

A bike bus is a brilliant way to support and encourage primary-school children to cycle to school, giving them the experience of cycling on roads, with the safety of being directed by adults and surrounded by others cycling.

This informal guide provides tips and advice to help you set up your own bike bus; please tailor your plan to meet your school's needs.

A big thanks to [Sciennes Primary School](#) and [Blackford Safe Routes](#) for telling us how they set up a bike bus and sharing key documents.



Photo of James Gillespie's Primary School bike bus, courtesy of Ewen Maclean

### Contents

- Summary of steps
- How to decide on the route
- Who should we get involved?
- When should we run our bike bus?
- What else do we need to think about?
- Ride specifics
- Case study – Sciennes Primary School
- Useful resources
- Appendix 1: Example of a risk assessment template
- Appendix 2: Example email to parents/carers to promote your Bike Bus

### Summary of steps

The main things to consider at the outset are:

- Discussing the idea with your head teacher and/or other key personnel.
- Appointing someone to coordinate your bike bus (that may be you!)
- Identifying your bike bus route
- Appointing trained ride leaders – including deciding if you pay for experienced ride leaders
- Carrying out a risk assessment
- Deciding who you're communicating with, how and what the message is
- How you can make your bike bus as inclusive as possible
- How bikes are being stored at school

## How to decide on the route

- You should map out the different routes to school and identify the safest option. If your school has a School Travel Plan, your bike bus route can be informed by this. If you don't, tools such as [mapometer](#) or [CycleStreets](#) can help you plan. You may also want to speak to the school travel professional in your local authority to help with route planning and starting a travel plan.
- Ideally the starting point of your bike bus route would have space for everyone to meet and for children and parents/carers to be given some instructions before starting.
- The next stage is to decide on points along the route for children and families to join the moving bike bus, ensuring as many children as possible can access it within the school catchment area.
- It's important to identify a safe route to enter the school grounds. Once at school, consider where bikes can be parked. You may need to investigate if the school or janitor can identify additional space for bikes.

## Who should we get involved?

To help ensure your bike bus is a long-term success, support is essential from all levels of the school community.

- Appoint ride leaders to lead and pace the bike bus. It's important someone experienced leads the ride, has the confidence to hold up the traffic where necessary and ensures everyone is positioned correctly and the pace is suitable. It's important to also have a rear ride leader who keeps the group together.
- Try to get as many confident cyclists involved as possible to help manage the ride.
- Parental and school support is key – a lead co-ordinator can provide direction, but all help will be valuable to plot out the route, promote the bike bus, carry out risk assessment and assist with parking bikes. It's crucial to have senior management buy-in, including your head teacher's support. It may also be worth creating a sub-group of the parent council – this is what James Gillespie's School Primary School did and it has worked well. Developing a bike bus with parents/carers who support cycling to school and the idea of a bike bus is likely to make it more successful, it can also help if they already know each other.
- Pupils: engaging pupils is central to making sure it is successful. Assigning pupils roles in the ride gives them a sense of ownership. You could appoint some pupils as 'Ride Captains', as [Blackford Safe Routes](#) does, choosing those who understand how important it is to stay together, not make the ride a race and encourage others to keep going.
- You might like to contact your local council cycle safety team who can help with route planning, as well as the local community council. You can also inform the police to let them know you are running a bike bus.

## When should we run our bike bus?

- Bike buses in Scotland tend to be run from March to October. However as long as it's not icy and warm clothing is worn, they could happen all year round.
- Running a bike bus once a month is recommended: although it could happen more often, the idea is that it builds confidence to encourage children and families to complete the route themselves at other times.
- Ensure enough time for everyone to complete the route, including pick-ups, in time for the start of school. Consideration needs to be given to the pace of the ride and traffic.

## What else do we need to think about?

### Responsibility

- It's good practice to plan and risk assess the route: your local authority will have a template guide for this. An example risk assessment is available in the resources section of this pack.
- You may wish to issue clear disclaimers before the bike bus as parent/carers have overall responsibility for their child's safety, are responsible for ensuring that bikes are roadworthy, making decisions about helmets and clothing and that children are not wearing anything that hangs down and could catch in bike wheels.
- It's worth reminding parents/carers about locks for bikes and making sure they're aware schools are not liable for theft of bikes from school property.
- You should ensure that all children can take part as much as possible. There could be opportunities for participants to borrow or exchange bikes so that those children without bikes aren't excluded.

### Contingency

- If the weather becomes windy or too wet, you can turn the bike bus into a walking and wheeling bus.

