

Cycling Scotland

# CYCLE FRIENDLY EMPLOYER AWARD

Employer Handbook



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## What has cycling got to do with my organisation?

Organisations – large and small - that take an interest in cycling on behalf of their employees enjoy several advantages:

- they can set an example, or pioneer new ideas, which can differentiate them from their competitors.
- they have stronger “green credentials” and can tell a better corporate social responsibility story – to prospective staff, existing staff, investors, shareholders/stakeholders and to customers or clients
- their “employee engagement” is improved, and contributes to staff retention
- their staff who cycle to work, and/or on business, are generally that bit healthier and more productive
- they can measure the return on their investment to show that it’s made a positive difference in those areas

## What are the quick wins?

- decide what benefits you want to enjoy from supporting cycling – to work or on business (use the list above as a starting point if it helps)
- appoint someone to develop a plan to do something about cycling to work – someone who is **senior**, willing and capable of getting things done, is more appropriate than someone who is, first and foremost, a very keen cyclist. Invite Cycling Scotland to visit you to give tailored advice about the best things you can do – not all of which will cost money!
- make a 100-day plan for the first three, visible actions that you decide to take, and

- allocate a budget to them
- tell people – your staff, your customers, your board – that you’re doing this and why, and encourage them to support you.

## The Cycle Friendly Employer Award

Employers in Scotland are increasingly seeking this award as evidence that they have made a real effort to encourage cycling amongst employees and visitors. Cycling Scotland sets some tough but achievable standards, and organisations winning the award gain positive publicity for doing so. They also gain further evidence for customers and prospective employees that they are taking their corporate social responsibilities, and their responsibilities to their staff, seriously.

## So what next?

This booklet tells you about the Cycle Friendly Employer Award. Reading it will give you a good understanding of the award and of what’s involved. Then give me a call at Cycling Scotland, let me or one of my team answer any questions you have, and we’ll arrange to come and see you for an initial discussion. Our advice at this stage, and right the way through and after you win the award, is free. I look forward to your call.

**Lindsay Brunton**  
Education and Training Officer  
Cycling Scotland



## About the Handbook

The Cycle Friendly Employer Handbook aims to provide you with all the information you need about the Cycle Friendly Employer Award scheme. This resource describes the Cycle Friendly Employer Award and the benefits it will bring to your organisation as well as a practical, step by step guide for successfully achieving the award.

## Cycle Commuting and the Workplace

Cycling offers a fast and efficient alternative to motorised transport for covering normal commuting distances. Cycle commuting has proven to be globally popular because it is an environmentally friendly way of travelling that offers the convenience of being active within your working day. Cycle commuting also has the potential to create a healthier and more productive workforce.

Many organisations are developing Travel Plans that seek to reduce car journeys and facilitate a shift to more sustainable forms of transport such as cycling.

At present over half of the workforce lives less than five miles from their workplace yet more than 50% of these journeys are travelled by car! A distance that is easily cycled.

A significant number of drivers want to

reduce the amount of times they drive and the workplace is an ideal setting to provide people with this opportunity. Employers are uniquely placed to influence the behaviour of employees and can be more effective than any other body as they can react to local circumstances and make effective changes at this level. More people want to cycle so it makes sense to help them and benefit your business in the process.

Encouraging staff to cycle to work makes you more corporately and socially responsible creating a unique selling point for your organisation.



## PricewaterhouseCoopers, Edinburgh Taking Social and Corporate Responsibility Seriously

PricewaterhouseCoopers (PwC) provides industry-focused assurance, tax and advisory services for public and private clients. The Edinburgh office employs around 380 staff and contractors. The PwC Edinburgh office was awarded the Cycle Friendly Employer Award in 2007. They are regarded by other PwC offices in the UK as a pioneer in developing cycle friendly facilities.

PwC in Edinburgh take seriously their responsibilities regarding health and the environment. Being cycle friendly also strengthens their attractiveness as an employer and it encourages more staff and contractors in their Edinburgh office to cycle to work.

### Infrastructure

They already had showers, changing areas and secure cycle parking at the time of application for the award. They improved those facilities and added storage facilities for clothing and equipment. They also added a workbench for maintenance and minor repairs. They installed more secure cycle parking as the numbers of cyclists have been steadily increasing over the last three years.

