

INTERIM E-BIKE POLICY

prior to the release of the updated
Workplace Vehicle Policy

POLICY APPLIES TO

NZ Transport Agency employees

POLICY OWNER

Manager Zero Harm

POLICY DATE

6 October 2017

PURPOSE

The purpose of this interim policy is to outline the NZ Transport Agency's expectations around the safe use of its e-bikes. The intent is for this policy to act as a bridging document until such time as the Transport Agency Workplace Vehicle Policy becomes active, having integrated e-bikes within it.

E-BIKE DESIGNATION

Like the Transport Agency's cars, e-bikes are considered to be a workplace under the Health and Safety at Work Act and need to be treated accordingly. They're also designated as a part of the Transport Agency fleet and can be booked via the **fleet vehicle booking system** once the required training has been complete. They must only be used during business hours.

STORAGE AND MAINTENANCE

The Transport Agency provided bikes and personal protective equipment (eg helmet and high visibility vest) will be maintained on a regular basis by a professional mechanic and replaced when needed. Bikes are not permitted in general office locations so users are required to make sure that e-bikes are stored in their safe designated areas away from blocking any exits.

BEFORE YOU CAN RIDE

Before you ride the e-bikes you'll need to:

- › undertake the **online training module** and be rated as competent as well as reading the **Safe use guide**
- › book your e-bike using the **fleet vehicle booking system**. While our cars are fitted with GPS, the e-bikes are not. Therefore it is important when booking an e-bike, the user includes specific details of their destination within the 'reason for travelling' section. This allows us to identify a user's location in an emergency
- › attend an e-bike induction/ competency check with your office **Cycle Champion**
- › know where to pick up, drop off and charge the bikes
- › check that the bike carrier has its pannier pack containing a helmet, vest, bike lock and first aid kit
- › check that you are wearing the Transport Agency helmet provided and if there is low light, the Transport Agency provided reflective vest
- › have completed the A-B-C quick check and followed the helmet fitting instructions in the safe use guide.

WHEN YOU ARE RIDING

Those riding e-bikes must comply with the road code and obey all road rules. For more detail on this see **The official New Zealand code for cyclists**. They will also need to follow the advice in the safe use guide for e-bikes.

If at any stage there is an accident or near miss while riding, this will need to be reported via the Zero Harm incident reporting app or online reporting form. Any damage to the e-bikes will need to be reported to Workplace Services.

If the e-bike breaks down for any reason, walk the bike back the office where possible. If this is not possible, securely lock the bike and contact Business Support who will advise what to do and arrange for the service provider to collect the bike for repairs.