

## How To: Start an Office Bike Share Program

Washington University is committed to alternative transportation. Biking is one of the simplest, greenest ways to get around campus. With recent infrastructure improvements, including new bike parking and the Centennial Greenway, Washington University is becoming a bike-friendly campus. Offices are encouraged to implement bike share programs to make it easier for faculty and staff to ride rather than drive to campus destinations, and at the same time reap the benefits of exercise and fresh air.

- 1) **Gather a Leadership Team:** Identify a person in charge or a team to manage the program.
  - Allocate budget to cover the cost of bikes and maintenance, bike helmets, locks, and bike registration.
  - Designate a bike rack to store bikes. If there are none nearby, contact the Facilities Department to request one.
  - Establish a secure location to store bike lock keys and helmets.
  - Agree on a protocol for use (time restrictions, helmets, basic rules, safety, storage, etc.).
  - Set up a logbook to track bike use and report problems (damage, mechanical, etc.).
- 2) **Choose Bike(s) for the Program:** Purchasing used bikes is a great way to reduce waste. Recommended bikes should be as simple as possible, such as those without a derailleur so no shifting is required. Bikes with wide tires, wide saddles, and upright riding position improve comfort and stability for riders traveling short distances.
  - Visit St. Louis Bicycle Works for a selection of rebuilt bikes.
  - Search for bikes on Craigslist.
- 3) **Register Bike:** [Registration](#) with the Washington University Police Department ensures that there is a record of the bike's vital information, such as its make, model, color, etc. WUPD also offers discounted U-locks for \$25.
- 4) **Bike Maintenance:** Visit the Fix-It stations across campus for simple maintenance. To make repairs, mount your bike on the hanger and use the tools provided. The Fix-It Stations include air pumps. It is also recommended to get your bike checked by a qualified mechanic once a year.
- 5) **Customize and Launch the Program:** In preparation for the program launch, the Office of Sustainability is available to answer questions, share tips, and provide suggestions, including the following:
  - How to train bike share users
  - How to structure a kick-off event and/or announcement
  - How to find bike program and safety resources, such as maps, showers, maintenance, etc.



**Questions? Comments?**

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