



BICYCLING TO WORK

in the Washington Metropolitan Region

Employee Guide

BICYCLING TO WORK

in the Washington Metropolitan Region

Employer Guide



COMMUTER CONNECTIONS
A SMARTER WAY TO WORK

COMMUTERCONNECTIONS.ORG



About this Guide

Cycling is a healthy, quiet, clean, economical, and fun way for your employees to get to work. Thousands of DC area employees designed to ease the transition to bicycle commuting for Washington area employees and to help employers encourage this 'smarter way to work.' This section (with pages labeled Employer-1, Employer-2, etc) is geared toward employers, the flip side is geared toward employees.

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The Calvert Group, an investment company located in Bethesda, believes that investing in their employees is just as important as investing in socially responsible mutual funds. Employees who bike to work are provided with a one time \$500 reimbursement toward the cost of a bicycle purchase.

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How to get started
Here are some suggestions to help you ease into bicycle commuting:

Why Should Your Employees Bike To Work?

Reduced Health Care Costs

According to the Centers for Disease Control, moderate physical activity (such as bicycling to work) saves 5 to 12 percent in annual medical costs, compared with a 6.5 percent savings from employees who don't smoke. The fitness program at General Electric's Aircraft Engine unit saves an estimated \$540,000 annually, including fewer hospital days per year.

Decreased Absenteeism & Turnover

A study by the National Center for Health Statistics found that physical activity is one of the few factors that have a statistically significant effect on absenteeism. Physically fit employees are absent an average of two fewer days per year.

About This Guide

This guide is designed to ease the transition to bike commuting for Washington metropolitan area employees and to help employers encourage this 'smarter way to work.' This section (with pages labeled Employee-1, Employee-2), etc. is geared toward employees, the flip side is focused on employers.

Why bicycle to work?

- Riding to work costs less than driving or taking transit, especially if you already own a bike. The federal tax benefit for commuters allows participating employers to provide \$20 per month, on a cash reimbursement or pre-tax basis, from the paychecks of bicycle commuters to cover bicycling related expenses.
- Cycling allows you to stay in shape while you commute.
- People who bike to work arrive invigorated and work off the day's stress on the way home.
- Biking to work means less traffic congestion and pollution for the region.



- Try a practice run on a weekend to find a good route and see how long it takes.

- Find a co-worker or friend who bikes and commute with them.

- Start by trying just one day a week.

- Try bicycling to the nearest Metro or commuter rail station, or put your bike on a bus equipped with bike racks, or drive part of the way and bike the rest.

- Contact WABA. The Washington Area Bicyclist Association's commuter mentor program will put you in touch with other people in your neighborhood who bike to work and help you find the most comfortable route. 202/518-0524. www.waba.org

"As socially responsible investors, we ask companies to regularly look at their sustainability footprint, and feel we must do the same. Our innovative transportation benefits including our bike reimbursement are consistent with our commitment to walk our talk."

—Kathy Torrence,
VP of Corporate Social
Responsibility and Community
Partnership
Calvert Group

Riding in Traffic - Safely

Riding in traffic is not as hard as it looks if you follow the suggestions below. In Effective Cycling, John Forester writes, "Cyclists fare best when they act and are treated as drivers of vehicles."

Be predictable

Ride so drivers can see you and predict your movements



Obey all regulatory signs and traffic lights Bicyclists must follow the same rules of the road as drivers of other vehicles.



Never ride against traffic Motorists aren't looking for bicyclists riding on the wrong side of the road or on the sidewalk. Ride with traffic.



Use hand signals

Hand signals tell motorists what you intend to do. Signal as a matter of law, courtesy and self protection.



Ride in a straight line

Whenever possible, ride in a straight line at least a car door width away from parked cars.



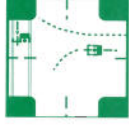
Don't weave between parked cars

Don't ride out to the curb between parked cars unless they are far apart. Motorists may not see you when you try to move back into traffic.



Take the lane in slow traffic

Ride in the middle of the lane whenever you are moving at the same speed as traffic.



Choose the best way to turn left

There are two ways to make a left turn:

- (1) Like an auto. Look behind, signal, move into the left lane and turn left. (2) Like a pedestrian. Ride straight to the far-side crosswalk. Walk your bike across.



Avoid or go slow on sidewalks

Pedestrians have the right of way on walkways.

Bicyclists should always give pedestrians audible warnings when passing. In some cases local ordinances do not permit bicyclists on sidewalks. (see page Employee-4)

Be alert

Ride defensively, watch the traffic, and be prepared to react.



Watch for cars pulling out

Make eye contact with drivers. Assume they don't see you until you are sure they do.



Scan the road behind you

Learn to look back over your shoulder without losing your balance or swerving left. Some riders use rear-view mirrors.

Increased Productivity

Bicyclists and walkers arrive at work with less stress than those who commute by automobile. The Berkeley Wellness Letter reports that "chronic exposure to traffic congestion produces an increase in baseline blood pressure, lowering of frustration tolerance, increases in negative mood, and aggressive driving habits." In contrast, bicyclists and walkers often report feeling relaxed and more alert after arriving at work, ready for a more productive day.

Reduced Parking Costs

Between 6 and 20 bicycles can be parked in the space a motor vehicle requires. It is not unusual for employers to spend over \$60 per employee per month for a parking spot. At over \$800 per year per employee, considerable savings can be achieved when employees use alternative means of getting to work. The table below illustrates the potential parking savings.

