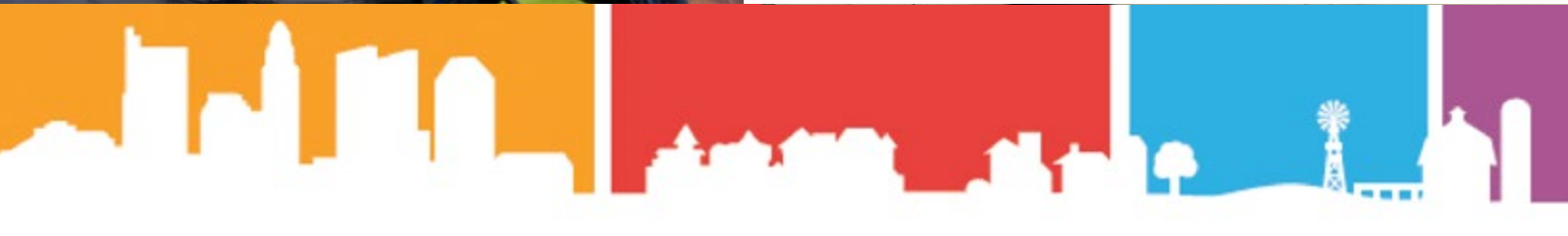


OHIO DEPARTMENT OF HEALTH : CREATING HEALTHY COMMUNITIES

Ohio ACTIVE COMMUTE Toolkit



OHIO ACTIVE COMMUTE WORKSITE TOOLKIT



ACKNOWLEDGEMENTS

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www.healthy.ohio.gov/CHC

INTRODUCTION

Active commuting, such as walking, biking, or taking public transit, can make a positive impact on employee health, happiness, and productivity. This toolkit is designed to help you encourage active commuting in your own worksite, or to provide technical assistance to another worksite.

The following tools can be used to accompany a comprehensive worksite Active Commute initiative:

Educating Employees on Active Commuting

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Promoting Active Commuting to Employees

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*** Bicycle Commuting Lunch and Learn**

*** Employee Biking Signage**

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Page 32 – Bike Month Poster

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** Available at www.healthy.ohio.gov/CHC*



ASSESSING THE WORKSITE

ASSESSING THE WORKSITE ENVIRONMENT

Before a worksite begins to promote and engage employees in active commuting, it is important to determine what types of environmental supports, policies, and benefits the worksite is already providing. The Bicycle Friendly Business Award Application from the League of American Bicyclists was created to recognize worksites that support bicycling by employees and the surrounding community. However, it also makes a great tool for assessing worksite support for biking, walking, and taking public transportation. While the worksite may not be prepared to submit the application yet, it can be utilized year after year to assess progress and eventually be submitted for recognition of their efforts.

http://bikeleague.org/sites/default/files/BFB_Application_Preview.pdf



ASSESSING EMPLOYEE NEEDS AND INTEREST

It is also important to gather information about employees' commuting habits and opinions, as well as their interest in active commuting. The Employee Commuting Survey (see appendix) can help the worksite to collect this information so efforts can be tailored to best meet employee needs and interests.



GAINING LEADERSHIP BUY-IN

Gaining buy-in from leadership to support active commuting initiatives can sometimes be difficult. When seeking approval from decision makers at the worksite, the following information can be useful.

THE BUSINESS CASE FOR ACTIVE COMMUTING

For employers, making your workplace conducive to active commuters does not have to involve a large financial investment. Many initiatives can be implemented quickly and easily. Employers who encourage active commuting in their workplace will see many benefits, including a happier and healthier workforce, and better success in the areas of employee recruitment and retention. In addition, increasing the number of people cycling, walking, and taking transit to work can also reduce parking needs by directly reducing demand for parking spaces. Furthermore, encouraging active and sustainable commuting is one way that businesses can demonstrate their commitment to environmental stewardship.

Reduced Health Care Costs

- Moderate physical activity (such as biking or walking to work) saves 5 to 12 percent in annual medical costs.¹
- Employers that encourage physical activity during the workday have reported less absenteeism and higher productivity due to lack of illness, obesity, injury, or chronic conditions.²
- Cycling is a great low impact exercise. Regular exercise reduces the risk of coronary heart disease, high blood pressure and diabetes.³
- Lower back pain is a common cause of visits to physicians, second only to the common cold. Bicycling exercises the small muscles that surround the spine which are important in keeping the back strong and preventing injuries.⁴
- Walking and biking can help to reduce stress, anxiety and depression, and lead to increased muscle strength and mobility.³

Increased Productivity and Punctuality

- Active commuters are more likely to have a higher rate of productivity than drive-alone commuters due to physical activity and reduced stress.⁵
- Walkers and cyclists are more likely to arrive at work on time as they are less likely to be held up in automobile traffic.⁶

Decreased Absenteeism and Turnover

- Physical activity is one of the few factors that have a statistically significant effect on absenteeism.²
- Physically fit employees are absent an average of two fewer

days per year, and maintain jobs where they can remain physically active.^{7,8}

- Cyclists on average take 15 percent fewer sick days off work.⁹

Reduced Parking Costs and Increased Accessibility

- It is not unusual for employers to spend over \$60 per employee per month for a parking spot. At over \$720 per year/per employee, considerable savings can be achieved when employees use alternative means of getting to work. Encouraging staff to bike, walk or take the bus can reduce your parking needs and free up space for customers.¹⁰
- You can park 14 bikes in the same space you can park one car. The average cost for automobile parking for 12 employees: \$40,000-\$100,000¹⁰

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9. Cycling UK. Safety in Numbers: Halving the Risks of Cycling. cyclinguk.org/sites/default/files/ctc_safety_in_numbers_0.pdf
10. Victoria Transport Policy Institute. Transportation and Cost Benefit Analysis: Parking Costs.