### Incentives

They introduced business mileage allowance for cycling on business. They agreed a discount scheme for cycle accessories with a local cycle dealer and made arrangements for cycle training through a local cycling organisation called TryCyclingEdinburgh. In October 2006, the UK firm of PwC introduced the facility to lease and purchase bicycles in the benefits package available to all staff.

### Promotion

PwC in Edinburgh have hosted an event to promote cycling during Bike Week every year since 2004. The event takes the form of an open-access exhibition and advice shop with breakfast and buffet lunch, attracting around 40 visitors. Since 2004 a "Cycling with PwC" annual bike ride has taken place from Linlithgow to Edinburgh attracting increasing numbers of riders. Cycling events are publicised through an "opt-in" email contact list, through notice boards, our in-house newsletter "Voice of Scotland" and through our "Working Community" intranet site.

### CASE STUDY



### What is it?

The Cycle Friendly Employer Award scheme has been established by Cycling Scotland and is run in conjunction with The Healthy Working Lives Award (managed by the Scottish Centre for Healthy Working Lives).

The aim of the award is to provide national recognition for cycle friendly organisations, guidance on best practice and give employers the incentive to improve their workplace in a range of ways to encourage more staff to cycle to work.

The scheme is a visible means of showing that your business takes its corporate and social responsibility seriously.

The Award is site specific so if your organisation is based at more than one site you are eligible to gain cycle friendly status at each site individually and one at a time.

### What Does it Involve?

The awards criteria cover:

- **Infrastructure** improvements such as cycle parking, showers, lockers and changing facilities.
- **Incentives** for cycling such as mileage allowance, pool bikes and Cycle to Work schemes.
- **Promoting** cycling via events such as National Bike Week, staff cycle training and by setting up a Bicycle Users Group (BUG).

### Help is at Hand

If you are interested in becoming a Cycle Friendly Employer but feel that you have a long way to go before you can meet some of the criteria, do not despair! Cycling Scotland can provide help and advice to support you in achieving the Award. You can also find out about tax breaks available to help promote cycling in your workplace.

## East Dunbartonshire Council

### CASE STUDY

The Council has a staff travel plan to encourage sustainable travel to and from work. Cycling is a key element in the promotion of the health, cost and environmental benefits of active travel.

Secure cycle racks and shelters have been installed at the two locations. Shower, locker and changing facilities have been provided at the Triangle office.

Staff at Tom Johnston House can use the facilities at the Kirkintilloch Leisure Centre opposite the building without charge.

A number of off road paths have been upgraded to provide safe cycling routes within the local authority area.

The Council has had a Cycle to Work scheme in operation for 3 years. To date 242 staff have purchased a bike through the scheme.

Staff can claim 20p mileage for use of their bike on business travel

A number of cycling events have been arranged in conjunction with National Bike Week and Mobility Week, including a Commuter Challenge, organized bike rides from pick up points in East Dunbartonshire to Glasgow, and Bike Clinics. Partners include SPT and Solid Rock, a local cycle shop.

The Council has an active BUG which takes forward issues relating to cycling to work.

A staff travel survey is carried out every two years to monitor changes in travel to work patterns and identify the reasons preventing more staff from travelling sustainably to work.

# 3 WHY BECOME A CYCLE FRIENDLY EMPLOYER?

Facilitating cycle commuting within your organisation brings a number of economic, health and environmental benefits, all of which will have a positive impact on you as an employer. Overall they show that you are a corporately and socially responsible business. There are also benefits that your employees and the wider community will experience. By including cycling in your travel plan, the gains to your organisation should far outweigh any costs.

**Here are the facts...**

**Employer Benefits**

- Inactive employees have twice as many sick days off work compared to active employees.
- Employees who cycle commute function better at work, they are more productive and alert and less prone to stress.
- Employers that provide opportunities for more physical activity experience better team working and inter-departmental communication.
- Having a more physically active workforce has shown to reduce industrial injuries by 25%.
- You will save on parking space as 10 bikes can be parked securely in one car parking space.
- Bike pools can save costs with company cars and unnecessary taxi use.
- Providing support for cycle commuting can improve employees' morale and feelings of loyalty to your organisation, decreasing staff turn over by up to 13%.
- Achieving this Award will raise your business profile and give you the edge on other competing organisations. It

clearly demonstrates your commitment to corporate and social responsibility.