Auto Parking vs. Bicycle Parking Average Cost Comparison

Auto Parking for 12 employees		Bike Parking for 12 employees	
Initial cost of 12 parking spaces: \$40,000 - \$180,000	Cost of 12 bike rack parking spaces (\$1,300) and one auto space (\$3,300-15,000): \$4,600-\$16,300		
	Initial Savings for Bicycle Parking: \$35,400-\$163,700		
Average yearly cost for maintenance and taxes for 12 parking spaces: \$9,000	Marketing, incentives and bike commuter program costs per year: \$3,900	Maintenance and taxes for 12 bike rack parking spaces: \$1,000	Total Costs: \$4,900
	Average Yearly Savings for Maintenance/Taxes: \$4,100		

By placing bicycle lockers in areas not usable for parking or office space, the savings can be increased.

How to Support Bicycling to Work

1. Appoint a Bicycle Coordinator.

A fitness/wellness coordinator, employee transportation coordinator (ETC), or someone who currently bikes to work are the logical people to head a bicycle commuter program. The most important attributes are enthusiasm and an interest in cycling. With assistance from the Washington Area Bicyclist Association, the coordinator can evaluate facilities and identify safe routes to your work place. This employee can devote a few hours a month to launch and monitor a bike-to-work program.

2. Provide Bicycle Parking

Employees need to know their bicycles are safe while they work. Good bike parking is:

- Clearly labeled
- Accessible and well lit
- Located as close to the building entrance and shower facilities as possible
- Sheltered from the elements
- Located where there are people or security personnel or in a locked room
- If it is impractical to provide good bike racks or lockers, consider allowing employees to keep bicycles in their offices or in a locked storage room.

While planning the relocation of its headquarters office, the U.S. Environmental Protection Agency made sure to ask for bike facilities. EPA bike commuters worked with the architects and GSA to design a state of the art bike room with space for 100 bikes as well as locker rooms with showers.

Bicycle Lockers

Lockers are generally the most secure and weatherproof bicycle storage devices. Prices range from \$1,000 to \$2,500 per bike, including installation. Materials range from molded plastic to metal to particle board. Bike lockers are not efficient users of space compared to bike racks and cages. Since not every bicyclist commutes on a bicycle, always use under-utilized lockers on any day. Lockers are not usually used for long-term storage of bicycles.

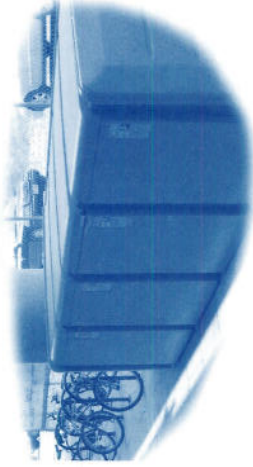
Racks

Locating a rack in a covered, locked compound or storage room can provide excellent security. Some racks allow you to store bikes vertically to save space. Racks in an unsecured area should be highly visible.

Even if you provide long-term bicycle parking such as bike lockers or cages, racks should be provided near the entrance for visitors, couriers, and employees who wish to bicycle to the worksite occasionally.

Shelter

Most bicyclists are not willing to leave a good bicycle exposed to the elements. Covering racks with a simple shelter or locating them under an existing covered area can increase the number of days employees will bike to work.



Vertical racks can save space.



Avoid road hazards

Watch out for parallel-slatted sewer grates, slippery manhole covers, oily pavement, gravel, pot holes, and ice. Cross railroad tracks carefully at right angles. For better control as you move across bumps and other hazards, stand up on your pedals.

Keep both hands ready to brake

You may not stop in time if you brake one-handed. Allow extra distance for stopping in the rain, since brakes are less efficient when wet.



Wear a helmet

Always wear a helmet whenever you ride a bicycle. Helmets dramatically reduce the risk of head injury in a bicycle accident.



Use lights at night

Always use a strong head light and tail light at night and when visibility is poor.

Be equipped

© Safety icons courtesy of Metro Regional Services, Portland, Oregon.

Bicycle Safety Video

“Competence and Confidence”, call Maryland DOT at (410) 865-1237

Trail Etiquette

- Stay to the right except when passing.
- Travel at a reasonable speed in a consistent and predictable manner.
- Always look ahead and behind before passing.
- Pass slower traffic on the left; yield to oncoming traffic when passing.
- Give a clear warning signal before passing (ring bell and say “passing on the left”).
- Move off the trail when stopped to allow others room to pass.
- Yield to other users when entering and crossing the trail.
- Use a light and reflectors after dusk and before dawn; most trails are not lit.
- Stop for traffic where the trail crosses a road.

Bicyclist Education.

One of the best ways to learn how to be safe and confident while cycling in traffic is to take a Bicyclist Education Course, administered by the League of American Bicyclists. They offer a three-hour class designed specifically for bicycle commuting. Call WABA, (202) 518-0524, or the League of American Bicyclists, (202) 822-1333, for more information on bicyclist education courses in the Washington area.

