\_\_\_ [YOUR COMPANY] \_\_\_ Bike Onboarding Toolkit

Welcome to \_\_\_\_ [ YOUR COMPANY] \_\_\_\_!

To support employees that bike to the office, we’ve put together this resource to help you understand where to store your bike while you are at work, where our bike showers and lockers are, and what incentives we offer to encourage biking to work.

We have also included information on local bike resources near the office, the basics of bicycle laws in Seattle, and links to a few other helpful resources!

Most importantly, if you have any questions, please reach out to your Employee Transportation Coordinator (ETC) \_\_ [YOUR NAME & CONTACT INFO HERE] \_\_\_\_. \_\_[ETC NAME]\_\_ would love to talk to you about bike commuting!

**Physical Amenities**

Do you have a bike room or cage? If yes:

* How do you access the bike room/cage?
* Do you need to badge in? Is there a code? Do you need a special key?
* How do you get to the bike room?
* Are there any rules for the bike room? (lock your bike, lock the room behind you, no cargo bikes, no electric bikes, only bikes, no helmets or other accessories storage)
* What is available in the bike room? (bike racks, electric bike charging, bike locks provided, heaters or dryers, towels, 24/7 access)

Does your building provide showers? If yes:

* How do you access the showers?
* Do you need a special key or key code?
* How do you get to the showers?
* When are they open?

Are there any of the following amenities in the shower room? (mirror, sink, provided towels, provided soap/shampoo/conditioner/hair ties, hair dryer, coat hooks)

Does your building provide lockers? If yes:

* How do you access the lockers?
* Do you need to bring your own lock?
* If there are already locks, how do they work? Who should you contact if they do not work?
* How do you get to the lockers?
* Are there any rules for using lockers?

**Nearby Bike Amenities**

**Local Bike Shops**

The closest bike shop to our offices is: (\_\_INSERT CLOSEST BIKE SHOP HERE\_\_). They can help you with any tune-ups and repairs as needed.

**Additional Resources**

**Reasons to Commute by Bike**

* Riding your bike can improve your physical health as well as decrease stress and anxiety.
* Riding your bike is more affordable than driving and parking.
* Increase your flexibility – no need to wait for the next bus or get stuck in traffic

**Local Bike Laws**

Below are some other quick facts about Seattle bike laws. You can find more information [here](https://www.seattle.gov/transportation/projects-and-programs/programs/bike-program/rules-of-the-road).

1. It is legal to ride on the sidewalk, but you must yield to people on foot.
2. Bicycles are considered a vehicle on the road. Stop at stop signs, obey traffic lights, yield to pedestrians, and signal before you turn.
3. How to signal: For a left turn, left arm is straight out, parallel to the street. For a right turn, left arm bent at the elbow and pointed up. To stop, left arm bent and pointed down.
4. Ride to the right and always with the flow of traffic.
5. It's OK to pass. It’s a good idea to have a bell on your bike so you can alert other cyclists or pedestrians when you’re riding up behind them or about to pass. Look over your shoulder first, even if you have a mirror.
6. Lights and reflectors are legally necessary for night riding. A front white headlight must be visible from at least 500 feet ahead. A rear reflector or tail light must be visible from 600 feet behind. It’s not the law, but even during daylight hours, it’s a good idea to wear a bright jacket or helmet.

More tips can be found in [this guide](https://www.seattle.gov/Documents/Departments/SeattleBicycleAdvisoryBoard/presentations/SDOT_BikeBooklet_08_04_2014.pdf) from the Seattle Department of Transportation.

**Maps & Route Planning**

Sticking to bike lanes is the best way to get through the city by bike! You can find an interactive map of the bike lanes in Seattle [here](https://experience.arcgis.com/experience/ee5b243b03e24a0691b4f7336ada2b2f#data_s=id%3AdataSource_1-18b6269b1de-layer-2-18b6269b375-layer-4%3A2000072). Looking at the interactive map alongside what the bike mode in Google or Apple Map suggests is also a great way to figure out the best way to get from home to work or wherever else you need to go.

You can use these maps hand in hand with the following resources:

* [Seattle By Bike: Your guide to bicycling around the city](https://www.seattle.gov/documents/Departments/SDOT/BikeProgram/2022_BikeGuide_Booklet.pdf?utm_source=Sailthru&utm_medium=email&utm_campaign=2022.06.24%20SEA&utm_term=SEAtoday%20Subscribers%20-%20MASTER)
* [SDOT Bike Map Online](https://seattlecitygis.maps.arcgis.com/apps/webappviewer/index.html?id=a24b25c3142c49e194190d6a888d97e3)
* [SDOT Center City Bike Network](https://www.seattle.gov/transportation/projects-and-programs/programs/bike-program/center-city-bike-network)
* [King County Regional Trail Finder Map](https://gismaps.kingcounty.gov/TrailFinder/)
* [WSDOT’s US Bike Routes Page](https://wsdot.wa.gov/travel/bicycling-walking/bicycling-washington/us-bike-routes)

**Free Helmet Program**

Wearing a helmet is a great way to protect yourself on your commute. The City of Seattle currently has a program where they offer no and low-cost helmets, check it out [here](https://www.seattle.gov/transportation/projects-and-programs/programs/bike-program/how-to-use-scooter-share-and-bike-share#helmets).

**Relevant Policies**

What company policies might your organization have to support bike commuters?

* Do you have hybrid policies that allow flexibility when biking is not an option?
* Do you have flexible dress code policies that might be helpful for bike commuters to know?
* Are bikers able to store their helmets or other equipment at their desks?

**Incentives**

Does your company have incentives for bike commuters?

* Do you offer financial incentives for bike commuters?
* Do you have trip logging platforms?
* Do you provide stipends for gear?
* Do you provide public transit benefits?