

# Departmental Bicycle Fleet Setup Checklist

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- 1. Identify Your Needs:** Think about how your staff members might use the bicycles. Will the bikes be for simple A to B transport, or will they need to bring items along with them?
  - 2. Think About How Many Bikes You Will Want:** A good place to start the discussion is one for every ten employees but that number will increase or decrease depending upon your needs. It is ok to start small and expand later!
  - 3. Identify Manager for the Program:** Select someone from your staff to be in charge of managing the program. This person will be in charge of maintaining the program such as dealing with potential issues that may arise, organizing maintenance for the bicycles, and answering questions from users.
  - 4. Identify Potential Parking Spots for Bikes:** Identify existing University bike racks where you could potentially park your bikes. You are able to mark those racks reserved for the bike share program. Consider whether converting an existing parking spot into bike racks is feasible – one parking spot could potentially house up to 12 bikes. If indoor parking is something you would like to look into, contact the F&S Transportation Demand Management Coordinator at [bike@illinois.edu](mailto:bike@illinois.edu)
  - 5. Discuss Maintenance Plans:** The bikes will need to be tuned significantly approximately once a year and will require smaller maintenance throughout the year besides any repairs necessary. Maintenance can be handled through several outlets; Local bike shops such as Neutral cycle, Champaign Cycle, Durst Cycle, and others can perform maintenance and tune-ups. Also, volunteers in your program can become members of the Bike Project of Urbana Champaign cooperative where trained staff and volunteers can provide education, tools, and a space for repairs and maintenance to be performed. It may also be wise to buy a floor pump, chain lube, and perhaps a spare tube and tire lever so that small repairs and maintenance can be performed in-house for added ease.
  - 6. Purchase Bicycles and Additional Equipment:** Consider whether new or used bicycles would be best. Used bicycles can be bought through several outlets – the Bike Project of Urbana-Champaign sells refurbished, used bicycles for around \$150-200 each. Baker's Bikes in Urbana also sells refurbished bikes for a range of prices. Neutral Cycle (campus approved vendor), Champaign Cycle, Durst Cycle among others all sell new bicycles ranging from around \$350 to \$1000+. Other items to consider will depend heavily on what the bikes will be used for. Longer trips may benefit from more gears, rear racks mounted on the bicycle, panniers or other bike bags available to check out along with the bikes, etc. Lights are required to comply with Illinois laws, although only for night riding, which may not apply. A quality U-lock will prevent theft, and helmets would be nice to offer to those who request it. All accessories should be available from the shop the bicycle is purchased at.
  - 7. Register the Bikes:** Registering the bikes is easy, free, and required by the University. It will also aid in potentially recovering the bikes should they be stolen. Bike registration can be completed at <http://go.illinois.edu/MyBike>
- This checklist was developed in September, 2016 and drew heavily from the “Departmental Bike Sharing Manual: How to Start a Small-Scale Bike Sharing Program for Employees” available at [https://icap.sustainability.illinois.edu/files/project/108/Departmental%20Bike%20Sharing%20Manual\\_May%202014.pdf](https://icap.sustainability.illinois.edu/files/project/108/Departmental%20Bike%20Sharing%20Manual_May%202014.pdf)
  - Please contact Logan Ebeling ([ebeling2@illinois.edu](mailto:ebeling2@illinois.edu)) or Lily Wilcock ([lwilco2@illinois.edu](mailto:lwilco2@illinois.edu)) for more resources or with questions about starting a bike fleet program on campus