



Wheels to Work Agreement



The Wheels to Work scheme is open to South Gloucestershire residents aged 16+. It is supported by South Gloucestershire Council and aimed at supporting individuals to access employment, education and/or training. The scheme is operated by Yate Community Bike Hub (YCBH) on behalf of South Gloucestershire Council (SGC). This agreement contains important information so please keep a copy for your records.

I understand and agree as follows:

1. The bike is supplied by YCBH in a safe condition and shall be made available to me free of charge.
2. I accept the bike in the condition in which it has been supplied to me as per the checklist below.
3. I shall become the legal owner of the bike and be responsible for its care, maintenance and security.
4. YCBH and SGC accept no liability for any loss, damage or injury to me or to third parties arising from my use or anyone else's use of the bike.
5. YCBH and SGC accept no liability for any loss damage or injury to me as a consequence of my use or mis-use of the cycle helmet provided to me.
6. YCBH and SGC accept no liability if the cycle is lost, stolen or damaged.

Signed..... Date.....

Full name.....

Looking After Yourself and Others

You must ride in accordance with road traffic law and with care and courtesy. Please note that whilst cycle helmets are not a legal requirement, we recommend that the helmet provided is worn and correctly fitted when riding. You confirm that using the bike / accessory is at your own risk and you will mitigate the risk to yourself and others by riding responsibly and following the [highway code](#). You can use the QR code to access the Highway Code online



Looking After Your Bike

The YCBH team will make sure you have a test ride and show you how to use the bike at hand over. Make sure that you ask questions, so you know everything about your new bike.

Remember to lock up the bicycle whenever it is left unattended. The lock must go through the frame and a wheel and a fixed object e.g. cycle rack, bench, or lamp post. **It is your responsibility to lock the bike up securely.**



Top tips for locking your bike

we are cycling UK

- ✓ If you can, use two different Sold Secure locks
- ✓ Lock the frame together with a wheel to the stand
- ✗ Do not just lock the wheel to the frame/stand

For more tips on keeping your bike safe, using BikeRegister, safer routes to and from the station and more, visit: cyclinguk.org/cycle-rail

Always check your bike is safe to use before you ride it. You can use the “A B C” check to do this.

A >> **Air**

Are your tyres correctly inflated? Give them a squeeze for a quick check. It's worth finding out the minimum/maximum pressure in PSI or BAR (shown on the side wall of each tyre) and inflate accordingly. Even a non-punctured tyre will leak a small amount of air over time!

B >> **Brakes**

Stand by your bike and pull the front brake. If you push the bike forward the back wheel should lift off the ground. Now pull the back brake and pull the bike backwards, and the front wheel should lift off the ground. If not, your brakes need tightening!

C >> **Chain**

Look for signs of rust or stiff links. The chain should make a regular clicking sound when you rotate the pedals backwards. Clean your chain (with degreaser) and re-oil it every now and then.



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Keeping in Touch

If you have any problems with the bike please email yatecommunitybikehub@gmail.com and we will try to help.

A follow up survey will be sent to you by SGC approximately two months after receipt of the bike, which you are requested to complete. Further monitoring surveys may also be sent to you at a future date. Your answers help us build a better understanding of who is using the Wheels to Work scheme and support with obtaining future funding to continue promoting active and sustainable travel within South Gloucestershire.

About You

Please answer the following questions about yourself. The information provided is strictly confidential and will only be used by YCBH and SGC. Anonymised data may also be shared with the West of England Combined Authority and academic partners in due course. Personal information will not be published and will not be passed to third parties.

| | |
|---------------------------------------|--|
| Name of Participant: | Email: |
| Height: | Home Address (including Postcode): |
| Telephone: | What is/are the main destinations you will be travelling to on the bicycle: |
| Primary use for Bicycle: | Referral Organisation: |
| Referral Organisation Contact: | Date: |



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Gender

Please tick one option

- Female
 Male
 Other
 Prefer not to say

Age

Please tick one option

- 20 or under
 30 to 39
 50 to 59
 70 or over
 21 to 29
 40 to 49
 60 to 69
 Prefer not to say

Ethnicity

Please tick one option

- | | |
|--|---|
| <input type="checkbox"/> Arab | <input type="checkbox"/> White – Irish |
| <input type="checkbox"/> Asian/Asian British | <input type="checkbox"/> White - Gypsy or Irish Traveller |
| <input type="checkbox"/> Black/African/Caribbean/Black British | <input type="checkbox"/> White - Roma |
| <input type="checkbox"/> Mixed/Multiple Ethnic Groups | <input type="checkbox"/> White – Other |
| <input type="checkbox"/> White – English/Welsh/Scottish/Northern Irish/British | <input type="checkbox"/> Other ethnic group |
| | <input type="checkbox"/> Prefer not to say |

Other – please specify

Do you consider yourself to be disabled

Please tick all that apply

- | | | |
|--|---|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Yes - Mental health condition | <input type="checkbox"/> Yes - Long standing illness or health condition |
| <input type="checkbox"/> Yes - Physical impairment | <input type="checkbox"/> Yes - Learning disability/difficulty | <input type="checkbox"/> Yes - Other |
| <input type="checkbox"/> Yes - Sensory impairment | | <input type="checkbox"/> Prefer not to say |

Other – please specify



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Bike Check List

| Item | Check | Pass |
|-------------------|--|------|
| Frame size | Rider able to stand over bike with adequate clearance? | |
| Saddle height | Rider able to touch ground comfortably and safely? | |
| Reach | Rider can comfortably reach handlebars and operate brakes and gears when seated on saddle? | |
| Front tyre | Is it inflated properly? | |
| Front tyre | Is it worn or cracked? | |
| Front brake | Does it effectively stop the wheel? | |
| Front changer | Moves the chain from one ring to another? | |
| Seat post | Limit mark not visible? | |
| Rear tyre | Is it inflated properly? | |
| Rear tyre | Is it worn or cracked? | |
| Rear brake | Does it effectively stop the wheel? | |
| Rear changer | Moves chain from one sprocket to another? | |
| Handlebar stem | Limit mark not visible? | |
| Folding mechanism | If appropriate, does it fold? | |

| Accessories – Have the following been provided: | Yes/No |
|---|--------|
| D-Lock | |
| Mudguards | |
| Lights | |
| Bell | |
| Helmet | |
| Pannier Rack and Bags (by request) | |

Inspection performed and checklist completed by:

(for and on behalf of Yate Community Bike Hub)

Date: