

Encourage Participation in Bike Commute Challenge:

- **Morning refreshments:** Offer coffee, juice, fresh fruit or other morning refreshments for those who commute by bike.
- **Free drawing:** Offer a free drawing ticket to employees for each day they commute by bike. Prizes might include a bicycle, gift certificate to a local bike shop, commuter bag, a paid day off, free lunch – whatever motivates your employees.
- **Incentives:** Give free incentives to employees each day they participate. Ideas include tire patch kits, bike tubes, on-site bicycle tune-ups or paid mileage.
- **Provide resources:** Distribute and post bicycle maps, bike commute tip sheets, bus schedules, and other information.
- **Encourage biking buddies:** Encourage experienced commuters to serve as bike commuter buddies that can help new commuters select a route (and even ride it with them the first time or two), learn to change a flat tire, give tips on clothing and more.
- **Host a how-to brownbag lunch or give tips at a staff meeting:** Invite experienced bicycle commuters or a local shop to share tips on how to commute, select a route, prepare your bike, bicycle safety, etc.

Bicycle Friendly Workplace Checklist

- **Bike Storage:** Safe, secure storage area for bicycles while employee is on premises. Dry and indoor storage is preferred. Lighting is important. Permission to store bicycles in cubicle or work area counts.
- **Shower or suitable changing facilities:** Availability of individual bathrooms or changing rooms, availability of cubbies or lockers, access to shower facilities on or very near workplace.
- **Bicycle Tools and Supplies:** Bike repair tools such as pumps, pliers, spoke wrenches, tire levers, and common-size hex wrenches, as well as emergency supplies like patch kits or common-size tubes are available.
- **Bicycle Commuting Per Diem:** Company offers \$20 per month non-taxable reimbursement in conformity with IRS rules, or superior reimbursement to employee bike commuters.
- **Executive Level Support Messaging:** Email, intranet, or other company-wide messaging from the executive team extolling the benefits of bike commuting and Bike Friendly Workplace program participation.
- **Commuting / Day Trip Bicycles:** Availability of company provided bicycles for commuting or work-hour use by employees.
- **Bicycle Purchase Subsidies:** Company reimburses, in part or in full, cost of new or used bicycles by employees.