### Promotion

- Make sure everyone knows about the bike bus and its purpose
- Promote using posters, parent e-newsletters or bulletins, websites, social media, staff meetings and through community contacts.
- Hold a special assembly the week before the bike bus to make sure all pupils know about and can look forward to it.
- Send a reminder email in advance of each ride
- You could approach your local press and ask them to write about your bike bus.
- Incentivise children taking part by holding a 'bike breakfast'. It may be worth engaging with your local supermarkets to ask for a donation of fruit, mention them in your promotions and they may be willing to be involved for free.

## Ride specifics

- Avoid single file cycling- the idea is that the bike bus takes up the whole lane of the road to discourage cars from overtaking.
- Try to let the slowest riders go first
- Ask parents/carers to travel on the outside of the group, front and back of the group, and let the children travel on the inside, safer part of the road.
- Ride leaders should set the pace and try to regroup where possible, ensuring if there is a split in the group that there is an adult at the start of each group of children cycling.
- Aim for an adult to pupil ratio of around 1:3
- Ask parents/carers of younger children to accompany their children on the ride in case they can't keep up or struggle with the distance so they can then complete the remainder of the journey with their parent.
- Remind everyone that the group should stay together.

## And finally:

Best of luck – and if it doesn't work out, then well done for trying and please keep promoting cycling for different journeys and asking the local authority for safe routes to be provided.

If you do set up a bike bus and have advice / learning not covered in this guide that you think others would benefit from, we'd be really interested in hearing about it – please email feedback to [info@cyclingscot.org](mailto:info@cyclingscot.org).

And remember to promote your bike bus through social media using the hashtag #bikebus - we'll look out for it!

## Case study - Sciennes Primary School, Edinburgh

Our bike bus currently runs on the last Friday of every month from March-October. We meet at Kings Buildings, which is at the top of our catchment, and cycle down towards school, collecting pupils and parents along the way. It takes us around 20 minutes and tends to include around 130 pupils and parents.

As well as lots of experienced parent helpers, we pay two cycle leaders and have another who does it voluntarily. We also have a teacher at both ends of the group and a couple of other staff members depending on who is free/ wants to join in. My role is to coordinate the rides, communicate with the ride leaders and parents and to promote the rides within the school. I also check that the risk assessments are up to date prior to each of the rides. We're very lucky at Sciennes as our previous business manager was very proactive in developing a keen cycling community within our school. We aim to have every child cycling by the time they reach P6 and are lucky to have some cycling advocates among our staff who help out voluntarily.

### Top tips from Sciennes Primary School:

- Consider your route carefully: our route was decided based on allowing access to as many families as possible. There are other options which have been explored but they require crossing over traffic, which is difficult to do at busy times.
- Appoint ride leaders: we knew our ride leaders from running Bikeability Scotland training. They are funded to lead our bike bus through our parent council. Our adult: pupil ratio is around 1:3.
- Get support with your risk assessment: our initial risk assessment was carried out using the City of Edinburgh format and was done by our business manager, with the help of friends involved in cycling.
- Get experienced people involved: one of the biggest success factors is having confident ride leaders, experienced staff and parents involved.
- Communicate clearly with parent helpers: we travel down a busy road, but parents are instructed before and during the rides to travel on the outside, front and back of the group. Our ride leaders set the pace and we try where possible to regroup at red lights. We get split up now that we have bigger numbers, but we have ride leaders in both groups and our parents are generally very helpful and reposition themselves accordingly.

Jennifer McGrouther, Class Teacher, Sciennes Primary School

## Useful resources

- Visit our Cycling Friendly hub for information on how to set up a School Travel Plan and other info about how to become and/or maintain a Cycling Friendly School: [www.cyclinghub.scot/cycle-friendly/primary](http://www.cyclinghub.scot/cycle-friendly/primary). Running a bike bus contributes to hosting cycling events, one of the key criteria for becoming a Cycling Friendly School.
- Bikeability Scotland is the national cycling training programme for school children – all children are entitled to free training. Find out more at [www.bikeability.scot](http://www.bikeability.scot)
- Cycling Scotland also offers cycling training for adults – from beginners cycling to ride-leader training. Find out more at [www.cycling.scot/training](http://www.cycling.scot/training)
- [Sustrans Scotland](#) provides support for safe routes to schools in their [school travel planning toolkit](#). They also provide funding for cycle and scooter parking for schools as well as a range of free resources and curriculum-based lesson plans to help promote walking and cycling to school.
- Sustrans also supports I Bike officers in Scotland, to help support schools to encourage active travel. Find out if you have an I Bike officer in your area here: [www.sustrans.org.uk/scotland/i-bike](http://www.sustrans.org.uk/scotland/i-bike)
- [Junior Road Safety Officers](#) (JRSOs) and their teams are a huge help to the Road Safety Officer for the local area as they help promote road safety issues within their school and local community.
- [Road Safety Scotland](#) has information about general road safety advice for all road users as well as their Junior Road Safety Officer project.
- [Living Streets Scotland](#) works closely with schools to promote walking to school through their WOW (Walk Once a Week) campaign.
- [CycleStreets](#) and [mapometer](#) are useful nationwide cycle journey planning and mapping tools.
- [Eco-schools](#) is a national initiative designed to encourage ‘whole-school’ action for the environment.
- [The Big Pedal](#) is a nationwide challenge for primary and secondary school pupils to log journeys on foot, on bike, on scooter or wheelchair.
- [Scottish Cycling](#) has lots of useful information on school cycling clubs and cycling for sport.