Selected Bicycle Rules in the Washington Area

	District of Columbia	Maryland	Virginia
Bicycle Position	No specific provision for bicyclist moving, except that slower traffic should drive to the right.	When slower than other traffic, bicycle as close to the right as safely practicable, except when turning left, passing, avoiding pedestrians or road hazards, when the right turn lane is right turn only, or on a one way street. Does not apply in lanes too narrow to share with a motor vehicle.	When slower than other traffic, bike as close to the right as safely practicable, except when turning left, passing, avoiding hazards or traffic in mandatory turn lane, or traveling on a one-way street. Does not apply in lanes too narrow to share with motor vehicle.
Passing Cars	Pass on the left; may pass on right when automobile is turning left or when street is of sufficient width for two lines of moving vehicles.	Pass on left; not required to pass on left on one-way street or when passing vehicle turning left.	Pass on left; allow at least two feet of clearance.
Bicycling Two abreast	Permitted when it does not endanger bicyclists or impede traffic.	Permitted when it does not endanger bicyclists or impede traffic.	Permitted when it does not impede traffic.
Turning Left	From two-way to two-way streets; enter and leave intersection near center line of roadway. One-way to one-way; keep as close as practicable to left curb.	From two-way to two-way streets; enter and leave intersection near center line of roadway. One-way to one-way; keep as close as practicable to left curb.	A cyclist may turn like a motorist, or use the crosswalk like a pedestrian.
Turning Right		Stay as close as practicable to right-hand curb.	Stay as close as practicable to right-hand curb.
Restricted Roads	No restricted roads. Bicyclists also allowed in bus lanes.	Prohibited from expressways, toll bridges, toll tunnels, and other marked roads.	Prohibited from interstate and where signed on controlled access highways.
Cycling on Sidewalks	Allowed except in the central business district, which is bounded by 23rd St. NW, Massachusetts Ave., 2nd St. NE-SE, D Street SE to 14th Ave NW, and Constitution Ave NW to 23rd St.	Banned except where allowed by local ordinance. Allowed in Montgomery County except the City of Gaithersburg. Allowed in the City of Frederick outside the historic district.	Allowed except where prohibited by local jurisdictions, such as Alexandria. Required to ride on side paths in Manassas.
Mandatory Use of Bike Paths and Lanes	Not required.	Use of bike lanes required when available. No required use of separated paths. Must use paved shoulder when speed limit is over 50 mph.	Not required
Helmets	Not required.	Required for cyclists aged 15 and under.	Required 14 & under in Arlington, Fairfax, Prince William Counties; Alexandria, Falls Church, Leesburg, Manassas, Manassas Park, and Vienna.
Lights	Front light required when dark.	Front light required when dark.	White front light required when dark. Red rear light & reflector required when dark on roads posted for 35 MPH or higher.

Bike Rooms and Cages

Usually located in the basement or on the ground floor, a bike cage is a fenced off area in a parking garage. By installing a key or combination lock to access the cage or room, only those who bike to work will have access. Lockers can be included to store helmets and other cycling gear. Rooms and cages provide more security than racks alone and usually cost less than lockers. Since parking spaces inside the cage are typically not reserved, far more people can be served.



Guidelines For The Correct Number of Parking Facilities

Surveying your employees will help determine the amount of parking your firm will need. Some communities have ordinances governing the number of bicycle parking spaces employers must provide. In the District of Columbia, 5% of all off-street office and commercial parking spaces must be for bicycles.

3. Provide On-Site Amenities

Sponsor Capital Bikeshare

In addition to making it easier for employees to use their own bicycles, employers can sponsor Capital Bikeshare to give employees access to a fleet of 2,500+ bicycles located at over 300 stations in DC, Alexandria, Arlington, and Montgomery County. Opportunities are available to bring Capital Bikeshare into more cities and counties within the Washington metropolitan region, as the system is poised to expand.

Arlington Guidelines
— One employee space for every 7500 square feet.
— One visitor space for every 10,000 square feet.
— Two customer spaces for every 10,000 square feet of retail.
— One shower per gender for every 50,000 square feet.

Employers can choose to:

- Become a corporate member
- Sponsor an existing station
- Sponsor a new station
- Sponsor the entire service

For more information on Capital Bikeshare, visit: www.capitalbikeshare.com

Showers

Some employees will not consider biking to work without the assurance that they can shower when they arrive. Showers also allow employees to exercise at lunch. In buildings with 50-100 employees, one shower should be sufficient. In buildings with 100-250 employees, one shower for each sex should be provided. Buildings housing over 250 employees should provide at least four showers with two of them being accessible to the disabled. The accompanying table shows typical shower installation costs.

Bicycle Basics

You don't have to be a mechanic to commute by bike, but you should make sure your bicycle is in working order and safe to ride.

1) Air: Tires lose a little air every day. If your gauge says a tire is more than five pounds under the needed pressure (printed on the side of the tire), add air. No gauge? Push each tire hard against a curb. If you can flatten it, add air.

2) Chain: A dry chain can lock up or break suddenly. If your chain squeaks when you pedal or it hangs up when you pedal backward, lubricate the chain. Oil will do, but it attracts dirt; a greaseless chain lubricant is best.

3) Wheel Spin: Lift each wheel up and give it a slow spin. (Spin the back wheel forward so the pedals don't move.) If the wheel won't spin by itself or stops suddenly, see whether it's rubbing against the brake pads, frame, or something else. If the wheel's not rubbing, the problem might be the axle or hub.

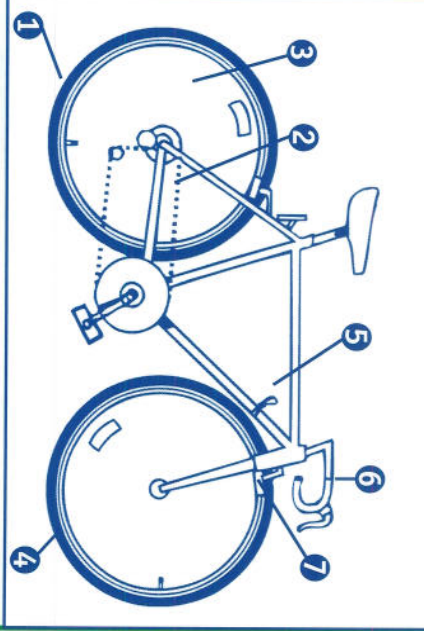
4) Tires: Turn each wheel very slowly and look for big cuts, bulges, bubbles, or places you can see the inner casing. If you spot any, replace the tire. Remove glass or other debris. If the valve stem doesn't point straight at the middle of the wheel, the rim might cut it; let the air out and straighten the valve.

5) Shifting: Try all of your gears, shifting each gear lever from high to low. You have a problem if the lever sticks, you can't shift to all gears, the chain rubs the derailleur, or the chain jumps off the gears. These are usually

caused by worn or dirty cables, or a derailleur that needs cleaning or adjustment.

