

BICYCLING TO WORK

in the Washington Metropolitan Region



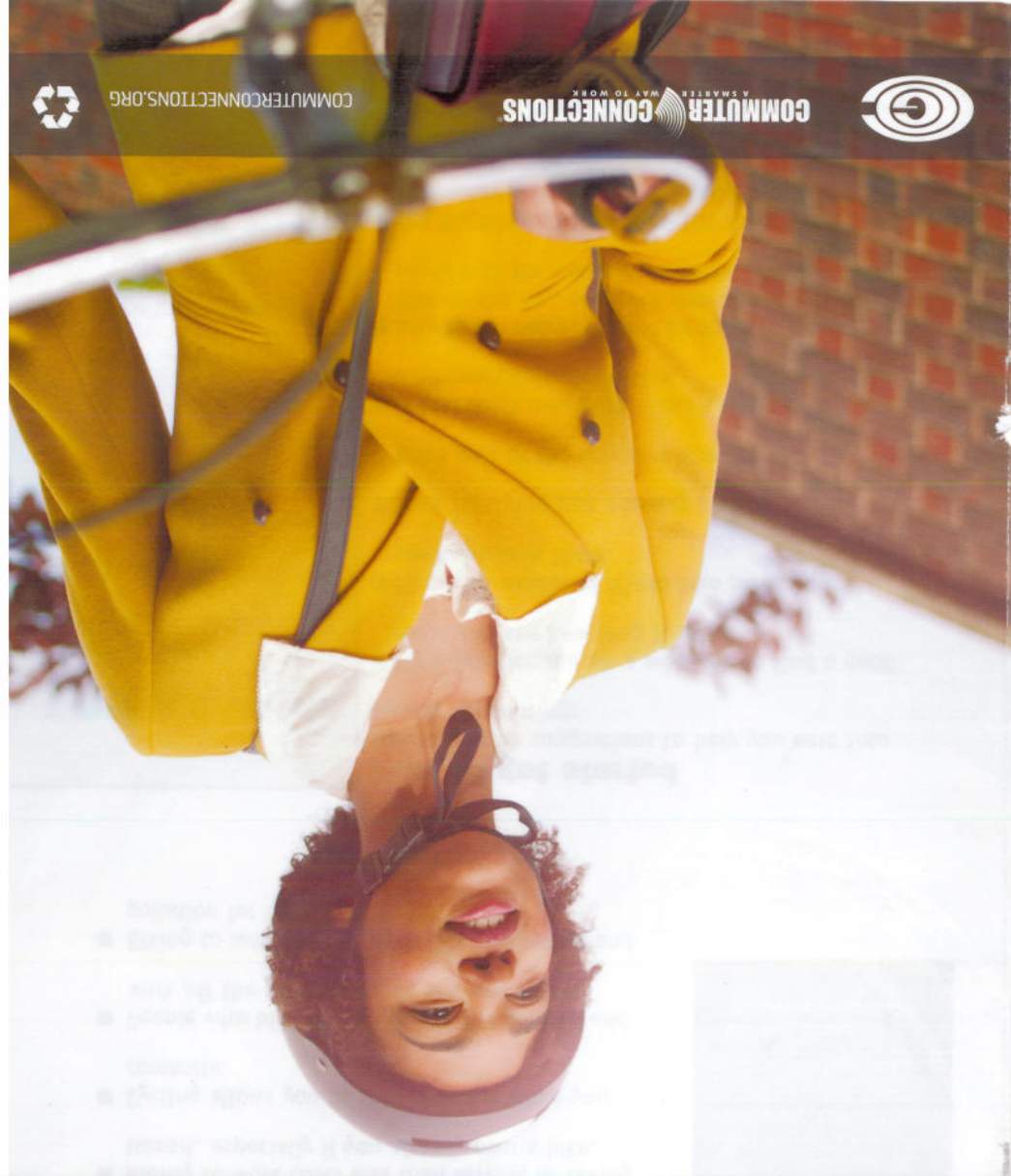
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About This Guide

This guide is designed to ease the transition to bicycle 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.
- 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.



"When I initially started biking to work I was intimidated with distances but after starting I found that it is never too far."