- Enhancing your external reputation will help to attract and retain higher quality staff.
- Being seen to support environmentally friendly initiatives is good for public relations and can win you positive publicity.

In terms of corporate and social responsibility being "Cycle Friendly" is good for staff and great for business. People who regularly cycle to work are healthier, fitter and cope better with daily stress, making them more productive.

The business environment will benefit too. Reducing traffic congestion, improving air quality and becoming more people focussed is good for business.

**Employee benefits**

- Regular cycle commuting helps you live a longer and healthier life. Cycle commuting has been shown to decrease the risk of diseases such as coronary heart disease and type II diabetes by over 50% and significantly reduce the risk of osteoporosis, high blood pressure, depression and anxiety.
- Cycling can have a positive effect on mental health, improve self-confidence and reduce stress and difficulties with sleeping.
- Employees who choose to cycle will save on parking costs, petrol costs, and travel fares.

**Wider community benefits**

- The Confederation of British Industry estimates that congestion costs our economy between 15 and 20 billion pounds

each year. This problem is undoubtedly affecting your business either directly or indirectly. Helping to get more people out of cars and onto bikes will have a positive impact on the economy.

- Transform Scotland, using the World Health Organisation's guidance and tools, have shown that if we make a shift to European

levels of cycle commuting over £4bn in health costs would be saved each year in Scotland.

- Playing your part in increasing the number of cyclists on the roads can help to reduce air pollution, noise pollution and carbon dioxide emissions.

**South East of Scotland Transport Partnership (SEStran), Edinburgh Leading by Example**

**CASE STUDY**

SEStran is a Regional Transport Partnership. Their office is based on the edge of Edinburgh city centre and they employ nine members of staff.

In line with their Regional Transport Strategy, SEStran believe that the promotion of cycling can bring major health and environmental benefits. Leading by example, they actively support their own strategy objectives by promoting the use of sustainable transport and the reduction of private car use.

In order to promote cycle commuting and other forms of sustainable travel they have a comprehensive travel

plan in place which is overseen by an appointed travel plan officer. Cycle mileage allowance for business trips is offered as an incentive to encourage cycling for transport. The funding for the cycle mileage allowance is offset by savings on public transport and taxi journeys. They also support cycling by sponsoring and entering teams into national cycle events.

Within their own office there is no space for shower facilities however they solved this problem by making arrangements with another company within the office block to share their showering facilities.



Cycle commuting is recommended by many organisations including the World Health Organisation, Department for Transport, NHS Health Scotland, the British Medical Association and Scotland's Healthy Working Lives.

# 4 HOW DOES MY ORGANISATION ACHIEVE THE AWARD?

▶ This step by step guide talks you through the four main stages that will enable you to successfully achieve the Cycle Friendly Employer Award.

## Stage One: Register Online

[www.cyclingscotland.org/howtogetstarted](http://www.cyclingscotland.org/howtogetstarted)

**Initial Contact:** If you feel that the Award is in your reach and helps you meet your corporate and social responsibility register online at the address above.

**Self-Assessment:** In order to achieve the Award it is important to determine what stage you are at by filling in the online assessment or completing the self-assessment form included in this pack. The self-assessment form considers existing infrastructure, incentives and promotion within your organisation. Once completed, you should return the form to Cycling Scotland, who will review your self-assessment and provide you with tailored advice about how to proceed.

## Stage Two: Getting Started

[www.scotland.gov.uk/library5/transport/tpao-00.asp](http://www.scotland.gov.uk/library5/transport/tpao-00.asp)

**Develop a Travel Plan:** It's a good idea to develop a cycle travel plan specifically for your workplace. A travel plan should identify the key changes that you need to make and a description of when, where and how these changes will occur. For information on Employer Travel Plans, there is guidance on the Scottish Government website, see address above.