14 WAYS TO ENCOURAGE ACTIVE COMMUTING

1 PREPARE YOUR WORKPLACE.

Showers, secure bike parking, and a casual atmosphere (okay to walk around in shorts or bike clothes before/after a ride) go a long way to ensuring that people feel comfortable walking or riding to and from work. Some companies provide repair bike stands and tools for bike commuters to make quick repairs.

2 GET CERTIFIED.

Let [insert health department] help you apply for the national Bike Friendly Business designation from the [League of American Bicyclists](#).

3 LEAD BY EXAMPLE.

When CEOs or Vice Presidents arrive to work by walking or biking, other employees realize it is okay to arrive casual and even a little sweaty.

4 OFFER PRE-TAX BENEFITS.

The Qualified Transportation Fringe Benefit (IRS Tax Code Section 132(f)) now includes bicycle commuters, allowing \$20.00 per month as a subsidy to pay for the cost of commuting via bicycle. This includes the cost of bicycles, bicycling equipment and accessories, and storage unit costs. Make sure your company offers this benefit in addition to other commute-related tax incentives for employees.

5 SUBSIDIZE THE RIDE.

Some companies go beyond pre-tax financial benefits, defraying the cost of bike gear and maintenance, or bus passes.

6 PROVIDE HEALTH-RELATED BENEFITS.

If your company provides gym memberships or other similar benefits, make sure active commuters receive a similar benefit. Some companies give an extra hour of vacation leave for everyday an employee bikes, walks, or takes transit to work.

7 OFFER BIKE-SHARING.

Give employees another option for short trips to work or during the work day by offering free or subsidized bike share memberships.

8 FACILITATE TRAINING AND RESOURCE SHARING.

Offer an active commuting "Lunch and Learn" to go over safety and commute tips. [Insert health department] can help you host one.

9 ORGANIZE OUTINGS.

Whether it is informal lunchtime outings or group walks/rides between office buildings, organizing group activities can get employees more comfortable walking, biking or taking the bus for transportation.

10 ENCOURAGE EMPLOYEES TO SIGN UP FOR AN EMERGENCY/GUARANTEED RIDE HOME PROGRAM.

Many people avoid biking or other alternative commute methods because they fear they will be stuck in case of an emergency or bike failure. Emergency Ride Home services provide a free option to get home by taxi in the case of an emergency. Check to see if a program like this is available in your area.

11 CONSIDER PARKING CASH OUT.

Do you already cover the cost of employee parking? Consider offering a cash equivalent to active commuters to opt out of your parking garage.

12 ADVOCATE FOR MORE AND SAFER CYCLING.

Become a Business Member of [insert bike advocacy group] to support their work to advocate for better safety, more bike lanes and trails, and new bike share stations.

13 LOCATION, LOCATION, LOCATION.

Where you locate your business makes a big difference in how many employees can actively commute to work. Include criteria like trails, bike lanes, and transit in your site selection process.

14 HAVE FUN!





ADOPTING AN ACTIVE COMMUTE POLICY

SAMPLE ACTIVE COMMUTE POLICY

The following policy language can be used to create a Worksite Active Commute Policy. It may be used in its entirety, or specific components may be selected to fit the needs and interests of the worksite.



RATIONALE FOR POLICY

Adult Americans spend a significant amount of the day in the worksite. Creating a worksite culture that supports health and wellbeing provides many benefits to both employees and employers. Physical activity reduces the risk of premature death, coronary heart disease, diabetes, arthritis, osteoporosis, and certain types of cancer. Further-more, employers that encourage physical activity during the workday have reported less absenteeism and higher productivity due to lack of illness, obesity, injury or chronic conditions.

Active commuting (walking, biking or taking public transit) increases physical activity, improves physical fitness, reduces stress, and improves health outcomes. The 2008 Physical Activity Guidelines for Americans recommends adults participate in at least 150 minutes of moderate-intensity aerobic exercise, or 75 minutes of vigorous-intensity aerobic exercise, or an equivalent combination of both per week. In most cases, bicyclists and pedestrians can achieve greater than 80 percent of recommended daily physical activity levels through active commuting.

POLICY COMPONENTS

Effective [date], it is the policy of [insert worksite name] to encourage and support active transportation by employees and create a worksite culture that supports health and well-being.

[Insert worksite] will create an environment that supports a physically active culture in the workplace where all employees are encouraged and supported to be more physical active through:

Alternative Work Schedules:

Managers and supervisors are encouraged to allow flexible schedules to active commuters, while assuring primary work is accomplished. In addition, managers and supervisors will encourage and support all staff to utilize and/or combine breaks and lunch periods for physical activity, such as walking or cycling.