—Sterling Stone,
Gearin' Up Bicycles

How to get started

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

- 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.
- Drive part of the way and bike the rest.
- If you don't own a bike, use Capital Bikeshare, www.capitalbikeshare.com.
- Bike to the nearest transit location, and secure your bike for the day, or take it with you on bus or rail (see pages 9-11 for more details about bikes on transit)
- The Washington Area Bicyclist Association's commuter mentor program can 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

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About this Guide

Cycling is a clean, fun, inexpensive, and healthy way for your employees to get to work. Thousands of DC area employees commute by bicycle each day. This guide is 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 Employee-1, Employee-2, etc) is geared toward employers, the flip side is geared toward employees.

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 760 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.

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 on the top of Employee-2 illustrates the potential parking savings.

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.



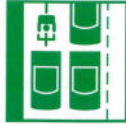
Use hand signals
 Hand signals tell motorists what you intend to do. Signal as a matter of law, courtesy and self protection. Whenever possible, ride in a straight line at least a car door width away from parked cars.



Ride in a straight line
 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.



Don't weave between parked cars
 Take the lane in slow traffic. Ride in the middle of the lane whenever you are moving at the same speed as traffic.



Be Lawful
 Obey traffic laws whether in a car, on a bike, or on foot.

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)



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.



Bicycling with buses
 Avoid blind spots and remain visible to the bus operator. Keep in mind that buses operate in a unique manner compared to other vehicles. Buses make frequent stops and pull in and out of traffic from the right lane. Cyclists should not pass a bus on the right as passengers board and de-board from the curb.

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.

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.

"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

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.



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.

Be equipped



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.

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 others 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.

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

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.

Bike Rooms and Cages

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. 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.



Vertical racks can save space.

Racks

Lockers are generally the most secure and weatherproof means of bicycle storage. 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 bicycle commuter will ride every day, assigned lockers are usually under-utilized on any given day. Lockers are not usually recommended for indoor or garage use.

Bicycle Lockers

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Write 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.

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.

2. Provide Bicycle Parking

Select Bicycle Rules in the Washington Area

Virginia	Maryland	District of Columbia
Bicycle Position When slower than other traffic, bike 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.	Bicycle Position When slower than other traffic, bike 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.	Bicycle Position No specific provision for bicyclist position, except that slower moving traffic should drive to the right.
Passing Cars Bicyclists may pass other vehicles on the left or right side, staying in the same lane as the overtaken vehicle, or changing to a different lane, or riding off the roadway, as necessary to pass with safety.	Passing Cars Bicyclists may pass other vehicles on the left or right side, staying in the same lane as the overtaken vehicle, or changing to a different lane, or riding off the roadway, as necessary to pass with safety.	Passing Cars Bicyclists may pass other vehicles on the left or right side, staying in the same lane as the overtaken vehicle, or changing to a different lane, or riding off the roadway, as necessary to pass with safety.
Bicycling Two Aboard Permitted when it does not endanger bicyclists or impede traffic.	Bicycling Two Aboard Permitted when it does not endanger bicyclists or impede traffic.	Bicycling Two Aboard Permitted when it does not endanger bicyclists or 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.	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.	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.
Turning Right Stay as close as practicable to right-hand curb.	Turning Right Stay as close as practicable to right-hand curb.	Turning Right Stay as close as practicable to right-hand curb.
Restricted Roads Prohibited from expressways, toll bridges, toll tunnels, and other marked roads.	Restricted Roads Prohibited from expressways, toll bridges, toll tunnels, and other marked roads.	Restricted Roads Prohibited from expressways, toll bridges, toll tunnels, and other marked roads.
Cycling on Sidewalks Allowed except in the central business district, which is bounded by 23rd St. NW, Massachusetts Ave., and St. NE-SE, D Street SE to 14th Ave NW, and Constitution Ave NW to 23rd St.	Cycling on Sidewalks 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.	Cycling on Sidewalks Allowed except in the central business district, which is bounded by 23rd St. NW, Massachusetts Ave., and St. NE-SE, D Street SE to 14th Ave NW, and Constitution Ave NW to 23rd St.
Mandatory Use of Bike Paths and Lanes Not required.	Mandatory Use of Bike Paths and Lanes Use of bike lanes required when available. No required use of separated paths. Must use paved shoulder when speed limit is over 50 mph.	Mandatory Use of Bike Paths and Lanes Not required.
Helmets Required for cyclists aged 15 and under.	Helmets Required for cyclists aged 15 and under.	Helmets Required for cyclists aged 15 and under.
Lights Front light required when dark.	Lights Front light required when dark.	Lights Front light required when dark.