**Nominate a Cycling Champion:** At the start, it is advisable to find a person within your organisation who is happy to take responsibility for coordinating and overseeing the cycle travel plan and other cycle related responsibilities. It's more effective if the Champion is a member of senior management with the help of an employee who is a keen cyclist.

**Carry out a Staff Travel Survey:** The aim of the travel survey is to establish baseline travel patterns for all (or a sample) of staff across the organisation. After a set period of time the travel survey should be repeated to demonstrate any shift in travel behaviour. Cycling Scotland have provided a template for this to be carried out.

## Stage Three: Making Changes

At this stage your self-assessment, your cycle travel plan and the advice provided by Cycling Scotland will have identified any changes that you need to make in order to qualify for the award.

Here are some ideas for how to go about implementing these changes within your organisation.  
**Safe and Secure Cycle Parking:** Cycle parking must be situated in a place where cycles

can be locked safely, and may need to be signposted. If you intend the public or members of other organisations to visit your premises by bike, cycle locking stands should be of an approved style. The Guidance Notes, included in the Cycle Friendly Employer pack, have examples of cycle parking best practice and contact details for suppliers.

**Changing and Shower Facilities:** Some staff will need an area to change into work clothes on arrival. Lockers should also be made available. Showering facilities are not a prerequisite for the Award, but are strongly recommended as a lack of them can be a perceived barrier for those contemplating cycling to work. Providing this facility will encourage more people to cycle, especially those with longer journeys to make.

**Investing in Pool Bikes:** A bike pool should consist of one or more bikes that the workplace has available on site for employees to use for business trips. Tax and NIC exemption is available for the purchase of pool bikes. You may also want to consider contacting local bike shops to see if you can negotiate a discounted price.

**Safe Bicycle Access to the Workplace:** Most people who live in commuting distance will know of a suitable route to work however for those who don't you can visit [www.sustrans.org.uk](http://www.sustrans.org.uk) and use the travel route planner tool. There are also maps available from most Local Authorities that provide cycle route information. On arriving at work, cycle commuters need an easily accessible area to store their bikes, preferably near an appropriate entrance.

**Involvement in Cycling Activities:** You may wish to offer cycling activities, and other incentives. You could consider offering cycle training to employees who are nervous about commuting. Many employers hold their own encouragement events such as an annual cyclists' breakfast or bike picnics.

**Bicycle User Groups (BUG):** A BUG is a great way to support and encourage cycle commuting in your workplace. In order to start a BUG you will need to find out how many employees are interested in joining. Send out an email or include an article in your organisation's newsletter. You only need a couple of enthusiastic people to start your BUG. The group will hold regular meetings to discuss how you can promote cycling and improve the cycling experience within your workplace e.g. organising 'try a bike' sessions and buddy systems.

**Providing Cycling Information for Staff:** A notice board, newsletter or regular e-mail update by your BUG or co-ordinator can keep employees up to date in terms of facilities, contact details, advice and events.

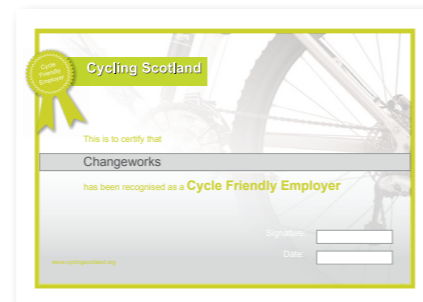


## 4 HOW DOES MY ORGANISATION ACHIEVE THE AWARD? Cont'd

## 5 CYCLE COMMUTING COURSES

### Stage Four: Final Assessment

When you feel that you have made all of the necessary changes to qualify as a Cycle Friendly Employer you need to carry out a second self-assessment. Return the self-assessment form or submit the online version to Cycling Scotland. Arrangements for an official assessment to be carried out by one of the Cycling Scotland team will then be scheduled. Once your assessment has been officially approved, you will receive your Cycle Friendly Employer Award.



### Additional Support

After reading this section, if you still have any questions or would like any additional advice or support, please contact Cycling Scotland. Every business is different so let us know what you feel you need. Our goal is to encourage more people to cycle to work so we will be happy to offer you advice and support as well as making visits to your workplace.

