

May is
**NATIONAL
BIKE MONTH**

Get out and
GET FIT!



Employer Packet

**Drive less.
Save more.**
www.DriveLessSaveMore.com



Metro



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May is National Bike Month

Half of all automobile trips currently being made in the U.S. could be done with a 20-minute bike ride. This includes trips to the grocery store, to see a friend or commute to work.

In this challenging economy, helping your employees save money while promoting physical activity and fitness makes good business sense. This is why Metro and Drive Less/Save More have put together an employer packet to promote “National Bike Month” in May. The packet includes useful resources to help you educate your employees about the benefits of bike commuting and motivate them to take action.

National Bike Month Employer Packet Items:

- **Time, Money, Health Stats and Facts Sheet:** Studies show that active employees are more alert, take fewer sick days and are more productive. E-mail or print and distribute the Time, Money, Health Stats and Facts sheet to get the word out to employees about the benefits of biking and fitness.
- **Bike to Work Events Ideas Sheet:** Check out the Bike to Work Event Ideas sheet for a variety of activities you can organize to help engage and encourage your employees to start biking.
- **Tracking Sheet:** The enclosed tracking sheet is designed to be printed and delivered to each employee to be used as a tool to track biking trips and encourage friendly interdepartmental competition. It can be cut out and attached to a short dowel or pencil and displayed like a flag at the work station. Each day in May that an employee rides a bike for recreation, errands or to commute to work, he or she should put a check in the box on the tracking sheet. If you have a budget for prizes, use it to motivate employees to record their biking trips on the tracking sheet. If your budget is small, find inexpensive prizes. If your budget is larger, include a gift certificate to a local bike shop, outdoor store or other retailer.
- **National Bike Month Calendar:** Encourage your employees to participate in one of the free bike commuter workshops listed in the Bike Events Calendar to learn about proper biking techniques, safety, route planning and more. The calendar also includes event listings for Metro’s Bike There! Map Launch, bike-to-work breakfasts and Sunday Parkways. All events take place within the Portland metro area.
- **Overcoming Bike Commuting Excuses Flyer:** There is always somebody who has an excuse why he or she cannot bike commute. E-mail or print the Overcoming Bike Commuting Excuses flyer for them. The flyer includes 10 common excuses for why employees say they can’t bike commute and a series of responses to help overcome each objection.



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- **National Bike Month Poster:** Hang the “May is National Bike Month: Get Out and Get Fit” poster in the employee break room or on office bulletin boards as a reminder to your employees to get out and bike. Add your company logo and print the 11” X 17” poster at your worksite or order posters from Metro by contacting Mary Ann Aschenbrenner at maryann.aschenbrenner@oregonmetro.gov or 503-813-7566.
 - **Metro’s Eighth Edition of Bike There! Map:** To help employees find comfortable bicycle routes in the Portland-Vancouver region, post Metro’s Eighth Edition of Bike There! Map. A limited number of these maps have been left flat and are available free for display at employment sites. This regional map shows detailed commuter bicycle routes, as well as popular recreational biking destinations. Contact Mary Ann to reserve one.
 - **How-to Bike Commute Articles:** Help your employees get ready for biking by equipping them with “How-to Bike Commute Articles” on a variety of topics, including:
 - Bike commuting
 - Route planning
 - Getting your bike road ready
 - Essential bike gear
 - And more
 - **Business Energy Tax Credit Brochure:** The Oregon Department of Energy offers a tax credit to businesses and organizations that invest in transportation options programs that reduce single occupant vehicle trips. Check out the Business Energy Tax Credit Brochure to see if your bike commute incentive program is eligible.

For additional biking resources, events and activities go to the Metro Web site bike page at www.oregonmetro.gov/bikethere.

Finally, thank you for promoting National Bike Month and helping your employees reduce their transportation expenses. After all, U.S. households that bike and walk, as their primary transportation modes, save an average of \$694 per month.