6) Handlebars: Hold the front tire between your legs and try to turn the handlebars. If they're loose, tighten the stem bolt.

7) Brakes: You should adjust or replace the brake cable or pads if you have any of these



problems: (a) when you apply the brake on each wheel, one or both brake pads don't touch the rim; (b) you can squeeze your brake lever all the way to the handlebars; (c) on each wheel, the brake can't stop the tire from moving on dry, clean pavement.

8) Loose Parts: Pick up the bike and shake it hard. Check and fix anything that rattles.

Excerpted from "Urban Bikers' Tricks and Tips" by Dave Glowacz. Order a copy at Amazon.com keyword "Urban Bikers' Tricks & Tips."

Bicycle Fit

Proper bike fit is important. A bicycle that's too large or too small is difficult to control and can lead to discomfort or injury. As a general rule for road bicycles, you should have at least one inch of clearance between the top tube and your crotch as you stand astride the bike. Clearance should be approximately two inches for a hybrid or cross bike and three to four inches for a mountain bike. Ask your bike shop for help fitting your bike.

Employee-5

The primary incentives to encourage bicycling and walking to work are showers, lockers and secure bicycle parking. Here are some others:

- Offer flex-time schedules. Make it possible for bicycle commuters to arrange their work schedules to avoid peak-hour traffic congestion and darkness or to take bikes on Metrorail.

- Permit a more relaxed dress code on specified days.

Employee-5

4. Provide Incentives

	One stall one room	Two rooms, one stall each	Two stalls each Two rooms,
Tie into vent & exhaust	\$ 3,900	\$ 3,960	\$ 4,150
Waterproof wall	\$ 2,900	\$ 4,800	\$ 4,800
Tiling	\$ 2,700	\$ 5,200	\$ 5,200
Plumbing	\$ 3,600	\$ 4,400	\$ 4,400
Total	\$ 13,100	\$ 18,360	\$ 30,350

Based on 2009 figures, not including any framing or demolition.



Clothes Lockers

Ideally, there should be one secure gym locker available to store work clothes for every long-term bicycle parking space provided. In addition to providing a locker to each regular bicycle commuter, other lockers should be available to encourage potential new bike commuters. These facilities will also encourage lunch-time fitness activities which benefit both the employee and the employer.



Outfitting your Bicycle

You don't have to spend a lot of money on gear, but certain accessories can make bike commuting safer and more enjoyable. Prioritize spending on safety-related items. Keep in mind that you get what you pay for, and since bike commuting is very economical, you will save money in the long run. To make choosing among the wide variety of bicycle accessories a less daunting task, think about your needs, talk to friends and staff at your local bike shop and read equipment reviews in bicycle publications.

Don't be intimidated by all the gear. Start with the basics and learn what you need to be safe and comfortable as you go. Most bike commuters start with just a bike, a helmet, a lock, and a back pack.

Headlights & Taillights

Headlights are required by law for night riding. Taillights are a good addition to the rear red reflector. Lights vary greatly in their quality of construction, mounting design, amount of light supplied and duration. Battery powered headlights can be either rechargeable or non-rechargeable, both have advantages. In general, rechargeable headlights are brighter but also cost more up front. Reelights do not require any batteries and are powered by magnets. They also retain some lighting after the wheels have stopped.

Tools

It's a good idea to carry a basic tool kit with a small set of allen wrenches, a tire patch kit, and tire levers. Flat tire repair is often featured in bicycling magazines and is always included in repair manuals. Products such as puncture-resistant tires, tubes and tire liners can help prevent flats. Inquire at your local bike shop. Including a rag in your tool kit can help you stay clean in the event of a mechanical problem.

Fenders

Fenders help in wet conditions. They nearly eliminate spray from your wheels, keeping you drier, cleaner, and more comfortable.

Mirrors

Some cyclists use mirrors to keep track of traffic behind them. Mirrors come in two basic types: head-mounted and bar-mounted. Mirrors mounted on your helmet (or eyeglasses) are constantly in your field of view, requiring just a quick glance to check the road behind, but some find them distracting. Bar-mounted mirrors are not in the field of view, but often are subject to vibration from the road. Although mirrors can help you keep tabs on traffic, they are not a substitute for looking behind you before changing lanes.

Hauling Items

There are practical ways to haul items such as laptops, work files, extra clothes, etc. for daily commuting; or items carted for personal trips to the store for groceries and other purchases. Various methods include the use of messenger bags, backpacks, baskets and panniers. Each has its own advantage and there are many styles and sizes available, depending on your need.

According to the 2010 Commuter Connections Study of the Commute State of the Washington region are less than five miles. Even more commuters live within biking distance of a transit station.

- Provide a company-owned pool of bicycles or access to Capital Bikeshare's fleet of 2,500+ bicycles for short business trips, errands, and recreation.
 - Offer financial help to purchase a bicycle or accessories by participating in the federal tax benefit for bicyclists, which allows employers to provide a \$20 per month. (See Funding for Bicycle Programs, page Employer-8)
 - Give cash to bicyclists for part or all of the parking spaces they do not use if your business subsidizes parking. (See Parking Cashout, page Employer-9)
 - Allow bicycle commuters time to shower or freshen-up.
 - Tell employees about COG's *Guaranteed Ride Home program*. It provides free emergency rides home to those who bicycle or take other alternative transportation to work. To sign up, visit www.commuterconnections.org or for questions call 1-800-745-RIDE.
 - Recognize bicyclists at company-wide functions with certificates or T-shirts emphasizing bicyclists' environmental or health awareness.
 - Award points to employees for bicycling to work. These points can accumulate and be redeemed for cash or prizes.
 - Provide free or subsidized membership to a gym within walking distance.
- Employees who bike to work can use those facilities to shower and change clothes.