### University of Edinburgh, King's Building's

### CASE STUDY

The King's Building campus is 2km South of Edinburgh centre.

The promotion of cycling for both staff and students is viewed as an essential measure of the overall travel plan as well as supporting the University's environmental targets and linking to the achievement of the varying levels of the Healthy Working Lives award.

The University has improved and invested in cycling infrastructure in many ways. Secure, covered and well lit cycle storage has recently been installed at a number of key sites throughout the campus, close to entrances, shower and locker facilities. The location of showers can be found on the cycling section of the website along with cycling routes to the University and the location of cycle parking and storage.

Business mileage allowance has been introduced at the Inland Revenue recommended rate of 20p per

mile. Pool bikes have also been introduced for staff with plans to add more as the scheme progresses.

The University offer interest free loans for the purchase of a bike and associated equipment to further encourage staff to commute by bike.

The University also provide free monthly bike checks and discounts with local bike shops.

The University runs a number of promotional events throughout the year including regular articles in staff newsletters, transport web site, user group updates, presentations at induction days and a stand at the fresher's fair. An active Bicycle Users Group (BUG) is also in existence and has a number of benefits for members such as the Bike Buddie scheme and the opportunity to contribute their views on cycling at the University. Free cycle training is also offered to staff who are complete beginners or returning cyclists.

▶ To support organisations who wish to encourage employees to cycle to work Cycling Scotland offer a Cycle Commuter course. For those returning to cycling after a number of years the course offers the opportunity to refresh forgotten skills and learn how to negotiate cycling in traffic.

- Looking after your bike
- Riding on the road
- Useful cycling information

### The Cycle Commuter Instructor Course

This course has been designed for corporate organisations and large employers such as health boards and universities who wish to deliver the Commuter Training Course in-house. This course presents a more sustainable option for larger organisations that are committed to encouraging and enabling cycling. The aim of the course is to provide training that enables candidates to become instructors of the Cycle Commuter Training Course.

The 2 day course will allow candidates to improve their own riding skills in traffic as well as providing the opportunity to deliver a session and to lead a group in busy urban situations.

There is an expectation that candidates training to be instructors should be competent riders, meeting the Level Three National Standard.

**For more information or to book a course contact Cycling Scotland using the details on the back of this pack.**

### The Cycle Commuter Training Course

The course has been designed to support employees who want to commute by bike but lack confidence and need practical support to get started. It provides basic advice on bikes, routes and the practical logistics of arriving at work ready for the day ahead. The tutor includes as much practical riding experience as possible. The aim is to equip cyclists with a riding strategy that can be applied to any traffic situation that is encountered.

The course is run in a two part module. Each module lasts three and a half hours and can be delivered as a morning, an afternoon or an evening session. It is recommended to split the two modules and consolidate module one before proceeding to module two. With some groups it may be appropriate to deliver both modules on the same day.

### The course covers:

- The benefits of riding to work
- Bike selection for commuting
- What to wear and personal clothing strategies
- Highway Code
- Choice of commuting route
- Lights, bike security and how to carry things
- Using a bike with other forms of transport



I thoroughly enjoyed the course and would recommend it to anyone who commutes to work by bike. There was a good mixture of theory and practical teaching and I think that all levels of cyclist would benefit from this course...

Tessa Rundell, School of Law, University of Edinburgh



# 6 MAKING THE MOST OF YOUR INVESTMENT

▶ Here are ways that you can make savings or make the most of your cycle friendly investments.

## Discounts

You may wish to approach local cycle shops to negotiate a discount on behalf of your employees. If you are planning to invest in a number of bikes for a bike pool you should also try to obtain a discounted price for your bulk order.

## Cycle to Work Scheme

With the Cycle to Work government tax incentive you can get the long term loan of a bike and safety equipment such as helmets, lights, panniers and reflective clothing completely tax free. Savings of up to 40% off the retail price of a new bike and equipment can be made.

There are a variety of 'Cycle to Work' scheme providers available which differ in the services they provide. It is therefore advisable to check what is included in the schemes offered by each to determine which would best suit your organisation. More detailed information on Cycle to Work Schemes can be found on a factsheet which can be downloaded from the Cycling Scotland website.

