

Guidelines for Business Bicycle Use for Lancaster University Staff

This guidance applies to staff using their own bicycle for University business purposes. It does not apply to pool bikes owned by the University or for home to work commuter journeys. All staff using their own bicycle for University business trips must read and agree to follow these guidelines prior to undertaking a business journey by bicycle and submitting any claim for bicycle mileage.

1. Mileage allowance and claims procedure

- A mileage rate of **20p/mile** will apply for all journeys made by bicycle (This will ensure that any payment will be exempt from tax & National Insurance contributions).
- A limit of 25 miles for each return business cycle journey applies.
- Distances should be estimated using the road/cycle network.
- Claimants should use the Web Expenses system to submit their claim.

2. Insurance

If bicycles are used on University business then the University insurance cover is applicable, details of which are provided on the Travel website: <http://www.lancaster.ac.uk/current-staff/travel/travel-insurance-and-emergency-assistance/>

3. Health and Fitness

Staff wishing to use a bicycle on University business should have a reasonable level of fitness and be competent at riding a bicycle on the road network.

4. Cycle Safety

- Cycling is a safe way to travel. However, cyclists should read the following safety advice: <http://think.direct.gov.uk/cycling.html>
- Note that much of the canal towpath is unlit and should therefore not be used when dark.

5. Equipment

- When light or visibility is poor it is essential that both front and rear lights are used. The law states that a white light should be used at the front and a red light at the rear. The bicycle should also be fitted with front and rear reflectors.
- Use of an appropriately fitted cycle helmet is strongly recommended.
- When parked, bicycles should be securely locked using an appropriate locking device.
- Paperwork and other equipment can be carried in a rucksack strapped to your back or, better still, in a pannier fitted to a luggage rack. Items should not be left hanging from the handlebars.

6. Maintenance

Cyclists using their own bicycle for business use must ensure that their cycle is properly maintained to a roadworthy condition. The University provides a regular free 'Dr. Bike' service during term-times.