Active Transportation to Meetings:

Managers and supervisors will encourage and support all staff to engage in active transportation (walking, biking, transit) when traveling to local meetings using paid time.

Bike Facilities and Amenities:

Secure bike parking, changing facilities, and other biking amenities will be provided to encourage active transportation to work, meetings, or lunch.

Active Commute Education:

At a minimum of twice per year, learning opportunities on various topics will be provided to employees to increase knowledge, skills and attitudes on active commuting.

Allotted Staff Planning Time:

Time will be dedicated for the wellness team or other appropriate staff to organize and disseminate information about opportunities for active commute engagement or for environmental enhancements to support active commuting.

IMPLEMENTATION

This policy will be posted, discussed at employee meetings, promoted through multiple communication channels, and presented at new employee orientations to educate and inform all employees.

Employees interested in engaging in active commuting may seek additional information from human resources or access this policy at [insert location].

[Insert worksite name] will evaluate and update this policy every 2 years, at minimum.

ADDITIONAL PHYSICAL ACTIVITY POLICY STRATEGIES:

To support and enhance the [insert worksite name] active commute policy, the following additional evidence-based physical activity workplace strategies will be implemented:

Healthy Stairwells:

Stairwells will be opened and encouraged for use during all business hours, especially during breaks throughout the day. Stairwells will be maintained to ensure they are safe, visually appealing, well-lit and easily accessible to all employees.

Dedicated Walking Paths/Trails with Signage:

Outdoor or indoor walking areas will be identified with appropriate signage or other markings to indicate safe, accessible, and attractive areas for employees to walk, jog, and/or bike.

Active Meetings:

Secure bike parking, changing facilities, and other biking amenities will be provided to encourage active Staff organizing a full working day meeting will incorporate at least 30 minutes for physical activity break(s) into the meeting.

Walking Meetings:

Managers and supervisors will encourage and support meetings of 3 or fewer people to be conducted while walking indoors or outdoors.

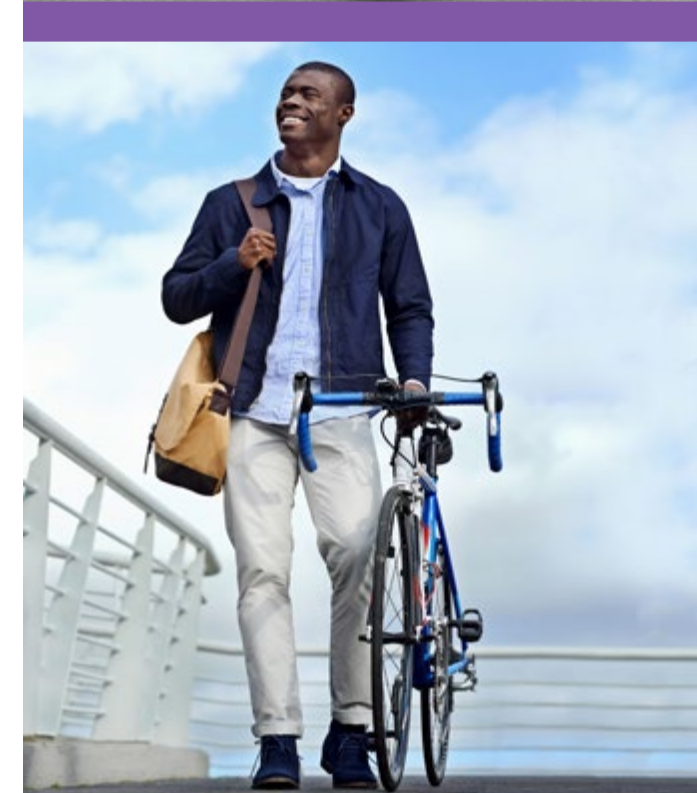
RESOURCES:

To support and enhance the [insert worksite name] active commute policy, the following additional evidence-based physical activity workplace strategies will be implemented:

Federal 2008 Physical Activity Guidelines (PAG) for Americans.
health.gov/paguidelines/guidelines

DHS Oregon Public Health Division. Flex Time Physical Activity Policies.
public.health.oregon.gov/PreventionWellness/HealthyCommunities/HealthyWorksites/Documents/flextimeexample.pdf

South Dakota WorkWell Toolkit. Model Worksite Physical Activity Policy
goodandhealthysd.org/content/uploads/2014/09/ModelPolicyWorksitePhysicalActivity.pdf





MAKING INFRASTRUCTURE CHANGES PROVIDING ENVIRONMENTAL SUPPORTS

Regardless of the type of business or the physical layout, there are opportunities to change, refine and leverage the physical work space and surrounding environment to support active commuting.

