Purpose:
Whereas, the vision statement of the ATMP is “to promote leadership and community partnerships that make the region of the County of Peterborough a healthy, prosperous and sustainable community, with Active Transportation as a key component of a safe, accessible, integrated transportation system linking where we live, work and play.”

And further; to achieve the County’s corporate and community greenhouse gas emissions reduction targets as approved in the County of Peterborough Climate Change Action Plan.

Therefore, to decrease greenhouse gas emissions, increase active transportation (AT) and promote overall good health, the County of Peterborough will provide commuter bicycles at the Armour Road and Courthouse sites.

Scope:
This policy applies to all employees participating in the Bike Share.

Policy:
A bike share is a service whereby a bicycle is made available, free of charge, for employees to use for a short period of time. Bicycles will be available for staff use all year round via the County’s Bike Share and includes the following equipment:

- bicycle
- lock, and
- pannier.

Staff are also encouraged to use their own bike if they have one.
Procedure:

Use of Bicycle

1. The bicycle can be used to conduct County business only. The bicycle cannot be used for personal use (e.g. lunch, breaks, etc.).

2. Individuals are responsible for their personal safety during their commute. This includes wearing safety equipment such as a helmet, and selecting safe commuting routes and weather conditions.


4. Individuals are responsible for the security of the bike and equipment (i.e. helmet, lock and pannier) during the time it is booked. This includes using the lock at all times and storing the bike in a safe location when it is off site.

Booking a Bike

1. Staff can book the bicycle in advance using “Bike Share Courthouse” or “Bike Share Armour Road” in the Outlook Calendar.

2. When using the bicycle for commuting purposes, staff must leave enough time to reach their destination.

Returning the Bike

1. The bicycle and all other equipment must be returned to the appropriate site at the end of the booking period in good working order.

2. If an individual identifies maintenance and/or repair issues with the bicycle or other equipment these should be reported as soon as possible to the Assistant Manager, Engineering & Design.
Distance

To keep commute times practical, destinations should be located within the limits of the City of Peterborough. This is approximately 14 km from north to south, and 10 km from east to west. This should keep commute times to less than 20 minutes, depending on destination, route, traffic, fitness level, and cycling experience.