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.

Arlington Guidelines

- One employee space for every 7500 square feet.
- One visitor space for 20,000 square feet.
- Two customer spaces for every 10,000 square feet of retail.
- One shower per gender for every 50,000 square feet.

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 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.

Employers can choose to:

- Become a corporate member, allowing discounts to your employees.
- Sponsor an existing station
- Sponsor a new station
- Sponsor the entire service

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

Winrock International is a Crystal City based nonprofit with approximately 90 employees. This bicycle friendly business understands the health benefits of biking, both physical and mental, and places great value on being able to offer great benefits to its employees, including a pre-tax bike benefit, bike storage within the office suite, showers and lockers, and a range of educational materials. Winrock also offers employees a Capital Bikeshare corporate membership. www.winrock.org

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.

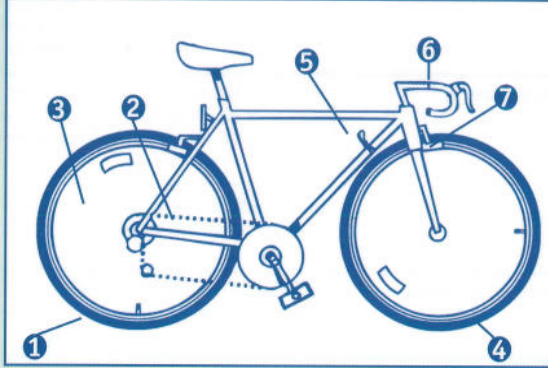
2) Chain: A dry chain can lock up or break suddenly. If your chain squeaks when you pedal or it hangs up when you pedal backward, lubricate the chain. Oil will do, but it attracts dirt; a greaseless chain lubricant is best.

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."

Shower Costs

Item	Cost	Quantity	Total
Tie into vent & exhaust	\$ 4,300	One stall	\$ 4,300
Waterproof wall	\$ 3,200		\$ 3,200
Tiling	\$ 3,000		\$ 3,000
Plumbing	\$ 4,000		\$ 4,000
Total			\$ 14,500
Tie into vent & exhaust	\$ 4,600	Two rooms, Two stalls each	\$ 9,200
Waterproof wall	\$ 5,300		\$ 5,300
Tiling	\$ 5,700		\$ 5,700
Plumbing	\$ 7,600		\$ 7,600
Total			\$ 33,400

Based on 2009 figures, adjusted for inflation (2015), 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 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.



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 gender 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.

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 advantages and there are many styles and sizes available, depending on your needs.

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.

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.

Headlights & Taillights
 Headlights are required by law for night riding. Taillights are a good addition to the rear 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. 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.

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.

4. Provide Incentives

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.
- Provide a company-owned pool of bicycles or access to Capital Bikeshare's fleet of over 3,000 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 the Commuter Connections *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.

Opower, a software company based in Arlington, has employees who bike to work year round. The company is flexible about when bicyclists may arrive at the office. Opower provides bike racks on all floors, as well as lockers and showers in the building. They even bring in bike mechanics to help employees keep their bicycles in shape. www.opower.com

Outfitting Yourself

Helmets:

Using a helmet is recommended as it 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 "V" 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.

"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 Ankrah, Arlington

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.

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.
- 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. Computer Connections can help (800) 745-RIDE.



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 intranet, newsletter, 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.

9. Issue a bike to work day challenge to a neighboring employer or among departments.



work. If your office has a casual day, use that as your first day for bicycling to near work. You could bring in an extra set of work clothes or have them cleaned instead of folding is a great way to reduce wrinkling. Some health clubs offer “runners” 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

when you get to work. Rolling clothes (available at bicycle stores) and change a garment bag that attaches to a bicycle in the early morning. You could also buy relatively short or you maintain a moderate pace. Even in summer, it is seldom very hot Cycling in partial or full office attire is often feasible, especially if your trip is

Office Clothes

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 palacetas) 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.