The following are environmental supports that the worksite should consider providing or improving to engage more employees in active commuting:

BIKE PARKING OPTIONS:

1. Indoor bike racks or designated bike storage room
2. Secured parking area (e.g. keycard access, video monitored)
3. Bicycle lockers
4. Covered/sheltered outdoor bike racks
5. Uncovered outdoor bike racks
6. On-street bike corral
7. Bike valet
8. Employees allowed to keep bikes in workspace
9. Bikes allowed inside a common area

BIKE PARKING STANDARDS:

1. Parking supports the bicycle in at least two places
2. Parking allows locking frame and at least one wheel with a U-Lock
3. Parking is securely anchored to the ground or wall
4. Parking is visible from the main entrance of the building
5. Parking is well-lit at night

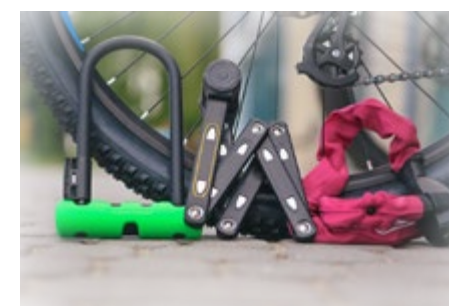
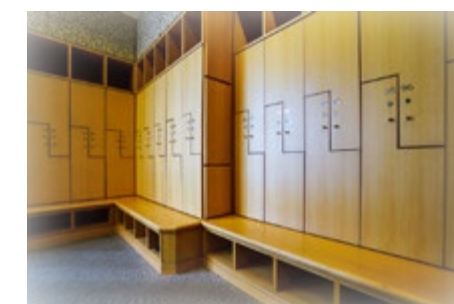
END OF TRIP FACILITIES:

1. Automatic doors/gates for easy bike entry to campus or building(s)
2. Shower facility

3. Changing room
4. Storage lockers
5. Shower and locker room included in an on-site gym
6. Subsidized off-site gym membership with shower/ changing facilities
7. Maintenance supplies such as tools, pumps, and tubes
8. Public bicycle repair station

OTHER SUPPORTS:

1. Free or subsidized bicycle given to each employee
2. Free access to business-owned bikes for employees
3. Free access to shared bicycle accessories (e.g. helmet, lights, lock)
4. Free or subsidized access to bike share
5. Free or subsidized access to public transit active commuting



EMPLOYEE WAIVER TEMPLATE

This template can be adapted to meet the needs of any worksite providing equipment for employee use. It is recommended that the worksite consult with a legal professional before implementation.

NOTICE OF ASSUMPTION OF RISK – Waiver and Release:

In consideration of being permitted to use the [name of equipment] at [name of worksite], I, the undersigned, acknowledge and agree to the following:

1. I understand that engaging in any form of physical exercise, using the [name of equipment] at [name of worksite] for any purpose could pose a serious risk to my health or cause death, and that this risk is in part dependent on my particular level of fitness, medical condition and exercise choices. I understand it is strongly recommended that I first consult a physician to establish whether it is appropriate for me to engage in the activity for which I will use the [name of equipment] at [name of worksite]. Further, I agree that if I notice any change in my physical condition that could indicate a health risk if I continue to use the [name of equipment] at [name of worksite], I will promptly consult a physician and follow my physician's recommendations about the continued use of the [name of equipment].
2. I understand that it is recommended that I attend/view the [name of worksite] [name of resource] which provides an orientation for using the [name of equipment].
3. I agree that if I engage in any form of physical exercise using [name of equipment] at [name of worksite], I do so at my own risk. I agree that I am voluntarily participating in activities and the use of the [name of equipment] at [name of worksite] to the fullest extent permitted by law, I assume all risk of injury, illness, damage or loss to me or my property.
4. I will follow all posted rules for the [name of equipment] at [name of worksite], which may be changed from time to time by [name of worksite]. If I violate these rules, I assume all risk of injury, illness, damage or loss to me or my property or to [name of worksite] property. I understand that my failure to follow all posted rules can result in the revocation of my right to use the [name of equipment] at [name of worksite].
5. I will inspect all equipment and facilities to be used and will not use any equipment which I believe to be damaged or defective. I will promptly notify [name of equipment coordinator] of anything which I think could be damaged or defective.
6. To the fullest extent permitted by law, I agree to wave all claims against [name of worksite] arising out of my use of the [name of equipment] and to indemnify and hold [name of worksite] and their agents harmless from any liability, damage, injury or cost, including reasonable attorney fees that may incur as a result of my presence or use of the [name of equipment] at [name of worksite]; except to the extent such loss, liability, damage or costs results from the negligence of [name of worksite] or their agents or employees.
7. In the event that I am physically injured or otherwise require emergency care, I give permission to [name of worksite] to secure from any licensed hospital, physician, or medical personnel any treatment considered necessary for my immediate care. I agree to be responsible for payment of any and all medical services rendered.

I, _____ (please print) hereby represent that I am 18 years or older, and that I have read, understand and agree to the assumption of risk-waiver and release.

(Signature and Date)



EDUCATING EMPLOYEES ON ACTIVE COMMUTING

While all methods of Active Commuting require encouragement and support from the worksite, bicycle and transit commuting may require additional education to make employees feel safe and comfortable using these modes of transportation. If public transportation is available near the worksite, consider contacting the local transit agency for resources on travel training, route maps, and other materials for educating employees on taking the bus. For bicycle commuting, the following materials can assist a worksite in educating employees on using bicycles for transportation.

LUNCH AND LEARN

A PowerPoint presentation can be an effective way to share information with employees. The Employee Guide to Bicycle Commuting Lunch and Learn (see appendix), was designed to be delivered as a 45 minute – 1 hour presentation to teach employees how to ride a bike safely and comfortably for transportation.



