

**CITY OF LITTLE ROCK
EMPLOYEE BIKE TO WORK PROGRAM**

I. PURPOSE:

The following information and guidelines are for employees who want to participate in the Bike to Work Program.

II. RESPONSIBILITY:

Responsibility for this guideline rests with the City Manager.

III. POLICY:

- A. It will be the policy of the City of Little Rock to encourage and support City Employees who want to participate in the Bike to Work Program. The City of Little Rock believes that by being involved in this program an individual is improving their health and helping the environment by cutting down on harmful emissions. The City of Little Rock is an active participant in this program, and believes this program is a step in a more economic and environmentally-friendly direction.
- B. City Employees will therefore be allowed a more flexible work schedule to accommodate travel time up to a maximum of one (1)-hour; subject to Departmental approval.
- C. All City Employees participating in the Bike to Work Program shall be required to wear the following safety equipment:
 - ANSI/SNELL approved bicycle helmet
 - Highly visible clothing, or reflective vest if operating in low light or evening hours.
- D. Employees shall obey all traffic laws while operating bicycles. These laws include, but are not limited to:
 - Ride on the right-hand side of the road
 - Stopping for traffic signals and stop signs
- E. Bicycles that are left unattended shall be locked to a fixed object.
 - Special care shall be exercised not to damage trees, shrubs, or private property when locking your bicycle

- Bicycle rack should be used if available

IV. PROCEDURE:

- A. Announcement of this program will be posted in the common work area or can be found in the City Manager's Office.
- B. Employees interested in participating in this program will need to contact their immediate supervisor or Department Director.
- C. Educational material will be available in the Human Resource Department regarding Urban Biking safety, proper attire, etc.
- D. The City of Little Rock will provide all participants a place to store their bicycle during working hours.
- E. In the situation of inclement weather the employee must notify his or her Supervisor regarding a flexible time of leave for that day. If the employee leaves work early or arrives late, paid time off must be used. This is subject to Departmental approval.

V. BENEFITS:

- A. Improving personal fitness without having to set aside additional time for exercising.
- B. Commuting by bicycle is one of the least expensive ways to get to work, therefore, saving the employees money.
- C. Reduces the use and cost of gasoline.
- D. Cuts down on harmful emissions that pollute our environment.
- E. Reduces traffic congestion.
- F. Promotes a healthier work force and statistics show similar programs to improve employee morale.

Approved:



Bruce T. Moore
City Manager