

# Arrangements for Referrers of Staff to Bike Links

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## **Scheme Summary**

Bike Links is a scheme run with Plymouth City Council providing good value bikes and accessories and/or accredited cycle training, to a wide range of potential referrers, normally for the use of their clients

The scheme is useful where a department wants to set a precedent by having outreach and other staff, use bikes to get around the city

The training is government accredited Bikeability to Level 2, which qualifies the trainee to cycle on the road.

The training takes place at The Hoe, on Thursdays. Up to six trainees can be trained at any one time. Bikes, where ordered will be delivered to The Hoe to coincide with the training.

## **Summary of actions**

Once the agreed criteria have been met, explain the scheme to your staff.

Contact the administrator to book either a bike (by noon Friday, for delivery the following Thursday), or training (by noon Wednesday) or both

Download the consent form for the staff member to complete.

## **Explanation**

### **1**

#### **The bike**

It should be ordered by noon Friday, for delivery the following Thursday.

Unless a specific size is ordered a medium will be delivered

The standard bike identified as being particularly good value, flexible in size for a number of users, and reliable, is the Merida Crossway 8 which is available at a discount price of £200 (due to the arrangement PCC is able to come to with a local retailer)

This bike is also used by the Police around Plymouth with small modifications

You should arrange to have the bike serviced (free) at Natural Cycles, in Devonport (address on the bike), in the first three months after delivery.

Once the bike has been handed over, it is suggested you have a diary entry to ensure the service takes place.

Servicing for employer held bikes can take place on your premises by arrangement.

A pack of accessories (cost £60) is provided with each bike:  
helmet, "hi viz" tabard, combination lock, lights, tool, tyre levers,  
spare tube, pump, axle spanner  
bike map of Plymouth  
Cycling times across Plymouth matrix  
Department of Transport road awareness booklet

The bikes have individual frame numbers, and a note will be kept of where each bike has been placed

It is suggested a note is written on the top tube of the bike, in indelible pen. This should say "XXXX property, frame number recorded". Second hand shops like Hagglers and Wants have been informed about the running of the scheme.

Bikes will be delivered to The Hoe on Thursdays and can be delivered within 10 miles of Plymouth City Centre on Thursdays and Fridays

You should also give consideration as to where these "pool" bikes will be kept

## **2 Training**

This is to be booked by calling the administrator by midday the day before. Up to four trainees can attend at any one time. If the session is complete, you will be offered a place on the next available session

Training sessions are held Thursdays, starting at The Hoe (top of Elliot Street) at 9.30am..

Training is given to Bikeability level 2 at a cost of £30 and ensures road awareness and safety. It will normally take until 3pm.

It is suggested the trainee takes a coat, drink and lunch. Toilets next to The Hoe café-east entrance of the Hoe

The staff member attends the training, is given the bike at the beginning of the day, and is given instructions on how to carry out simple maintenance, and riding skills, before venturing out with the instructor onto the preplanned training course with low traffic and easy route finding.

Your department will need to make arrangements to get your staff to and from The Hoe, with the bike if it has already been issued to the department.

It is understood some trainees will arrive and depart with their own bikes

Those being issued with bikes and accessories to arrive by 9am to be issued with bike and kit on production of deposit (if applicable) and consent form. Training will start at 9.30am

If the weather forecast is very poor, the day will be postponed, by the administrator calling the client, the night before and rearranging the training. In the first instance moving forward to the following Thursday, if that is not possible by the provision of a second training day in that week.

If the weather is merely drizzle, training still takes place

### **3 Consent form**

The consent form, to be countersigned by guardians for under 18s will be collected by the trainer at the start of training.

The consent form contains an agreement to wear a helmet during training, and notes the trainee will be responsible for maintaining the bike in a safe to ride condition. It also contains a risk disclaimer and an agreement that personal details can be held by Plymouth City Council and the scheme administrator

Where there is a deposit scheme, the deposit will be handed to, and a receipt given by, the administrator at the start of the training.

**(At the start of training, if no consent and deposit [if applicable], no bike or training will be given)**

### **4 Monitoring and Feedback**

This is a new scheme, and feedback is important, as is measurement in the change of cycling activity

We also stay in touch with the client in order to get feedback.

Arrangements need to be made for the department to contact the trainee to get initial feedback about the training, and subsequently the amount of cycling activity undertaken after:

A fortnight

A month

Three months

The Client will also be contacted by the administrator after six months, to measure the change in cycling activity

**Appendix of Forms available online**

Consent form ([insert online address](#))

Questionnaire ([insert online address](#))

**Financial summary**

Normally your department will be billed by Plymouth City Council to recoup the costs, unless some other arrangement is reached

Bike	£200
Accessories	£60
Training	£30