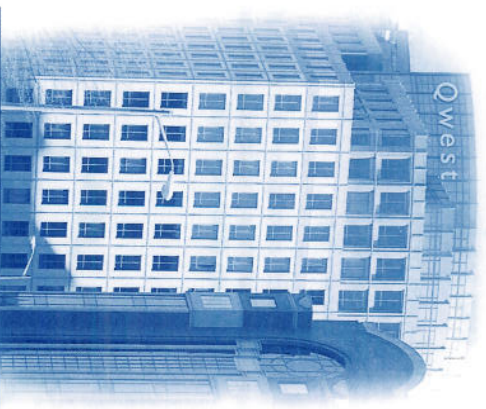
5. Market Your Program

- Promote the bicycle program and facilities at your workplace. Reserve a bulletin board and newsletter space for bicycle related information. Often employees are unaware of the programs and facilities available to them. Once they know about them, they are more likely to use them.
- Publicize the bicycle commuter program outside the workplace to enhance your company's profile in the community and to use it as a recruitment tool. Using press releases, interviews and events, make the local media aware of your organization's program. Become involved locally in bicycle issues and events.

When constructing its new offices across from the Ballston Metro station, Quest Communications included bike racks in the parking garage as well as showers and lockers for cyclists and others.

"Supporting bike commuting is one more way to attract and retain quality employees in a competitive high-tech labor market."

—John McGuire, Quest Communications



Outfitting Yourself

Helmets: A Must

Using a helmet can reduce the chance and severity of injury, and may even save your life, if properly sized, adjusted, and consistently worn. Here are some important points about helmet use:

- The helmet should fit snugly and be worn level on your head. If tilted back, it will not protect your head. Side straps should meet in a 'Y' below your ear lobes.
- Bicycle helmets are designed to withstand one crash only. Structural damage is not always visible, so always replace a helmet that has been in a crash and never buy used helmets.
- Light or fluorescent-colored helmets make you more visible to motorists as does reflective tape applied to your helmet.
- You can never tell when a crash is going to occur, so wear your helmet every time you ride, no matter how short the trip.

Visible Clothing

Wearing bright clothing or accessories (e.g. reflective arm/leg bands, vests) can help make up for the fact that drivers often are not used to scanning for objects smaller than cars. In daylight conditions, fluorescent or light-colored items are very visible, but at night, reflective items are most visible.

Bike Shorts

Cycling shorts reduce friction and provide cushioning. For short commutes, they may not be necessary.

Rain Gear

Riding in the rain is possible, and rain gear makes it easier. Look for breathable fabric. Non-breathable fabric can cause you to overheat and sweat. "Pit-zips" in the jacket allow perspiration to evaporate. An inexpensive waterproof poncho, while not breathable fabric, allows good ventilation. Rain pants should be long enough to cover the top of your footwear to help keep your feet dry. The cuffs of the pants should cinch snugly against your ankles to keep them from getting snagged on anything (such as your bike's chainrings).

Footwear

Ideal cycling footwear is stiff-soled and comfortable to walk in. Some cyclists use special shoes, but common footwear such as light hiking boots, sneakers, or even dress shoes may suffice. Weatherproof booties fit over most any footwear.



How to Organize a Bike to Work Day

1. Appoint a Bike-to-Work Day coordinator.
2. Provide funds for food and prizes.
3. Publicize your Bike-to-Work Day through a company newsletter, payroll insert, email, fliers, etc.
4. Hold a morning event with breakfast for Bike-to-Work commuters.
5. Hold drawings for prizes.
6. Give special recognition for longest distance biked, oldest/most interesting bicycle, bicyclist who came from transit station farthest from work.
7. Make information available about company provisions for bicycle parking, changing and shower facilities for employees.
8. Provide copies of this guide; call (800) 745-RIDE for free copies.
6. Issue a bike to work day challenge to a neighboring employer or among departments.

- Hold workshops on bicycle commuting, maintenance, safety and other biking and walking topics during lunch hour. Call WABA to schedule a workshop (202) 518-0524.
- Designate a person to coordinate bicycle commuter concerns and organize an employee *biking club*. Members can coordinate routes and help new bicyclists and walkers. Provide participating employees with club T-shirts displaying the company logo.
- Organize a company-wide Alternative Transportation Day which will encourage commuters to try bicycling, walking, carpooling, or transit. Commuter Connections can help (800) 745-RIDE.

Cold Weather Clothing Tips

Cycling, like all exercise, warms you up. In cold weather, put a thin, wicking layer against your skin to keep yourself dry. Then use an insulating layer on top of that, and finally, if you need, a wind or rain jacket. Make sure the jacket has full front zippers and/or pit-zips to allow for ventilation. Your head, hands, and feet tend to get colder faster than the rest of your body. Ear warmers and thin, knit head coverings (like balaclavas) and gloves allow you to cycle comfortably in cold weather. If you have to be wet (due to rain or perspiration), at least be warm. Avoid cotton, which loses its ability to insulate when wet. Synthetics or wool keep you warm when wet, and dry out quickly.

"Biking to work allows me to combine exercise, transportation, and relaxation. For me, it takes the same amount of time as transit or driving"

—Rodges Ankrach, Arlington

Office Clothes

Cycling in partial or full office attire is often feasible, especially if your trip is relatively short or you maintain a moderate pace. Even in summer, it is seldom very hot in the early morning. You could also buy a garment bag that attaches to a bicycle (available at bicycle stores) and change when you get to work. Rolling clothes instead of folding is a great way to reduce wrinkling. Some health clubs offer "runner's" memberships, where, for a reduced rate, you can use the showers and the locker rooms. You could bring in an extra set of work clothes or have them cleaned near work. If your office has a casual day, use that as your first day for bicycling to work.