Employee Guide to Bicycle Commuting

LUNCH & LEARN

[Insert Date]

[Insert Time and Location]

This 45 minute session will teach you everything you need to know about riding a bicycle safely and comfortably for transportation, including:

Each slide provides a script in the Notes section, so it can easily be delivered by a Worksite Wellness Coordinator or other staff member.

Several slides contain additional information in italics on how to adapt the presentation to fit the audience. Not all slides may be relevant to the worksite or community, so feel free to delete as needed.

The appendix also includes a flyer to inform employees about the upcoming Lunch and Learn presentation. It can be edited to include the date, time and location.



SIGNAGE

Signage posted at bike racks or other locations in the worksite can be an important tool for ensuring that employees are riding safely and comfortably. Signage is especially important if the worksite is providing equipment for employee use, such as bicycles, helmets, bike racks, or fix-it stations. See the appendix for examples.



EMPLOYEE EMAIL TEMPLATE

After environmental supports have been added or improved at the worksite, it is important to make employees aware of the changes. The following email template can be used to promote the new supports, advertise an upcoming Lunch and Learn, and provide additional education.

From: HR@worksite.com

To: All Employees <@worksite.com>

Sent: Monday, January 30, 2017 9:11 AM

Subject: Bike to Work with [Insert worksite name]!

Good Morning/Afternoon,

In partnership with the [Insert Program/Grant Name] at the [Insert Health Department Name], [insert worksite name here] is the proud recipient of 2 new bike racks [and/or a fix-it station] to help you bike to work!



Source: Dero Bike Racks - www.dero.com

The new racks [and/or fix-it station] are located [provide directions].

Why bike to work?

1. It's cheaper than driving. Not only will you save on gas, but parking is free!
2. It's a gym on wheels. You can get your daily physical activity without setting aside extra time just for exercise.
3. It reduces stress. Bike commuters are 40% less likely to be tense in the hour after arriving to work than those who drive.
4. It's good for the environment. A daily 4-mile commute will save about 66 gallons of fuel per year.
5. It's fun!

Interested in biking to work, but not sure how?

[Insert worksite name] will be hosting a Lunch n' Learn on [insert date] to teach you all the ins and outs of commuting to work by bicycle. During this 45 minute presentation, we'll debunk myths about commuting by bike, provide tips on riding safely and comfortably, and much more!

Already riding but want to see how the fix-it station works? Check out this video!

<https://www.youtube.com/watch?v=TY00uERU2zc>

If you have any questions about these new items please contact [Insert contact info]



PROMOTING ACTIVE COMMUTING TO EMPLOYEES

Events such as National Bike to Work Day and Walk to Work Day provide a great opportunity to promote active commuting to employees. The following tools can be used to engage employees in these and other active commute related events.

BIKE TO WORK DAY

National Bike Month is a chance to showcase the many benefits of bicycling — and encourage employees to give biking a try. The month of May can be used to celebrate bicycling as a fun and healthy way for employees to get to work. The following emails and posters can be used to promote Bike to Work Month as well as Bike to Work Week and Bike to Work Day, which are designated each year. Additional materials are available from the League of American Bicyclists and can be found here: www.bikeleague.org/bikemonth

EMAIL #1 – Send 1st Week of May

From: HR@worksite.com
To: All Employees <@worksite.com>
Sent: Monday, May 1, 2017

Subject: Rise and Ride! [Insert Date] is Bike to Work Day!

On [Insert Date], [Insert Worksite] employees are invited to leave their car at home and commute by bike to celebrate National Bike to Work Day!

What is Bike to Work Day?

The month of May is National Bike Month, celebrated in communities from coast to coast since 1956. [Insert Dates] is designated as Bike to Work Week; and Friday, [Insert Date] is Bike to Work Day, providing an opportunity to celebrate bicycling as a fun and healthy way to get to work.

Why bike to work?

- It's cheaper than driving. Not only will you save on gas, but parking is free!
- It's a gym on wheels. You can get your daily physical activity without setting aside extra time just for exercise.
- It reduces stress. Bike commuters are 40% less likely to be tense in the hour after arriving to work than those who drive.
- It's good for the environment. A daily 4-mile commute will save about 66 gallons of fuel per year.
- It's fun!

Join the festivities!

Help us celebrate on [Insert Date], by biking to work, biking to a meeting or lunch, or biking to the [Insert community event].

[Insert worksite] will recognize all employees who bike to work with a group photo to be shared with the agency, and an "I Biked Today!" sticker. **Our goal is to have at least** [insert number] **people bike to work!**

Don't have a bike?

Consider [link to bike share website]. For [insert price], you can make unlimited 30 minute trips in a 24-hour period. Gather your friends and take a [name of bike share system] ride to lunch on Bike to Work Day!

New to biking?

[Insert staff member of partner] will be leading 30 minute bike rides during the lunch hour in the weeks leading up to Bike to Work Day. He/She will show you how to safely ride [insert location] using [bike share, or] your own bike. Contact [Insert contact info], if you would like to sign up!

EMAIL #2 – Send Monday of Bike to Work Week

From: HR@worksite.com
To: All Employees <@worksite.com>
Sent: May 15, 2017

Subject: This Friday is 'Bike to Work Day'!