## Appendix 2: Example of a risk assessment template, created by Sciennes Primary School

You may wish to use this as a basis for your risk assessment.

### RISK ASSESSMENT

Department		Unit/Section	
Date of assessment		Assessor(s)	
What is the activity?		Where is the activity carried out?	
Who is involved?			

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Fall off bike by participants outside their zone of ability	Cyclist and other cyclists close by	Ensure children cycle at a safe distance from one another Using qualified cycle leaders with knowledge of route	Inform parents to give children clear and explicit instructions before setting off Remind pupils throughout the ride to keep a safe distance	Parent / carers/ ride leaders/ staff	Morning of ride During ride	
Fall from bike	Cyclist and other cyclists close by	Protective helmets	Ensure children are given clear and explicit instructions before setting off	Parent / carers	Morning of the ride	
Collision with cars	Cyclist, pedestrian and car occupants	Using qualified cycle leaders with knowledge of route Adults are instructed to cycle on the outside of the group with pupils on the inside Protective helmets	Ensure children are given clear and explicit instructions before setting off Remind pupils and supporting adults of positioning throughout ride	Parent / Carers/ ride leaders/ staff	Morning of the ride During ride	

		RA shared with leaders	Attempt to regroup through lights to avoid cars coming between the group			
Fall from bike as a result of equipment failure	Cyclist, pedestrian	Parents have been asked to ensure their children's bikes are roadworthy and have been checked over	Parent / Carer to do check of brakes	Parent / Carer	On the morning of the ride	
Child lost or separated from group	Lost child	Ensure sufficient adult cycle leaders and adult helpers. Ensure cyclists never overtake front adult and back adult leader stays behind at all times	Ensure ride leaders know what their role is during ride. Close group control.	All adults	During ride	
Crash caused by clothing caught in chain	Cyclist and others close by	Ensure shoe laces tied and tucked out of the way Tuck trouser legs into socks or use tape	Parent / Carer check all clothing before setting off	Parent / Carer	Before setting off	
Collision with pedestrian	Cyclist and pedestrian	Cyclists should dismount if necessary. Route chosen to avoid conflict where possible.	Use bike bell when approaching pedestrians	Children and adults	During ride	

Manager's name		Signature	
Date		Assessment review date	



Are other specific risk assessments required?

Asbestos

Electricity

Manual Handling

Personal Protective Equipment

Work Equipment

Control of Substances Hazardous to Health

Fire Safety

New and Expectant Mothers

Stress Management

Workplace Health, Safety and Welfare

Display Screen Equipment

Lone Working

Noise

Vibration

Working at Height

## Appendix 2: Example email to parents/carers to promote your Bike Bus

Dear all,

We're very excited to announce that our first Bike Bus will be held on [INSERT DATE]. INTRO TO THE BUS eg:

A Bike Bus is a brilliant opportunity for children to cycle to school on roads, with the safety of being directed by adults and surrounded by others cycling. We will have X rider leaders and/or X teachers to lead the Bike Bus.

We are aiming to run the Bike Bus rides on X each month.

If you're joining us for the first time, we meet at [MEETING POINT – AS SPECIFIC AS POSSIBLE] at [TIME] for a [TIME] departure.

We will then follow [INSERT ROUTE], picking up children and families as we go. Key points to join are X and Y. The Bike Bus will continue to move and you should join the back. It is helpful if those merging in from the side streets do so as we approach but please ensure that you then fall in behind the cycle leaders. It's the leaders role to set the pace and keep the group together. We would then ask that where possible, adults make their way to the right-hand side so that the children are on the inside.

Parents help on the road, at junctions and in general is really appreciated and enables us to run these rides as smoothly as possible. If you have any questions, please don't hesitate to get in touch.

Kind Regards,

[NAME AND CONTACT DETAILS]

# Cycling Friendly

If you have any questions about the Cycling Friendly toolkit please get in touch by emailing [cyclingfriendly@cycling.scot](mailto:cyclingfriendly@cycling.scot) or giving the team a call on 0141 229 5350.