

Using a workplace bike / ebike

NHS Dumfries & Galloway / NHS Highland /
Sustrans Scotland

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After watching this presentation, you will be able to:

1. Explain why shared bikes and ebikes are being offered to staff for work journeys;
2. Explain the basics of ebikes;
3. Self-assess your ability to:
 - Be legal, safe, courteous and comfortable on your trip;
 - Fit a bike helmet correctly;
 - Carry out a basic safety check (the “M-check”).



Why ebike for work journeys?

- Great for physical and mental wellbeing;
- Brings fresh air and exercise into the working day;
- Practical, convenient, quick – and no parking hassles;
- Saves the organisation money;
- Fewer car trips means our surroundings are safer, cleaner, quieter and more pleasant for everyone;
- Low carbon, low pollution, high fun factor!



How do I get started?

- Watch the video [here](#) for the basics;
- You will need to state that you are competent to ride a bike. Check Cycling Scotland's Essential Cycling Skills videos Level 2 [here](#) and Level 3 [here](#);
- It is legal to ride a bike or ebike on cycle paths and shared-use paths, as well as on the road. It is not legal to ride a bike or ebike on the pavement. Follow [The Highway Code](#) at all times;
- Need more information, more inspiration? See [Way to Work](#) for some real-life ebike stories.



Ebike FAQs #1

Does it feel different from a normal bike?

Yes and no. It's certainly easier! Ebikes are heavier, but the boost more than makes up for that.

How far can I go?

As with your legs, it depends on factors like hills, wind and how hard you pedal. It also depends on the model of ebike. Typically, 50 – 60 miles from a full battery on low boost.

How fast can I go?

The point of an ebike is not a higher top speed, it's a higher average speed. The boost cuts out at 15mph anyway (UK law). Always observe speed limits.



Ebike FAQs #2

Does the battery recharge as I cycle?

Not on most ebikes – batteries are much more powerful than they used to be so it's not necessary.

What if the battery goes flat?

Just pedal anyway, like a normal bike. But do be aware that it will be harder work to cycle.

Isn't it cheating?

It's a lot more exercise than driving a car! And you can choose the level of boost, or no boost, as suits your time and energy level.



A word about helmets

Wearing a helmet is not compulsory in the UK, but most workplaces will strongly recommend it and provide one with the ebike.

You need to be able to fit a cycle helmet correctly. Watch the video [here](#), and remember:

- The helmet should be level on your head;
- The “triangles” should sit just under your ears;
- The chin strap and inner adjustment band (at the back) should be snug but not too tight.



Pumping up the tyres

Keeping the tyres well pumped up makes cycling more efficient and helps prevent punctures.

Watch the video [here](#) to learn how it's done.

Your workplace scheme should have a track pump available.



Checking the ebike

Before you set off each time, you'll need to do a basic safety check. This helps makes your trip more comfortable too.

A good way of carrying out the check is to use an “M-check” sheet, like the example on the following slide. Bikes and ebikes vary, of course, but the basics are the same. Watch the video [here](#) to see how it works.

Your workplace ebike will have a safety check sheet in the pannier and / or in the storage locker.



A sample ebike M-check

Saddle

Set at the right height for you?
Secure?
In below the max height mark?

Computer

Enough charge / predicted range for your trip?

Handlebars

Facing backwards, hold the front wheel between your knees and check for looseness in the handlebars / headset: secure?

Battery

Securely clicked in?
Enough charge? Check the battery or handlebar display.
Need to charge up when you return?

Rear reflector: Present, clean?

Rear lights: Working properly?

Rear Wheel

Tyre pressure good?
Runs straight without rubbing?
If there's a quick release lever, is it tightly closed over?

Rear brake

Check by squeezing the back brake (left hand side) and pushing the ebike backwards. Working well?
If the ebike has rim brakes, are the pads still grooved, or worn flat?



Front reflector: Present, clean?

Front lights: Working properly?

Front Wheel

Tyre pressure good?
Runs straight without rubbing?
If there's a quick release lever, is it tightly closed over?

Front brake

Check by squeezing the front brake (right hand side) and pushing the ebike forwards. Working well?
If the ebike has rim brakes, are the pads still grooved, or worn flat?

Pedals and cranks

Pedals not loose?
Crank not loose?

Chain

Clean, not rusty, running smoothly?

Before you set off #1

- Plan your ride. Want the fastest, or quietest, or flattest route? Try CycleStreets or the cycling option on Google Maps, and ask your workplace scheme contact or a colleague for suggestions;
- M-check the ebike, adjusting the saddle height if necessary. If you find a problem, follow your workplace scheme procedures.



Before you set off #2

- Check the battery level. Take the charger if you need to, and top up while you're in your meeting;
- Check factors which could affect your ride, such as weather, season, light, visibility and road surface;
- Dress for the weather. Your workplace scheme may provide a hi-vis gilet or similar. Check for dangling shoelaces or straps.



When you get back

- Return everything to the right places, ready for the next user;
- Log your trip in line with your workplace scheme procedures;
- Report any issues which arose, in line with your workplace scheme procedures;
- If necessary, put the ebike battery on to charge.



Your workplace scheme

In your own workplace scheme you'll find out about:

- On-site scheme contacts;
- Where the ebikes and accessories are stored;
- How to book the ebike, log trips and so on;
- On-site induction and paperwork;
- Organisation policies on active travel, staff health and wellbeing, sustainability and so on.



With thanks to:

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Happy cycling!



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