Bicycle Security

Nothing is theft-proof and no locking system is perfect, but you can take steps to ensure that your bike is a less-attractive target to a thief:

- Check to see if your office has secure bicycle parking.
- Consider where and how long your bike must be parked when deciding how to secure it. If possible, keep your bicycle in your office or in a secured room at your workplace.
- If your bike must be parked outside, lock your frame and both wheels to an immovable object. Don't lock your bike to a sign or other object that can be easily unbolted, bent, cut or removed. Pick a well-traveled, lighted place; thieves don't like working in exposed areas.
- Consider leaving your heavy U-lock at work, locked to the bike parking rack. Carry a light cable lock with you for quick errands, and use both locks at work.
- When not in use, cable locks can be wrapped around the seat post and U-locks can often be carried on a rear rack or bracket.
- Take all easily removed accessories with you when leaving your bicycle unattended.

The Federal Transportation Fringe Benefit The bicycle commuting reimbursement was added to the list of qualified transportation fringe benefits covered in section 132 (f) of the Internal Revenue Service Code in January, 2009. Employers may reimburse employees up to \$20 per month, tax free, for "reasonable" expenses which include the purchase of a bicycle, bicycle improvements, repair, and storage. These are considered reasonable expenses as long as the bicycle is regularly used for travel between the employee's residence and place of employment. Please note that unlike other transportation fringe benefits, a qualified bicycle commuting reimbursement benefit cannot be funded through employee pre-tax income, nor can an employee receive both the transit and bicycle qualified transportation fringe benefit in the same month.

or Jim.Sebastian@dc.gov, or go to www.ddot.dc.gov and click on "On Your Street".

contact the Bicycle Program Manager at 202-671-2331

for the installation! DDOT will also supply a free bicycle parking sign for your facility. For more information request. DDOT will help you select, locate, and install racks in your garage or on your surface lot. In fact, DDOT will even pay for the racks if you agree to pay for the installation! DDOT will also supply a free bicycle parking sign for your facility. For more information contact the Bicycle Program Manager at 202-671-2331

Funding for Bicycle Programs

The District Department of Transportation (DDOT)

racks in your garage or on your surface lot. In fact, DDOT will even pay for the racks if you agree to pay for the installation! DDOT will also supply a free bicycle parking sign for your facility. For more information

request. DDOT will help you select, locate, and install racks in your garage or on your surface lot. In fact, DDOT will even pay for the racks if you agree to pay for the installation! DDOT will also supply a free bicycle parking sign for your facility. For more information

contact the Bicycle Program Manager at 202-671-2331 or Jim.Sebastian@dc.gov, or go to www.ddot.dc.gov and click on "On Your Street".



"I ride to work because it is quicker, cleaner, cheaper and more fun than any other options. It takes 30 minutes for me to take the bus and only 15 to bike. In one year of bike commuting, I've purchased two tires and one bottle of chain lubricant. I arrive at my office refreshed in the morning and come home happy after a ride, instead of angry at a long commute."

—Matt Carter, Washington D.C.

6. Find out about cycling conditions near your work site

- Contact your local city or county planning agency and ask if the streets surrounding your site are bike compatible (wide curb lanes, bike lanes, trails or low traffic/low speed streets). See list of area bicycle planners on the center resource page.
- Contact WABA to help identify good routes to and from your site.



"I've been biking to work for over 20 years"

—Tom Robertson, Kensington

LEED Certification

The U.S. Green Building Council's Leadership in Energy and Environmental Design or LEED rating provides certification for green buildings. Employees that bike can help contribute to LEED certification points for the building. Points can also be gained by providing shower facilities, lockers, or racks for bicyclists.

Parking Cash Out: A Tax Free Benefit For Bicycle Commuters

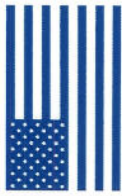
Employees who bike, walk, or take transit often have a parking spot they don't use. A 1998 federal tax law allows employers to pay the cost of that space and avoid paying a tax benefit. For example: Employee at Company X receives parking benefits worth \$100 a month. Employee can either keep the parking spot, receive a tax free transit benefit, or receive \$100 a month extra of taxable income in his or her paycheck. For more information call (800) 745-RIDE, or visit www.commuterconnections.org. Click on Employers; Overview of Services; Parking Management.

"Bike commuting helps address both traffic congestion and the parking shortage in downtown DC. Our new bike room at Metro Square provides employees with secure, convenient bike parking and eliminates the need to bring bikes into the building's lobby and elevators."

—Jeff Nokes, Senior Property Manager, Boston Properties.

Negotiate Bicycle Facilities In Your Lease

When you renew your lease, ask building owners to install bicycle facilities, including a new Capital Bikeshare station. They can then market these amenities to prospective tenants and save on parking spaces. If there's a gap within walking distance of your office, it may be cheaper to allow your employees to use their facilities.



Federal Employees

The federal government is the largest employer in the Washington area with over 600,000 employees. In 1993 Congress passed the Federal Employees Clean Air Incentives Act which encourages alternative commuting at federal worksites. According to the Act, Public Law 103-172, "The head of each agency may establish a program to encourage employees of such agency to use means other than single-occupancy vehicles to commute to or from work [including] furnishing space, facilities or services to bicyclists." Each agency must report on the progress of their program (number of racks, lockers, etc.) every two years.

Why Bicycling to Work is Good for Your Employees

- 1. Provides Fitness.** Biking to work is one of the best all-round exercises and it doesn't put as much strain on the knees and ankles as running.
- 2. Strengthens Lower Back.** Lower back pain is a common cause of visits to physicians, not 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.
- 3. Keeps Minds Young.** A report from the Baltimore Longitudinal Study of Aging has shown that exercise helps maintain mental agility.
- 4. Creates Free Time.** Employees can save time by combining exercise and commuting.
- 5. Increased Longevity.** Health benefits from bicycling to work outweigh the traffic safety risk by a factor of 20 to 1.