Cold Weather Clothing Tips



“Biking provides me choices I don’t have with other forms of transportation. I decide my own pace and route and can choose to sprint or take it easy and unwind and enjoy the trip. Regardless of pace I am always more relaxed after I get off my bike.”
 —Lizzy McEneaney, Arlington



“Two years ago, I reacquainted myself with bike commuting and rode to my Alexandria office. I loved every second of it, and wondered why I ever stopped? Bicycling is faster than transit, cheaper, and I don’t need to spend time and money at a health club. Plus it helps me clear my head. With Capital Bikesbare, bikes capable of any weather condition are available year-round.”
 —Richard Williams, Alexandria

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. Also use the bicycling routing websites listed on the center resource page.

Funding for Bicycle Programs

The District Department of Transportation (DDOT) Bicycle Program offers free help and bicycle racks by 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.”

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.

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.

Capital Bikeshare

Capital Bikeshare has over 3,000 bicycles at over 350 stations across Washington D.C., Alexandria, Arlington, and Montgomery County. Bikes can be returned to any station near your destination. Take as many trips as you'd like during your membership period. Join for 24 hours, 3 days, 30 days, or a year. The first 30 minutes of each trip are included. Each 30 minutes thereafter 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. Folding bikes are permitted on all transit services. Standard bicycles are also permitted in many cases.

The U.S. Green Building Council's Leadership in Energy and Environmental Design or LEED rating system 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.

LEED Certification

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 change in the federal tax law allows employers to pay employees the cost of that space and avoid paying a tax on this benefit. For example: Employees at Company X receive parking benefits worth \$100 a month. Employees 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.

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 gym within walking distance of your office, it may be cheaper and/or more practical to pay the gym to allow your employees to use their facilities.



Federal Employees

The federal government is the largest employer in the Washington area with over 325,000 employees. In 1993 Congress passed the Federal Employees Clean Air Incentives Act which encourages alternative commuting at federal workplaces. 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.

"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.

Standard size folding bicycles are allowed on MARC Trains; and most stations have bicycle parking. Select weekend MARC Penn Line trains have a designated "bike car" to enable full-size, non-collapsible bicycles to be brought onto the trains. This special car has 16 spaces for bicycles and seating adjacent to the bike racks, which feature tie downs and other safety apparatus. Bike car spaces are provided on a first-come, first-served basis. For more information (800) 325-RAIL, www.mtaryland.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.



MARC Commuter Rail

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) 767-3999. www.mtaryland.com

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) 767-3999. www.mtaryland.com

Most Metro rail stations have bicycle racks and/or lockers. Racks are free and available on a first-come, first-served, 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 or email BikeLocker@wmata.com.

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).

however must be folded and securely fastened during peak hours.



Metro rail & Metrobus

Bicycles are allowed on Metro rail during off-peak hours and on Metrobus racks at all times. All Metrobuses have bicycle racks mounted on the front. The times you cannot take bicycles on Metro rail 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 Metro rail at all times, however must be folded and securely fastened during peak hours.



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, 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.
- 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.



Local Buses

Bicycle racks are mounted on the front of Montgomery County Ride On, Fairfax Connector, Frederick TransIT, DC Circulator, Alexandria DASH, PRTC OmniLink, 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 an 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.