Sincerely,

Mary Ann Aschenbrenner



Time, Money, Health Stats and Facts

Time

- Half of all trips made in the U.S. can be done with a 20-minute bike ride, and a quarter of all trips can be done with a 20-minute walk.
- The average commuter today spends an extra 39 hours per year on the road due to gridlock.
- By 2025, area residents will spend an additional 50 hours in traffic per year as our population grows.
- Bicyclists are less likely to be affected by traffic congestion because bicycles are more maneuverable than automobiles. Wide lanes, shoulders and bike lanes provide space for bicyclists to ride right past traffic and on to work or home.

Money

- Households that walk and cycle as the primary travel modes save an average of \$694 per month.
- If the real taxpayer subsidy of autos were reflected in fuel taxes, a gallon of gasoline might cost as much as \$9.00. Other taxes cover the costs of road building, maintenance, parking, police services and losses from accidents, pollution, etc.
- Ten bikes can park in the space taken by a single motor vehicle.
- One mile of a four-lane highway costs about \$50 million. That same amount can pay for an entire network of bicycle and pedestrian facilities for a mid-sized city

Health

- Autos are the single largest source of U.S. air pollution. Short trips are up to three times more polluting per mile than long trips.
- Over 66% of the adult US population is overweight and 32% of the US is obese, costing our nation \$68 billion in health care and personal costs annually.
- A minimum of 30 minutes of moderate physical activity three days a week can reduce incidents of heart disease, obesity, diabetes, and hypertension and improve mental health and cardio-vascular fitness.



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- Active employees are more alert, take fewer sick days and are more productive. 80% of the people who switch from sedentary commuting to cycling improve their heart, lungs and blood vessel circulation greatly in 6-8 weeks, resulting in fewer sick days and absences.

NASA study finds motor vehicles are the leading contributor to global warming

- A new NASA study examining the climate impacts of 13 economic sectors finds that ground transportation has the largest warming impact worldwide. The study quantifies each sector's impact by totaling the warming and cooling power of its emissions. Ground transportation is surpassed by three other sectors in its amount of warming emissions; however, its low level of cooling emissions means that its overall warming impact is the greatest.



Bike to Work Event Ideas

- **Route Mapping Assistance:** Provide links or maps on the company-wide intranet or available in a common break room highlighting common bike friendly routes in the area.
- **Commuter Convoys:** Identify several meeting locations for commuters to group and ride into work together. Make arrangements for an experienced bike commuter to lead from each location and ride to the Breakfast Rally celebrating their successful trip.
- **Breakfast or Energizer Rally:** Work with local restaurants and grocery stores for sponsorship or donation of various food items. Remember to consider bicycle parking and restroom facilities and trash collection.
- **Bike Commuting Incentives:** Work with local vendors to provide prizes for National Bike Month participants. Possible prizes include bikes, bike accessories (such as lights and commuter bags) or gift certificates to local businesses. If sponsorship permits, have T-shirts or reflective commuter vests produced promoting the sponsors.
- **Host a Bike Commuting Workshop:** Learn safe and legal riding techniques; what you need to know about lights and rain gear; carrying clothes, groceries and kids; what to do about your hair; and route planning and maps. To schedule a workshop at your workplace, contact the Bicycle Transportation Alliance at (503) 226-0676 x23.