Capital Bikeshare

Capital Bikeshare has 2,500+ bicycles at over 300 stations across Washington D.C., Alexandria, Arlington, and Montgomery County. Bikes can be returned to any station near your destination. Bikesharing can be used for trips to work or transit, to run errands, go shopping, or visit friends and family. Join for 24 hours, 3 days, 30 days, or a year. The first 30 minutes of each trip are free. Each additional 30 minutes incurs an additional fee. Access the bicycles 24/7, 365 days a year. For more information visit www.capitalbikeshare.com

Bicycles and Transit

Bicycling can be an easy and inexpensive way to get to a Metro, MARC, or VRE station, a bus stop, or park and ride lot. Listed below are the bike policies for area transit providers. Folding bikes are permitted on all transit services. See http://en.wikipedia.org/wiki/Folding_bike for folding bike information.

MetroRail & Metrobus

Bicycles are allowed on MetroRail during off-peak hours and on Metrobus racks at all times. Metrobuses have bicycle racks mounted on the front of all buses. The only times you cannot take bicycles on MetroRail are weekdays between 7 to 10 a.m. and 4 to 7 p.m., July 4th, or when a special event or holiday crowds the system. Folding bicycles that remain folded and enclosed in a sturdy carrying bag or case are permitted on Metrobuses at all times. Folding bicycles are also allowed on MetroRail at all times, however must be folded and securely fastened during peak hours.

Board any car of the train, using either the first or last doors and never the center doors. Weekdays, two bicycles are allowed in any car; weekends/holidays, four bicycles allowed per car. Bicyclists must use the elevators (never the escalators). www.wmata.com/bike.

Most MetroRail stations have bicycle racks and/or lockers. Racks are free and available on a first-come, first-serve basis. Lockers must be rented by the year. To rent a locker, call 202-962-1116. Find out which stations have racks or lockers at www.wmata.com/bike.

Baltimore Metro Subway,

Light Rail, and Bus

Bicycles are permitted on all MTA Light Rail and Metro subway trains except on crowded trains. Bicycle racks are equipped on all MTA buses. Most Metro subway and Light Rail stops have bicycle racks and some have lockers. For more information call (410) 767-8749. www.mtanaryland.com



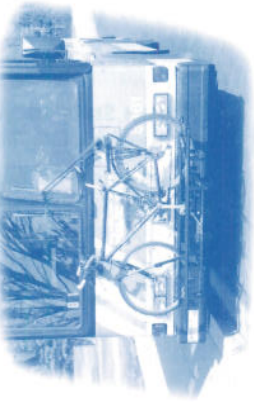
"I drive to the MARC station take my folding bike on the train to Union Station, and bike to work near the White House. My boss saw my folding bike and bought one for herself."

—Brenda Lamka, Bel Air, Maryland



Commuter Rail

Folding bicycles are allowed on MARC Trains; and most stations have bicycle parking. For more information (800) 325-RAIL, www.mtmaryland.com. Virginia Railway Express permits folding bikes on all trains and full size bikes on the last three northbound/southbound trains and on midday trains. Two bicycles are allowed on the north car and must be tethered to bench seats using a bungee cord. For more information 800 RIDE-VRE, www.vre.org.



Local Buses

Bicycle racks are mounted on the front of Montgomery County Ride On, Fairfax Connector, Frederick TransIT, DC Circulator, and Arlington Transit buses. Each rack holds two bikes. Let the bus driver know you will be using the rack, then follow the instructions posted on the front of the rack.



Park-and-Ride Lots

Many area Park-and-Ride Lots have bicycle racks and some have lockers. 27% have some form of bicycle parking facilities. For more information contact the appropriate county rideshare office or call Commuter Connections (800)-745-RIDE. www.commuterconnections.org. For bicycle lockers at Virginia Park & Ride lots call (703) 383-2233. For online Park-and-Ride map visit www.commuterconnections.org. Click on Commuter Programs, then Ridesharing.

We'll get you home. Guaranteed.

What if I need to get home in an emergency? The Commuter Connections Guaranteed Ride Home Program provides emergency rides home to people who bicycle or take other alternative transportation to work twice a week in the Washington/Baltimore metro areas. Register at www.commuterconnections.org. Some restrictions apply.

How to encourage your employer to support bicycling to work.

You're now well versed in the ways of bike commuting, but you would like to see a few changes at your office to assist you and your colleagues who might like to bike to work. Flip to the other side of this guide to learn about sound investments and policies employers can use to encourage cycling, improve employee health, and save money. Here are some ideas to get you started:

- Show this guide to your human resources representative and building manager.
- Organize a bike-to-work day at your office (see page Employer-7)
- Call the Washington Area Bicyclist Association, (202) 518-0524, or the Metropolitan Washington Council of Governments, (202) 962-3760 and ask about setting up a bike-to-work orientation at your work site.
- Use online bicycle routing websites for turn-by-turn directions, listed in the centerfold of this guide.

Washington Area Bicycling Facts:

According to the Commuter Connections

2010 State of the Commute Survey:

- 17% of all commuters live less than five miles from work.
- The average bike/walk commute is 3.4 miles each way.
- The average number of days per week for bicycle commuting is 3.
- Rates of men and women who walk/bike as their primary commute mode, 3% and 2% respectively.
- Bike/walk as primary commute mode based on State of Employment: District of Columbia 4%, Maryland 2%, and Virginia 2%.



- Nearly a quarter (24%) of respondents in 2010 said their employers offered services for bicyclists and walkers, up from 17% in 2007.

