



JOB HEALTH & HAPPINESS

Employees and employers benefit when their place of work is a Bicycle Friendly Business. Equal opportunity for active commuting and healthy living will enhance your workplace conditions – and, upon review, could earn your company a designation from the League of American Bicyclists.

QUICK REFERENCE

WHY BECOME BICYCLE FRIENDLY?



Save on healthcare costs



Decrease absenteeism and turnover



Increase productivity



Reduce parking costs

PROVISION OF AMENITIES

Furnishing secure and convenient bike parking keeps commuters' bicycles safe from theft and free from weather hazards. Consult the APBP Bicycle Parking Guidelines to make sure your bike parking complies with best practices: [HTTP://BIT.LY/1EGJJTN](http://bit.ly/1EGJJTN)



All employees must wash their hands, but many bicyclists need to shower after their commute. Workplaces with 50-100 employees should provide one shower; 100-250 employees two showers; and 250+ employees at least four showers. Too small to provide a shower? At least provide a space where employees can store a change of clothes throughout the day.



NOTICE OF BICYCLE BENEFITS

Federal law allows employers to provide incentives for employees to commute to work by bike. Through the Bicycle Commuter Benefit, employers may provide a reimbursement of up to \$20 per month, tax-free, to employees who regularly commute by bicycle. [HTTP://BIT.LY/1FCSFY0](http://bit.ly/1FCSFY0)

Notify your employees and participate in National Bike Month. Host a Bike to Work Day event at your workplace, like a free breakfast for bicycle commuters or group ride from the office. Launch a company-wide Bike Month challenge and encourage your employees to participate in the National Bike Challenge. [HTTP://BIT.LY/1MFHYF4](http://bit.ly/1MFHYF4) AND [NATIONALBIKECHALLENGE.ORG](http://nationalbikechallenge.org)

WHAT YOU NEED TO KNOW ABOUT BICYCLING

FOLLOW THE LAW: You have the same rights and duties as drivers. Obey traffic signals and stop signs. Ride with traffic; use the rightmost lane headed in the direction you are going.

BE PREDICTABLE: Make your intentions clear to everyone on the road. Ride in a straight line and don't swerve between parked cars. Signal turns, and check behind you well before turning or changing lanes.

BE CONSPICUOUS: Ride where people can see you and wear bright clothing. Use a front white light, red rear light and reflectors. Make eye contact with others and don't ride on sidewalks.

THINK AHEAD: Anticipate what drivers, pedestrians, and other bicyclists will do next. Watch for turning vehicles and ride outside the door zone of parked cars. Watch for debris, potholes, and road hazards.

RIDE READY: Check that your tires have sufficient air, brakes are working, chain runs smoothly, and quick release levers are closed. Carry tools and supplies that are appropriate for your ride. Wear a helmet.



SAFETY AWARENESS TRAINING

Ensure your employees comply with the rules of the road and feel comfortable riding by offering bicycle education classes. Work with a local League Cycling Instructor or certify a staff member as an LCI to offer bicycle education classes for employees. [BIKELEAGUE.ORG/RIDESMART](http://bikeleague.org/ridesmart)



Issue bicycling education materials to employees on a regular basis. Offer bike maps, rules of the road, and bicycle safety tips in your workplace common area and new employee packets. Share the League's educational videos and other online resources with employees through email or on your company's intranet. [BIKELEAGUE.ORG/RIDESMART](http://bikeleague.org/ridesmart)

WORKPLACE STANDARDS



DESIGNATE A BIKE COORDINATOR — full-time, part-time or volunteer — to help promote bicycling. Identify an individual who is responsible for coordinating bike events, programs, and facilities to keep bicycles as a viable transportation option at your workplace.

SET AND EVALUATE ANNUAL GOALS to help increase ridership. Set an ambitious, attainable target to increase the percentage of trips made by bike in the workplace. Regular bike counts and staff surveys can help you determine the success of your efforts.

WORKPLACE RECOGNITION



APPLY FOR BICYCLE FRIENDLY BUSINESS DESIGNATION. The League of American Bicyclists' Bicycle Friendly Business (BFB) program provides standards to guide your progress and recognize workplace achievement. Your BFB application is free, confidential and entitles you to detailed feedback on how to improve. [BIKELEAGUE.ORG/BUSINESSES](http://bikeleague.org/businesses)

THE LEAGUE
OF AMERICAN BICYCLISTS
since 1880

learn more at [WWW.BIKELEAGUE.ORG](http://www.bikeleague.org)