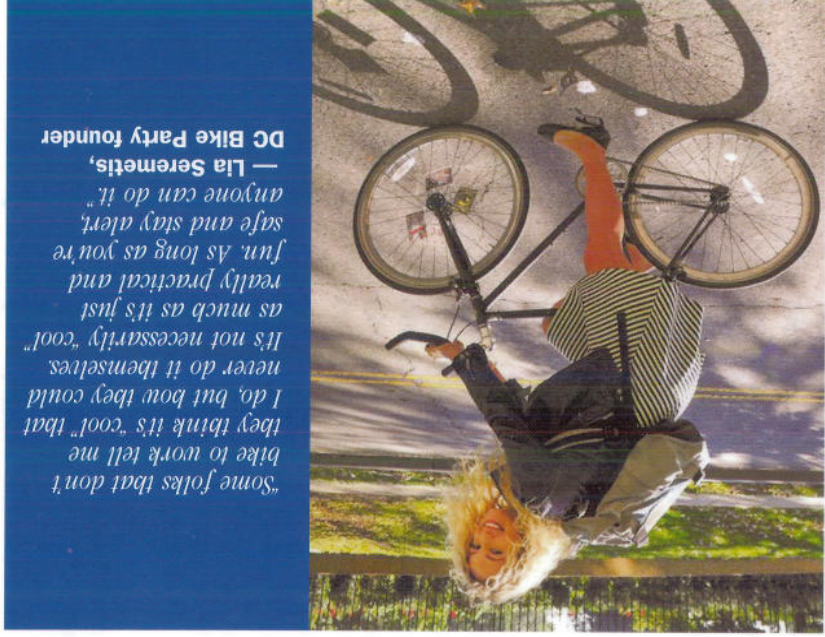


- 82% of bicyclists are very satisfied with their commute, compared to 36% who drive alone.
- Nearly a quarter (24%) of respondents said their employers offered support services for bicyclists and walkers, up from 17% in 2007.
- Bike/walk as primary commute mode based on State of Residence: District of Columbia 10%, Maryland 1%, and Virginia 2%.
- Rates of men and women who walk/bike as their primary commute mode are the same at 2%.
- The average number of days per week for bicycle commuting is 3.5.
- The average bike commute is 4.6 miles each way, and 22 minutes.
- 17% of all commuters live less than five miles from work.

According to the Commuter Connections 2013 State of the Commute Survey:

Washington Area Bicycling Facts:





"Some folks that don't bike to work tell me they think it's 'cool' that I do, but how they could never do it themselves. It's not necessarily 'cool' as much as it's just really practical and safe and stay alert, fun as long as you're anyone can do it." — Lia Seremetis, DC Bike Party founder

- 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.

According to the 2012 US Census American Community Survey:

- Bike commuting in the urban core is growing fast, tripling since the 2000 Census.
- 0.6% of work trips in the greater Washington region are by bicycle, up from 0.3% in 2000.
- The District has the highest bike commute mode share at 4.1%, followed by Alexandria at 1.5% and Arlington at 1.2%

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

Active Prince William

www.activepw.org

Bike Arlington

www.bikearlington.org

Bike Loudoun

www.bikeloudoun.org

Bike Maryland

www.bikemaryland.org

Bike Washington

www.bikewashington.org

Fairfax Advocates for Better Bicycling

www.fabb-bikes.org

Frederick Bicycle Coalition

www.frederickbicyclecoalition.org

Frederick Pedalers

www.frederickpedalers.org

League of American Bicyclists

www.bikeleague.org

Metro

www.wmata.com/bike

Nat'l Hwy Traffic Safety Admin

www.nhtsa.gov/bicycles

Potomac Pedalers

www.potomacpedalers.org

Virginia Bicycling Federation

www.vabike.org

Washcycle

www.thewashcycle.com

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) 746-4160

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 (240) 487-3538

District of Columbia (202) 671-2331

Fairfax County, VA (703) 877-5783

Frederick City, MD (301) 600-1884

Frederick County, MD (301) 600-7402

Gaithersburg, MD (301) 258-6313

Loudoun County, VA (571) 258-3526

Maryland Department of Transportation (410) 545-5656

Montgomery County, MD (240) 777-7231

National Park Service (202) 619-7474

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

Prince William County, VA ... (703) 792-8041

Rockville, MD (240) 314-8509

Washington Metropolitan

Area Transit Authority (202) 962-1027

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/pages/maps-rides

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

Maryland State Bicycle Map

(410) 545-5656

Montgomery County Bicycle Map

(240) 777-7223

Virginia State Bicycle Map

www.virginiadot.org/bikemap

Washington DC Regional Bicycle Map

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

When on website, search for "dc 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

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 Guttentplan, 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."

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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