

General Information

In order to use the Council Pool Bikes you will be required to be assessed for competence and to sign the terms and conditions of use form. If you have not done this then you will need to contact Carlyn Fraser on ext. 2369 for further information.

Equipment Available

There are a total of eight bikes in the pool of various sizes. There are two mountain bikes available at each of the offices of Lime Tree House, Greenfield House and Kilncraigs, a medium sized frame of 17" and a large frame of 19". Please ensure you book the correct size, which will have been determined at your assessment. There is a large framed bike available at Marshill and a folding bike available at Kilncraigs, which is suitable for using on public transport or for transporting by car. You can book any bike, but it must be collected and returned to its base office.

At reception you will be able to collect the key for the bike's padlock and the code for the cycle shelter. Reception will also be able to supply you with safety equipment including cycle helmets, reflective belts and panniers. The bikes are equipped with bells, reflectors, pumps, mudguards, pannier racks, lights, trouser clips and a small tool bag. There is a cycle computer located on the handlebars, users are urged not to reset the computer as this is for Council monitoring purposes.

Booking System

The Council Pool Bikes can be booked online using COIN - similar to booking a room. Brief instruction on its use:-

1. Go to COIN Resource Reservations in Lotus Notes
2. New Reservation (same screen for booking a meeting room)
3. Fill in your name at *Reserved on behalf of:-*
4. Select *Reserve a Resource*
5. Search by site i.e. your base office - if you wish to book the folding bike you will need to search using Kilncraigs. You can book any bike at any office.
6. Select 'Pool Bike' from *Category*
7. Enter the date and times you require the bike
8. Under *Purpose* please put in the journey details i.e. Lime Tree House - Greenfield

9. Click on *Go* to search for available bikes, please make sure you pick the right sized bike for you.

10. Once you have selected your bike *Save and Close*

At present the bikes for Greenfield are not available for booking, once a cycle shelter is installed they will be added to COIN. Only those who have undertaken the cycling assessment are authorised to use the bikes, please do not book a bike on behalf of anyone who has not been assessed or the folding bike if you have not been instructed on its use.

Storage of Bikes

The bikes will be stored in the office cycle shelters during normal working hours, if you require the bike outside these hours you will need to contact the staff at reception to make alternative arrangements. Keys for the bikes must be collected and returned to reception.

Emergency Arrangements

If when you are using the bike you are involved in an accident or damage the bike where it is not possible to return to the office i.e. puncture, please call the Contact Centre on 01259 450000 to arrange for transportation for you and the bike.

If you are involved in an accident or incident you are required to fill an Accident/Incident Form, which are available at reception. You should also use the form to report any problems you notice while cycling i.e. gears not working or equipment which is missing or stolen. If a cycle helmet is dropped, please report this as damage on the form and notify reception, as it will require to be replaced.

If for any reason you are going to be late returning to the office, please contact reception at the bike's base office so that other staff awaiting the bike can be notified.

It is strongly recommended that all staff using the pool bike carry a mobile phone with them.

Other Information

Before each use, please have a quick check over the bike to ensure it is in safe working order. If you have any concerns over the safety of the bike then do not attempt to use it and report any problems immediately.

If you have any suggestions which you think may improve the pool bike scheme or if you wish to request additional equipment i.e. a larger cycle helmet, please complete the Request/Suggestion Form, which is available at reception.

Please be advised that at any time a pool bike may become unavailable due to damage or theft. If this is the case any bookings will be cancelled, however it

may be possible to move the booking to another bike in the pool if available. You will be advised of any changes to your booking via email.

The bikes are for use on Council business and must not be used for travel between your home and work, unless there is an exceptional reason for this. No cycle mileage can be paid on bikes provided by the Council, if such a scheme were to be introduced in the future.

If you have any questions on the Pool Bike Scheme please contact Lesley Deans on ext 2597 or Carlyn Fraser on ext 2369.