Name:								Curl this section around pencil		
Department:								and post flag at workstation.		
May is National Bike Month Bicycle Tracking Sheet										
Check in the box each day you get out and ride your bike.										
Saturday Sunday Monday Tuesday Wednesday Thursday Friday							Weekly total			
1-May	2-May	3-May	4-May	5-May	6-May	7-May				
8-May	9-May	10-May	11-May	12-May	13-May	14-May				
15-May	16-May	17-May	18-May	19-May	20-May	21-May				
22-May	23-May	24-May	25-May	26-May	27-May	28-May				
29-May	30-May	31-May								
Drive less. Save more. www.DriveLessSaveMore.com								Grand total		
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15-May	16-May	17-May	18-May	19-May	20-May	21-May				
22-May	23-May	24-May	25-May	26-May	27-May	28-May				
29-May	30-May	31-May								
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National Bike Month					
Calendar of Events - May - June 2010					
General Location	Event Name	Address	Date	Objective	Contact
PSU Farmers Market	Bike booth with experts & clinics	SW Portland Park Blocks	Saturdays in May	Encourage biking to shop local	503-241-0032 contact@portlandfarmersmarket.org
Portland Old Town	Bike Commuting 101		Thrusday, May 6th, 5:30 - 6:30 p.m.	Learn safe and legal riding techniques; what you need to know about lights and rain gear, Carrying stuff - including clothes, groceries and kids; what to do about your hair; and Route planning and maps	Free Workshop; Open to the public. RSVP to stephanie@bta4bikes.org for specific location information
City of Portland	Bike to Work Breakfast	Pioneer Courthouse Square - Portland's Living Room	Tuesday, May 11th, 7:30 - 9:00 a.m.	Thank you to cyclists	Barbara Plummer 503-823-4584
Lloyd District	Bike There! launch	Metro offices, 600 NE Grand Ave.	Thursday, May 13th, 4:00 - 6:00 p.m.	Promote new Bike There! bike map	Katie Edlin 503-813-7575
NE Portland	Sunday Parkways		Sunday, May 16th	Encourage families to bicycle	PortlandSundayParkways@portlandoregon.gov
Downtown Portland	Bike Commute Workshop-Regence		Wednesday, May 19, 12:00 pm – 1:00 pm	Learn safe and legal riding techniques; what you need to know about lights and rain gear, Carrying stuff - including clothes, groceries and kids; what to do about your hair; and Route planning and maps	Free Workshop; Open to the public. RSVP to stephanie@bta4bikes.org for specific location information
Gresham City Hall	The Way To Go Fair	1333 NW Eastman Parkway Gresham, OR	Wednesday, May 19th 11:30 am - 1:30 pm	Commuter education	Megan Braunstein, Gresham TMA, 503-665-3827
Hillsboro Main Library	Getting There Safely	2850 NE Brookwood Parkway, Hillsboro, OR 97124	Wednesday, May 19th at 6:30 p.m.	Commuter education	Dave Pauli, Librarian, 503-380-1583

