

**BICYCLE
ALLOWANCE
SCHEME**

June 1997

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1. Introduction

- 1.1 The Council, as part of its Environment Policy, is looking to develop a balanced transport strategy based on discouraging the use of private cars and encouraging the use of public transport, walking and cycling.
- 1.2 The average speed of a reasonably fit cyclist at touring/commuting pace is roughly 13mph to 15 mph. Over short distances, this can mean journey times which are readily comparable with travelling by car, particularly in the main centres of Kirklees at peak times. The introduction of more cycle lock-up facilities in Kirklees buildings and town centres is improving the cycle journey time compared with motorists who may have to walk a long distance to where their car is parked, or spend time finding a vacant parking space at the end of their journey.
- 1.3 There is a cost/benefit equation between the undoubted benefits of using a more environmentally friendly, healthier and cheaper form of transport, and the costs incurred to the Council of 'dead' time spent driving a car or pedalling a cycle. Those wage costs mean that for other than short journeys, the increased journey time that a given journey will take by cycle compared to a car, will swing the balance in favour of travel by car as the most cost-effective option for the Council. Managers will need to take that balance in account, in deciding whether or not to authorise cycle journeys. This scheme does not provide detailed rules about when a cycle can or cannot be used, as it is felt that commonsense will determine the answer in the vast majority of cases, but it is hoped that where the issue is finely balanced, managers will decide in favour of the cycle option.

2. Staff Covered by the Scheme

- 2.1 Designated car users, other than Essential Users, together with any other member of staff authorised in advance to undertake journeys on Council business.

3. Authorised Journeys

- 3.1 A bicycle allowance will only be payable to employees who have been authorised in advance to use a private bicycle on official business. Public transport or car must be used where it would be more advantageous to the Authority in travelling time/costs.
- 3.2 The use of a bicycle will be agreed provided that the efficiency of the organisation is not reduced. The following are examples of what should be taken into account when the use of a bicycle is being considered
 - the distance and probable duration of the journey
 - the weather conditions
 - the need to carry bulky or heavy materials
 - if a meeting is involved, the expectations of clients in terms of appropriate clothing.

3.3 Whilst employees should have regard to the above when deciding if the circumstances justify the use of a bicycle, management will have the final say in deciding whether it is in the best interests of the Authority for journeys to be undertaken by bicycle.

4. Level of Allowances

4.1 Journeys undertaken by bicycle will attract a mileage allowance of 14p per mile. The level of the cycle allowance will be reviewed at the same time as the motor cycle allowances.

5. Mileage Claims

5.1 Mileage claims will be based on the estimated mileage of each journey, unless the cycle used is fitted with an odometer, when the actual mileage recorded should be claimed.

5.2 Claims should be made on the standard travelling expenses claim forms, at the same intervals as claims for car mileage. The Chief Finance Officer will have the discretion to extend the claim period for an employee if s/he considers that the claims are small enough to warrant grouping claims together in order to reduce administration costs of payment.

6. Loans for the Purchase of a Cycle

6.1 Loans for the purchase of a cycle will be available on a similar basis to those for purchasing a car, although the maximum period for such a loan will be 12 months.

6.2 An administration fee will apply to loans for the purchase of a bicycle.

7. Insurance

7.1 The Council's insurance provides cover for an employee using a bicycle on official duties in respect of public liability.

7.2 Employees are encouraged to take out their own insurance to cover against loss or damage to their machines. The Council accepts no liability for loss or damage (howsoever caused) to the cycle when being used on official business and the employee is responsible for its safe parking at all times.