

Employer e-bike purchase support schemes

Making it happen - process checklist

1. DECISION-MAKING STAGE

- [] Understand the benefits and considerations
- [] Understand the potential demand (e.g. survey your people)
- [] Identify the key contributors and decision-makers in the organisation
- [] Obtain provisional backing from key decision-maker(s)
- [] Agree on the lead department or manager
- [] Decide on financing option (salary advance or employee loan)*
- [] Preliminary check on suitable e-bike suppliers*
- [] Identify the preferred e-bike supplier (including provisional agreement)
- [] Decide on preferred rollout dates
- [] Develop the proposal*
- [] Obtain proposal sign-off

2. ROLLOUT STAGE

- [] Set-up the financing and re-payment process*
- [] Promote the scheme to employees
- [] Hold 'Have-a-go' event(s) coordinated by supplier
- [] Collect expressions of interest and sign-ups from employees
- [] Signees (employees) select e-bike
- [] Collate sign-ups and confirm order with supplier
- [] Supplier confirms when e-bikes are available for collection
- [] Employees collect e-bikes and receive full briefing from supplier
- [] Employees confirm pick-up to employer
- [] Supplier invoices employer
- [] Settle invoice
- [] Initiate salary deduction
- [] Promote the 'good news' stories from participants

*Further resource available, see online guide

CRITICAL SUCCESS FACTORS

- » gain support from a key decision-maker
- » provide a salary advance or employee loan (with zero, or low, interest)
- » negotiate a discount with supplier
- » promote really well to staff
- » hold 'have-a-go' events
- » define period of the offer
- » make the process easy

KEY BENEFITS FOR AN ORGANISATION ARE:

- » easy to set-up
- » low cost
- » supports employee wellbeing and workplace sustainability goals
- » popular with employees

EXAMPLE SAVINGS FOR EMPLOYEES:

Replacing a 12 km each way car commute with an e-bike for one year...

- » net saving of approximately \$900 in fuel/energy costs
- » avoiding approximately one tonne of carbon emissions

Based on a mid-range petrol car, a fuel price of \$2.20 per litre, and travelling 4 days a week by e-bike for 46 weeks.