According to the Metropolitan Washington Council of Governments' 2007-2008

Household Travel Survey:

- 1% of work trips in the region are by bicycle, up from 0.7% in 1994.
- The District of Columbia has the highest bike commute share at 3.3%, followed by Alexandria at 2.7%.
- 30% of bike trips in the Washington region are to and from work.
- There are more than 30,000 work-related bike trips in the Washington region every day.

Bike to Work Day May 2013 Washington Region Event Survey

- The Bike to Work Day event increases bicycle commuting- 17% of survey respondents said they never commuted by bicycle before participating in the annual event.
- The Bike to Work Day event expands the frequency of bicycle commuting- 21% of survey respondents who commuted by bicycle previous to the event, said they started bicycling even more after participating in the event.

Bicycle Counts (average cyclists per hour)

Memorial Bridge 112.9, Key Bridge 138.9, 14th Street Bridge 182.4. Avg. of 8hr. period, May - June 2012.

For additional copies of this guide call Commuter Connections at (800) 745-RIDE, or see the online version at www.commuterconnections.org.

Resources for Employers and Employees

Bike Arlington

www.bikearlington.org

Bike Loudoun

www.bikeloudoun.org

Bike Maryland

www.bikemd.org

Bike Virginia

www.bikewalkvirginia.org

Bike Washington

www.bikewashington.org

College Park Area Bicycle Coalition

www.cpabc.org

Fairfax Advocates for Better Bicycling

www.fabb-bikes.org

Frederick Bicycle Coalition

www.frederickbicyclecoalition.org

Frederick Pedalers

www.frederickpedalers.org

Metro

www.wmata.com/bike

League of American Bicyclists

www.bikeleague.org

Virginia Bicycling Federation

www.vabike.org

Washington Area Bicyclist Association

www.waba.org

Washington Area Bike Forum

www.washingtonareabikeforum.com

Area Bicycle Planners

Call these numbers if you have questions or comments about bike lanes, trails, routes, racks or plans.

Alexandria, VA (703) 746-4088

Arlington County, VA (703) 228-3709

City of Fairfax, VA (703) 385-7858

City of Falls Church, VA (703) 248-5041

Council of Governments (202) 962-3760

College Park, MD (301) 277-3445

District of Columbia (202) 671-2331

Fairfax County, VA (703) 877-5766

Frederick City, MD (301) 600-1884

Frederick County, MD (301) 600-6742

Gaithersburg, MD (301) 258-6313

Loudoun County, VA (703) 737-8090

Maryland Department of Transportation (410) 865-1237

Montgomery County, MD (240) 777-7243

National Park Service (202) 619-7092

Prince George's County, MD (301) 952-3661

Prince William County, VA ... (703) 792-6273

Rockville, MD (240) 314-8527

Washington Metropolitan Area Transit Authority (202) 962-1581

Virginia Department of Transportation (703) 259-2376

Area Bicycle Maps

Alexandria Bikeways Map

www.alexandriava.gov/localmotion

Anacostia Tributary Trail System

(301) 699-2407

Arlington County Bicycle Map

www.BikeArlington.com/maps or call (703) 228-9299

Capital Crescent Trail Map

(202) 234-4874

www.cctrail.org

District of Columbia Map

delois.fields@dc.gov

Fairfax County Bicycle Map

www.fairfaxcounty.gov/fcdot/bike/bikemap.htm

Maryland State Bicycle Map

(410) 545-5656

Montgomery County Bicycle Map

(240) 777-7223

Ride the City

www.ridethecity.com

Virginia State Bicycle Map

www.virginiadot.org/bikemap

Washington DC Regional Bicycle Map

Call (800) 829-6277 www.universalmap.com.

When on website, search for "bike"

W&OD Trail Map

(703) 729-0596

List of Bicycle Parking Equipment Dealers & Manufacturers

American Bicycle Security Co.

www.ameribike.com

BikeLid Systems LLC,

www.bikelid.com

BikeUp

www.bikeup.com

Bike Security Racks Co.,

www.bikeracks.com

Cora Bike Rack Inc.

www.cora.com

Creative Pipe, Inc.

www.creativepipe.com

Cycle Safe Inc.,

www.cycle-safe.com

Dero Bike Rack Co.

www.dero.com

eLock Technologies,

www.bikelink.org

Function First, Inc.

www.bikerack.com

Madrax Inc.

www.madrax.com

Peak Racks

www.peakracks.com

Saris

www.sarisparking.com

Sunshine U-Lok Corporation

www.sunshineu-lok.com

Urban Accessories, Inc.

www.urbanaccessories.com/bikeracks.htm

American Bicycle Security Co.

www.ameribike.com

Bike Sharing

Capital Bikeshare

www.capitalbikeshare.com

Bike Stations

Metro

www.wmata.com/bikeandride

Bikestation DC

www.bikestation.com

Bike Rental

Bike and Roll

www.bikethesites.com

Bicycle Routing Sites

Bike Planner

www.bikeplanner.org

Bike Route Toaster

www.bikeroutetoaster.com

Commuter Connections

www.commuterconnections.org

Google

www.maps.google.com/biking

Map My Ride

www.mapmyride.com/routes/

Ride the City

www.ridethecity.com

Books

Anybody's Bike Book (maintenance)

by Tom Cuthbertson, Ten Speed Press.

Effective Cycling by John Forester MIT Press

A Woman's Guide to Cycling by Susan Weaver

Acknowledgments:

Martin Guttenplan, Florida Department of Transportation, "Developing Successful Bicycle Pedestrian Commuter Programs: A Handbook for Employers."

Energy Outreach Center and the Capital Bicycling Club, of Olympia, Washington, "Bicycle Commute Guide."

Many thanks to the COG/TPB Bicycle and Pedestrian Subcommittee, planners and others who helped review drafts of this guide.



For electronic version of this guide and for information on all types of alternative commuting throughout the Washington region, contact COG's Commuter Connections program at (800) 745-RIDE, www.commuterconnections.org