This Friday is 'Bike to Work Day'! Help us celebrate by biking to work, biking to a meeting or lunch, or biking to [Insert community event].

All [Insert worksite] employees who ride will be recognized on [Insert date, time and location] for a group photo. You will also receive an "I Biked Today!" sticker.

Did you know?

- Since [Insert Date], bike commuting in [Insert Community] has increased by [Insert Percentage]
- The average person loses 13 pounds in the first year of commuting by bike
- Wearing a bike helmet can reduce the risk of brain injury by up to 88%
- Bicyclists have the same rights and responsibilities as motorists
- Bicyclists can always choose to ride in the center of the lane
- It is illegal for adults to ride bicycles on sidewalks in the [Insert Community]

Want more information on how to ride a bike safely and comfortably?

Check out these short Smart Cycling Videos from the League of American Bicyclists!
www.bikeleague.org/ridesmartvideos

Need a place to park your bike?

[Insert worksite bike parking instructions]

Looking for an experienced Ride Buddy?

If you are interested in biking to work but don't want to do it alone, at least one [insert worksite] employee will be available in the [Insert nearby neighborhoods] on Friday morning to ride with you to work. Contact [Insert contact info] for more information!





Bike to Work Posters

The appendix contains two posters which can be printed and posted around the worksite. The posters promote Bike Month, as well as provide education to support employees in commuting by bicycle.



WALK TO WORK DAY

The first Friday of April is designated as National Walk to Work Day. You can use this opportunity to show employees how easy, fun, and energizing it can be to integrate walking into their daily lives. Encourage employees to walk at least 15 minutes of their daily commute on this day (whether traveling to work, lunch, or other location).



SOCIAL MEDIA POST IDEAS

Creating Healthy Communities
January 30, 2017

Social media can be a very useful tool to engage employees and their families in active commute events. The following messages can be shared on worksite social media pages including Facebook, Twitter and Instagram.



- More than 80% of bike commuters say they feel healthier and less stressed. You could too! Learn more at bikeleague.org/bikemonth #BiketoWork
- National Bike Month is here! Where are your favorite places to ride in your community? #BikeMonth
- It's Bike to Work Day! Are you headed to work on two wheels this morning? #BiketoWork
- Looking for bike safety and commuting tips? The American League of Bicyclists has got you covered! #BikeMonth bikeleague.org/ridesmart
- Looking for a healthy way to start your day? Jump-start your morning by walking to work! #Walk2Work
- It's National Walk to Work Day! How will you fit walking into your commute today? #Walk2Work
- Stuck in traffic? Can't find parking? Next time, take the bus, and let someone else do the driving! #MakeYourMilesMatter
- We all have to commute. #MakeYourMilesMatter and walk, bike or bus to work!

Like • Comment • Share

PHOTOS





EVALUATING EFFECTIVENESS AND SUCCESS

Evaluating worksite efforts to support active commuting is very important. It will allow you to determine the effectiveness of your program and whether or not changes need to be made to improve it. It will also allow you to demonstrate to leadership and other stakeholders how your program is creating happier, healthier employees.

While there are many ways to evaluate your efforts, two easy options would be to redistribute the Employee Commuting Survey (Appendix A), and reassess worksite support using the Bicycle Friendly Business Award (page 4). It is important to wait at least 6-months to one year after making improvements to support Active Commuting before evaluating effectiveness.



EMPLOYEE COMMUTING SURVEY

SAMPLE EMAIL TO EMPLOYEES:

Subject: The [Insert Health Department or Worksite] **wants to hear about your daily commute!**

As an employee of [Insert Worksite], you have been selected to participate in a survey about your commuting habits, needs and opinions! The information you provide will help the [Insert Health Department or Worksite] to offer programming that supports your health and well-being. The survey should only take about 5 minutes to complete and all information will be kept confidential.

Please click on the link below to begin taking the survey. The deadline for completion is [Insert Date].

[Insert link to survey]

Thank you for your time!

SURVEY INTRODUCTION:

Thank you for taking this important survey about your commuting habits, needs, and opinions! The information you provide will help the [Insert Health Department or Worksite] to offer programming that supports your health and well-being. The survey should only take about 10 minutes to complete, and all information will be kept confidential.

SURVEY QUESTIONS:

1. On any given week, how do you commute between home and work? (select all that apply)

- ☐ Drive alone
- ☐ Carpool
- ☐ Vanpool
- ☐ Public Bus
- ☐ Walk
- ☐ Bicycle
- ☐ Bike Share (e.g. [name of bike share system])
- ☐ Car Share Service (e.g. [name of car share service])
- ☐ Other (please specify) _____

2. If you drive to work, which of the following best describes your parking situation?

- ☐ I pay for a monthly parking spot
- ☐ My employer provides a parking spot for me at no cost
- ☐ I pay by the day for parking
- ☐ I use parking meters
- ☐ I never drive to work
- ☐ Other (please specify) _____

3. Does your employer allow flexible times for you to start and end work?

- ☐ Yes
- ☐ No
- ☐ I don't know

4. Does your employer provide you a discount, subsidy, or money to help pay for your fares if you use transit to commute to work?