East Portland Community Center	Bike Touring (Portland By Cycle Workshop)	740 SE 106th Ave (TriMet Lines - MAX Green Line (Main St. Station), #15 Belmont, #20 Burnside/Stark, #27 Market/Main)	Wednesday, May 19th, 6:30 - 8:00 p.m.	Want an unbeatable low-cost vacation in the beautiful Pacific Northwest? It's only as far away as your bicycle. Join us for a discussion of how to prepare, where to go, what to pack, & where to stay. Get ready to discover the beauty of the Northwest by bicycle!	For more information, contact Timo Forsberg at 503-823-7699 or timo.forsberg@portlandoregon.gov
Portland - NE Alberta & MLK	Ride of Silence	305 NE Wygant, Bike Farm	Wednesday, May 19th at 7:00 p.m.	To honor those injured or killed while bicycling.	Russ Willis 314-566-3386 rawillis3@juno.com
Beaverton Libray	Ride of Silence	NW corner of SW 5th & Hall Blvd., on the library lawn	Wednesday, May 19th at 7:00 p.m.	To honor those injured or killed while bicycling.	Hal Ballard 503-984-1761 hal@washcobtc.org
Gresham City Hall	Commute 101	1333 NW Eastman Parkway Gresham, OR	Friday, May 21st 12:00 p.m.	Bike commute education	Megan Braunstein, Gresham TMA, 503-665-3827
Gresham	Breakfast for bike commuters	3 locations	Friday, May 21st 7:00 a.m. - 9 a.m.	Thank you to cyclists	Megan Braunstein, Gresham TMA, 503-665-3827
Lloyd District Oregon Square	Bike to Work Day Breakfast	NE Holladay between 7th & 9th	Friday, May 21st 7:30 a.m. - 9 a.m.	Promote cycling to Lloyd district commuters	Heather McCarey, 503-236-6441 or www.lloydtma.org
East Portland Community Center	Bike Commuting Basics (Portland By Cycle Workshop)	740 SE 106th Ave (TriMet Lines - MAX Green Line (Main St. Station), #15 Belmont, #20 Burnside/Stark, #27 Market/Main)	Wednesday, May 26th, 6:30 - 8:00 p.m.	Have you considered commuting by bike but you just aren't confident on how to prepare, stay comfortable & safe, and find the best routes? Come join this interactive session as some veteran bike commuters share their experiences.	For more information, contact Timo Forsberg at 503-823-7699 or timo.forsberg@portlandoregon.gov
City of Portland	Group rides from various points to converge	SW Portland Park Blocks - PSU Farmers Market	Saturday, May 30th	Encourage biking to shop local	503-241-0032 contact@portlandfarmersmarket.org
East Portland Community Center	How to lead a bike ride (Portland By Cycle Workshop)	740 SE 106th Ave (TriMet Lines - MAX Green Line (Main St. Station), #15 Belmont, #20 Burnside/Stark, #27 Market/Main)	Wednesday, June 9th, 6:30 - 8:00 p.m.	You too can lead a bike tour! Show off the things you love in your neighborhood and share your love of biking. Learn route planning, how to publicize, and more.	For more information, contact Timo Forsberg at 503-823-7699 or timo.forsberg@portlandoregon.gov



Overcoming Bike Commuting Excuses

1. I'm out of shape

- Ride at an easy pace; in a few months you will be in great shape.
- Ride your route on a weekend to find the easiest way to work.
- You will improve your fitness level when you become a regular bike commuter.

2. It takes too long

- The average commuter travels at 10 mph; the more you ride, the faster you will become.
- Trips of less than three miles will be quicker by bike.
- Trips of five to seven miles in urban areas may take the same time or less as by car.

3. It's too far

- Try riding to work and taking mass transit home, then alternating the next day.
- Combine riding and mass transit to shorten your commute.
- Ride to a coworker's house and carpool to work.

4. No bike parking

- Look around for a storage area in your building or office.
- Stash your bike in a covered, secure place such as a closet or even your office.
- Formally request that your employer provide bike parking or lock it up outside.

5. My bike is beat up

- Tell a reputable bike shop that you are commuting and have them tune up your bike.
- If you can't maintain your bike yourself, identify bike shops near your route.
- Make sure that your bike is reliable and in good working order before you ride.



6. No showers

- Most commuters don't shower at work; ride at an easy pace to stay cool and dry.
- Ride home at a fast pace if you want a workout; shower when you get there.
- Health clubs offer showers; get a discounted membership for showers only.

7. I have to dress up

- Keep multiple sets of clothing at work; rotate them on days you drive.
- Have work clothes cleaned at nearby laundromats or dry cleaners.
- Pack clothes with you and change at work; try rolling clothes instead of folding.

8. It's raining

- Fenders for your bike and raingear for your body will keep you dry.
- If you are at work, take transit or carpool to get home; ride home the next day.
- Take transit or drive if you don't have the gear to ride comfortably in the rain.

9. The roads aren't safe

- Obey traffic signs, ride on the right, signal turns, and stop at lights.
- Wear bright clothing.
- You are at no greater risk than driving a car.
- Wear a helmet every time you ride.

10. I have to run errands

- Bolt a rack to the back of your bike to add carrying capacity.
- Make sure that you have a lock to secure your bike while you are in a building.
- Allow extra time to get to scheduled appointments and find parking.
- Encourage your employer to provide a bicycle fleet for office use.