This Inland Revenue Guidance document outlines how to implement a cycle to work scheme.

**Visit:** [www.dft.gov.uk/pgr/sustainable/cycling/cycletoworkschemeimplementat5732](http://www.dft.gov.uk/pgr/sustainable/cycling/cycletoworkschemeimplementat5732)

## Tax benefits

### Business Use of Cycle Owned by Employee

There are two official definitions for 'business travel' that is eligible for tax relief.

1. Journeys that employees have to make as part of their job, for example, from the usual workplace to a meeting at another office.
2. Journeys that employees have to make to and from a temporary workplace, for example, travelling directly from home to visit a client.

If an employee uses their own cycle for business travel they can be paid an 'Approved Mileage Allowance Payment' (AMAP) by their employer without incurring a tax charge thereon. The AMAP cannot be paid in relation to home to work travel. The current tax free AMAP rate is 20p per business mile. If the employer pays a lower AMAP rate then the employee can claim tax relief for the difference between the mileage rate paid and 20p.

When the use of cycling for business travel frees up motor vehicles for more appropriate journeys, some companies pay a higher than recommended AMAP rate. It is advisable to incentivise cycle use by providing an attractive AMAP rate for cycling for business. If the employer pays a higher AMAP rate then the employee will have to pay tax and NIC on the excess. The rate of 20p is intended to cover wear and tear on the cycle and tax relief cannot therefore be claimed on additional expenses incurred in maintaining the cycle.

## Capital Expenditure

An employer can claim tax relief for capital expenditure if it buys cycles for provision to employees as part of a travel plan, or computer equipment and software to set up and monitor the travel plan. These items would qualify as plant and machinery for which capital allowances are available.

## Cyclists' Breakfasts

If an employer holds a designated 'cycle to

work day' to promote cycling instead of driving, they can provide refreshments or a meal upon arrival at work for those employees who cycled. A maximum of six cyclist 'breakfasts' a year per employer are exempt from tax and NIC.

## Parking Facility

An employer can provide a parking facility for cycles at or near a workplace without the employee being subjected to tax or NIC for its use.

Information supplied by Cook & Co Chartered Accountants, Glasgow, May 2005

## CASE STUDY

### Bike to Work Scheme The City of Edinburgh Council

The City of Edinburgh Council has teamed up with the Edinburgh Bicycle Co-operative on a Bike to Work Scheme for staff. The scheme takes advantage of Government legislation which gives Income Tax and National Insurance savings to staff who are provided with the use of a bicycle and safety equipment for travelling to work, in exchange for a reduction in their monthly salary. The Council sees the scheme as another excellent way of encouraging staff to

commute by bicycle and reduce the use of cars in the city as well as encourage a healthier lifestyle. It adds to the Council's strategies on transport, travel and the environment, which aim to reduce the use of cars within the city. Council staff can already claim mileage allowances to use their bike for short business journeys and have access to a range of facilities such as secure parking and showers.



# 7 THE CONNECTION WITH HEALTHY WORKING LIVES

▶ The Scottish Centre for Healthy Working Lives aims to help employers, employees and all Healthy Working Lives partner agencies to come together to create a healthier and more motivated workforce.

Evidence shows that undertaking physical activity can help to prevent disease, maintain a healthy weight and promote mental well-being; therefore one of the key aspects of promoting health involves encouraging people to become more active. Most people could benefit from increasing their levels of physical activity; in fact the Scottish Government estimates that only a third of adults currently meet the recommended guidelines of accumulating 30 minutes of moderate intensity activity on most days of the week.

## The Healthy Working Lives Award

The Healthy Working Lives Award Programme supports employers and employees to develop health promotion and safety themes in the workplace in a practical, logical way, that's beneficial to all.

A component of the Healthy Working Lives Award is promoting physical activity in the workplace.