- ☐ Yes
- ☐ No
- ☐ I don't know

5. How long is your typical commute from home to work (from “front door” to “office door”)?

- ☐ Less than 15 minutes
- ☐ 15-29 minutes
- ☐ 30-44 minutes
- ☐ 45-49 minutes
- ☐ More than 1 hour

6. How many miles (approximately) is your typical commute from home to work?

- ☐ 0-3 miles
- ☐ 4-6 miles
- ☐ 7-10 miles
- ☐ 11-15 miles
- ☐ 16+ miles

7. If you never bike to work, what factors are most important in that decision? (select all that apply)

- ☐ I do (at least occasionally) bike to work!
- ☐ I prefer driving
- ☐ I prefer to take the bus or walk
- ☐ It's too far from my home
- ☐ I sometimes need access to my car during the day
- ☐ I don't have access to shower or changing facilities
- ☐ I'm concerned about safety
- ☐ I have primary responsibility for children and/or household chores
- ☐ I don't own a bike
- ☐ I have a physical condition that prevents me from biking
- ☐ Other (please specify) _____

8. Which of the following would make a difference in your ability to bike to work, to local meetings, and/or during work breaks? (select all that apply)

- ☐ Outdoor bike racks (uncovered)
- ☐ Outdoor bike racks (covered)
- ☐ Secured bike parking (indoors, garage, etc.)
- ☐ Lockers
- ☐ Subsidized or free bike share memberships (e.g. [name of bike share system])
- ☐ Bicycles available for employees to borrow/use during the workday
- ☐ Bike fix-it stations
- ☐ Instructor led bike rides to teach employees how to bike to/from work safely
- ☐ None of the above
- ☐ Other (please specify) _____

9. If you were told you HAD to ride a bicycle to work one week from today, what would be your overriding feeling about that?

Please provide a ONE WORD response. _____

10. I consider myself to be:

- ☐ A cyclist
- ☐ Someone who rides a bike from time to time, but is not really a cyclist
- ☐ “Bike Curious” – not yet a cyclist, but interested in learning more
- ☐ A former cyclist
- ☐ Completely disinterested in bicycling
- ☐ Actively disdainful of cyclists
- ☐ Other (please specify) _____

11. In the past year, I have biked TO _____. (Select all that apply)

- ☐ Work
- ☐ A grocery store
- ☐ A park
- ☐ A community event
- ☐ A bar or restaurant
- ☐ A different city/town
- ☐ None of the above
- ☐ Other (please specify) _____

12. In the last year, I have biked ON _____. (select all that apply)

- ☐ Trails
- ☐ Urban streets
- ☐ Suburban streets
- ☐ Sidewalks
- ☐ Rural roads
- ☐ None of the above
- ☐ Other (please specify) _____

13. What is your level of KNOWLEDGE about riding a bicycle on the road?

None				Some					Lots
<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

14. What is your level of CONFIDENCE about riding a bicycle on the road?

None				Some					Lots
<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

15. What is your level of KNOWLEDGE about bicycle-related traffic law?

None				Some					Lots
<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

16. What is your level of CONFIDENCE with understanding bicycle-related traffic law?

None				Some					Lots
<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>		<input type="radio"/>	<input type="radio"/>

17.Bicyclists can always choose to ride in the center of the lane, regardless of traffic conditions.

- ☐ This statement is true.
- ☐ This statement is false.
- ☐ I am unsure whether this statement is true or false.

18. Do any of the following people in your life ride a bicycle to/from work? (select all that apply)

- ☐ Immediate family member
- ☐ Extended family member
- ☐ Friend or acquaintance
- ☐ Professional colleague, different organization
- ☐ Professional colleague, same organization
- ☐ None of the above
- ☐ Other (please specify) _____

19. Please share any comments regarding your commute and the possibility of using a bicycle to travel between home and work.

20. What types of information and support, if any, would make the most impact on your ability and/or willingness to ride a bicycle for transportation?

OPTIONAL SURVEY QUESTIONS

21. Which worksite do you work for?

[Insert names of worksites where survey will be conducted]

22. What is your gender?

- ☐ Male
- ☐ Female

23. What is your age?

- ☐ Under 25
- ☐ 25-29
- ☐ 30-34
- ☐ 35-39
- ☐ 40-44
- ☐ 45-49
- ☐ 50-54
- ☐ 55-59
- ☐ 60-64
- ☐ 65 and over

24. What is your race/ethnicity?

- ☐ White
- ☐ Black or African American
- ☐ Asian
- ☐ Hispanic or Latino
- ☐ Native American or American Indian
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Other (please specify)

25. What is your annual income?

- ☐ Less than \$20,000
- ☐ \$20,000 - \$34,999
- ☐ \$35,000 - \$49,999
- ☐ \$50,000 - \$64,999
- ☐ \$65,000 - \$79,999
- ☐ \$80,000 – \$94,999
- ☐ \$95,000 - \$109,999
- ☐ \$110,000 - \$124,999
- ☐ \$125,000 - \$139,999
- ☐ \$140,000 or higher



Available at www.healthy.ohio.gov/CHC

PowerPoint Presentation BICYCLE COMMUTING LUNCH & LEARN



EMPLOYEE BIKING SIGNAGE



Employee Guide to Bicycle Commuting

LUNCH & LEARN

[Insert Date]

[Insert Time and Location]

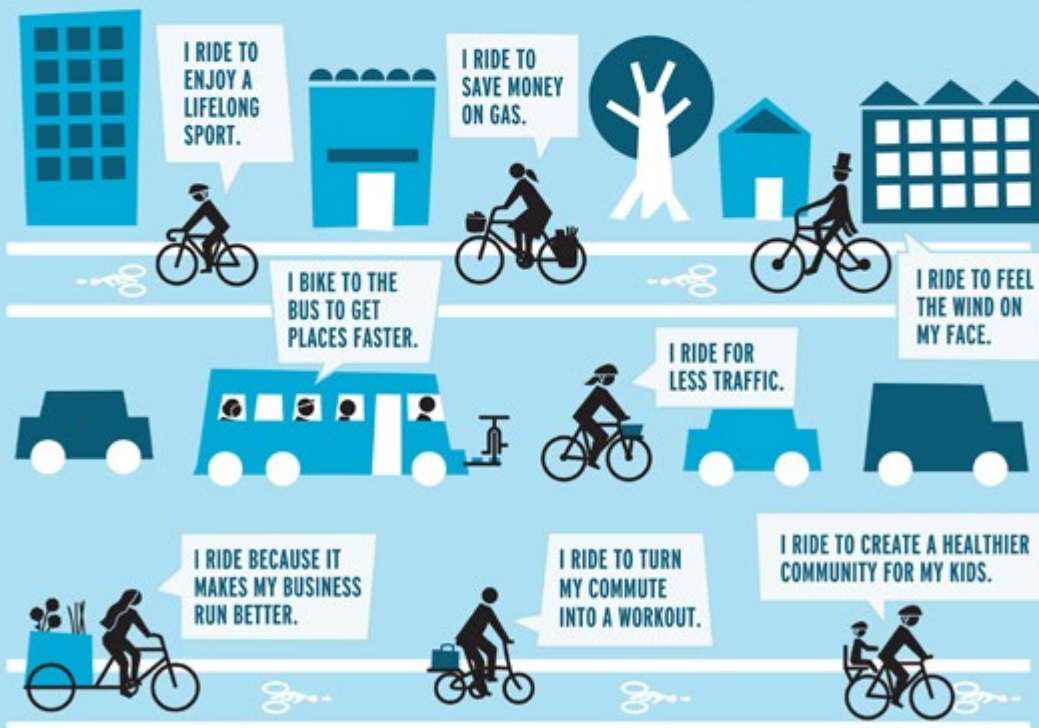
This 45 minute session will teach you everything you need to know about riding a bicycle safely and comfortably for transportation, including:

- **Benefits of biking**
- **Rules of the road**
- **Route planning tips**
- **What to wear**
- **How to put your bike on a city bus**
- **How to use bike share**
- **And more!**

Questions? Contact: [Insert Contact Person]

MAY IS BIKE MONTH

With so many reasons
to ride, what's yours?



#BIKEMONTH BIKELEAGUE.ORG/BIKEMONTH



OVERCOMING BIKE COMMUTING CONCERNS

I'M OUT OF SHAPE

- Ride at an easy pace; in a few months you will be in great shape.
- Ride your route on a weekend to find the easiest way to work.
- You will improve your fitness level as you bike more often.

IT TAKES TOO LONG

- Trips less than 3 miles are usually quicker by bike.
- Trips of 5 to 7 miles in urban areas may take the same time or less as by car.
- The more you ride, the faster you will get.

IT'S TOO FAR

- Try riding to work and taking the bus home, then alternate the next day.
- Combine riding and taking the bus to shorten your commute.
- Ride to a coworker's house and carpool to work.

I'LL GET SWEATY

- Ride at an easy pace to stay cool and dry; most commuters don't shower at work.
- [Insert shower location at worksite, if available]
- Ride home at a faster pace if you want a workout; shower when you get there.

I HAVE TO DRESS UP

- Keep multiple sets of clothing at work; rotate them on days you drive.
- Pack clothes with you and change at work; try rolling clothes instead of folding.
- Select clothing that is both bike and work friendly.

IT'S RAINING

- Fenders for your bike and rain gear for your body will keep you dry.
- If you are at work, take the bus or carpool to get home; ride home the next day.
- Take a bus or drive on rainy days if you don't feel comfortable in the rain.

I'M WORRIED ABOUT SAFETY

- Obey traffic signs, ride in the street, signal turns, and stop at lights.
- Wear bright clothing, and install lights on your bike.
- Wear a helmet every time you ride.
- You are at no greater risk than driving a car.

I HAVE TO RUN ERRANDS

- Bolt a rack to the back of your bike to add carrying capacity.
- Make sure that you have a lock to secure your bike while in a building.
- Allow extra time to get to scheduled appointments.

MY BIKE NEEDS WORK

- Take your bike to a reputable bike shop for a tune up.
- Identify bike shops on your route for emergency maintenance.
- Make sure your bike is reliable and in good working order before you start riding.

I NEED A SAFE PLACE TO PARK

- [Insert worksite bike parking options]



Adapted from the League of American Bicyclists

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