At Silver Award level, employers are asked to produce a statement of intent that supports and promotes physical activity among all staff and lists the ways in which it will endeavour to achieve this. Employers are asked to fulfil two or more of the following criteria:

- An event or events which promote physical activity among all staff annually.
- Company membership at a sports or

- leisure club
- On-site keep-fit classes
- Provision of information about local opportunities for physical activity
- **Provision of equipment such as bike racks, showers etc**
- **Mapped out cycle/ walking routes**
- Flexible lunch hours to allow time for physical activity
- **Participation in national events e.g. fun runs, Bike Week**
- **Incentives for staff to walk/ cycle on business**

## Healthy Working Lives and Cycling Scotland

Cycling is an excellent way to increase activity levels, either for fun or as a mode of transport. Many employers registered with the Healthy Working Lives Award have introduced pool bike schemes, cycle mileage, bike breakfasts and other incentives for employees who would like to cycle to work. Many employees report the numerous benefits of cycling, for example:

- It can save time (e.g. searching for a parking space; avoiding traffic queues)
- It is environmentally friendly/ reduces their carbon footprint
- the pleasure of taking a more scenic route to work or to a meeting
- feeling more alert on arrival
- looking and feeling fitter

Cycling Scotland works in partnership with the Centre for Healthy Working Lives to:

- identify staff who could cycle all or part of their journey to work
- deliver commuter and cycle ride leader

- training courses
- assist employers in developing a cycle to work scheme
- arrange staff and family cycle rides
- implement the provision of pool, loan and site bikes to encourage cycle commuting and business use.



# Healthy Working Lives



# 8 USEFUL LINKS

## Travel Planning


For online public transport journey plans:

 [www.travelinescotland.com](http://www.travelinescotland.com) or call: 0871 200 22 33

The ACT Travelwise website has advice on travel planning and case studies for schools, individuals and businesses:

 [www.acttravelwise.org](http://www.acttravelwise.org)


The Scottish Government site on choosing more sustainable transport:

 [www.chooseanotherway.com](http://www.chooseanotherway.com)

For information on Employer Travel Plans, there is guidance on the Scottish Government website:

 [www.scotland.gov.uk/library5/transport/tpao-00.asp](http://www.scotland.gov.uk/library5/transport/tpao-00.asp)

First Scotrail carry bikes free of charge on their trains, for details:

 [www.firstgroup.com/scotrail/content/travelinfo/cycle-info.php](http://www.firstgroup.com/scotrail/content/travelinfo/cycle-info.php)

The Energy Saving Trust is a non-profit organisation that promotes energy saving. Visit their website for guidance on energy saving, including sustainable travel options and a mini-site on greener transport in business:

 [www.energysavingtrust.org.uk/scotland](http://www.energysavingtrust.org.uk/scotland)

The Scottish Centre for Healthy Working Lives site provides comprehensive information on all aspects of health at work, including active travel information and health promotion advice for the workplace. The Centre runs a national Awards Programme that organisations can work towards. Criteria for the awards include promoting active travel.

 [www.healthyworkinglives.com](http://www.healthyworkinglives.com)

A range of factsheets are available on the download section of the Cycling Scotland website including information on 'Cycle to Work' schemes:

 [www.cyclingscotland.org](http://www.cyclingscotland.org)


To find a National Cycle Network route near your workplace visit:

 [www.sustrans.org.uk](http://www.sustrans.org.uk) and select 'plan route'.

For information on the annual events for Bike Week:

 [www.bikeweek.org.uk](http://www.bikeweek.org.uk)

Scotland's largest annual bike ride, why not enter a company team?

 [www.pedalforscotland.org](http://www.pedalforscotland.org)



“The Cycle Friendly Employer Scheme is a great way of helping to make Scotland more active. There are many people who cycle to work already, for others things need to change. This award helps us to think about what the simple changes are that could encourage more people to cycle to and from work. The business case for active living is obvious - less sick leave, greater staff retention, and increased productivity. On a personal level it is often the only way I can fit any physical activity into a day!”

Mary Allison,  
Director, Programme Design and Delivery  
NHS Health Scotland

If you have any questions regarding cycling in Scotland, contact us at:

**Cycling Scotland**  
24 Blythswood Square  
Glasgow G2 4BG  
t: 0141 229 5350  
e: [info@cyclingscotland.org](mailto:info@cyclingscotland.org)  
[www.cyclingscotland.org](http://www.cyclingscotland.org)



**Cycling Scotland**