For more information on how to make your workplace more bicycle friendly visit www.bikeleague.org.

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How-to Bike Commute Tips

- [Bike Commute Tips](#)
- [Get to Work: Route Planning](#)
- [Tips for Bicycling Around Cars and Driving Around Bicyclists](#)
- [Essential Bike Gear: Helmets and Safety Gear](#)
- [Essential Bike Gear: Lights](#)
- [Essential Bike Gear: Locks](#)
- [Hit the Road! How-to Get Your Bike Road-Ready](#)
- [Wet Weather Biking Gear](#)

Bike Commute Tips

Ever thought about riding your bike to work? Biking to work and other nearby destinations can be easy with a little planning. Bike commuting can be fun, healthy and rewarding, so try driving less and biking more today.

Here are some tips to help you start bike commuting:

- Plan your route ahead of time. For most commutes there are several different ways to get from your house to the office. Use a tool such as byCycle.org.
- Choose a route that feels the most comfortable and is relatively easy when you're first starting out, even if it does take longer.
- Practice riding your route ahead of time and pay attention to how much time it takes so you can avoid being late to work.
- Be visible and prepare for the weather. Always wear bright colors and/or reflectors and check the weather, so you can grab rain gear if needed
- Attach a carrier like a pannier to the front or back of your bike. They come in many styles and will be useful for carrying your stuff to work. You can also use a backpack or messenger bag, if that works best for you.
- Pack clothes, lunch and anything else needed the night before so you're less likely to forget something. Try and pack light, the less you have to lug around the more enjoyable your ride will be.
- Have an alternate plan. Check out transit, carpooling options and car sharing services like Zipcar, in case something comes up and biking is not the best option.
- Find out ahead of time where you can park your bike at your workplace and where you can store any bike gear.
- Remember a good bike lock.
- Keep up on bike maintenance and cleaning for a smoother ride and to make sure you catch any problems early.
- Don't hesitate to get off your bike and become a pedestrian.
- Read up about road safety tips and essential bike gear articles and make sure you have what you need.
- Always keep safety in mind and have fun!

For more information on getting the most of biking and other transportation options, visit www.DriveLessSaveMore.com.

Get to Work: Route Planning

Ready to go, but not sure how to get there by bike? It's easy to plan a route in the Portland area with byCycle internet trip planning tools.

Here are some tips on how to map a bike route:

byCycle.org Search the map Find a route

Bicycle Trip Planner beta

Barberry Drive, Beaverton OR «-» 01 SW 6th Ave, Portland, OR -Route Type - Find Route

Enter your start and end addresses and, optionally, select a route type.

One result was found in 7.43 seconds.

Locations Routes

Route show on map

13025 SW Barberry Dr
Beaverton, OR 97008

701 SW 6th Ave
Portland, OR 97204

11.41 miles / 18.36 km

Reverse Directions

- 1 - West - SW Barberry Dr - 0.15 mi
- 2 - Left - SW Sorrento Rd - 0.30 mi
- 3 - Right - SW Juniper Ter - 0.37 mi
- 4 - Left - [No name] - 0.07 mi
- 5 - Right - [No name] - 0.08 mi
- 6 - Right - [No name] - 0.09 mi
- 7 - Cont. - SW Main Ave - 0.67 mi
- 8 - Right - SW 5th St - 1.44 mi
- 9 - Left - [No name] - 0.09 mi
- 10 - Right - SW Chestnut Pl - 0.03 mi
- 11 - Left - SW Cypress St - 0.19 mi
- 12 - Left - SW Pinehurst Dr - 0.02 mi
- 13 - Right - [No name] - 0.30 mi
- 14 - Cont. - SW 91st Ave - 0.68 mi
- 15 - Right - SW Canyon Rd - 0.11 mi

Find address at center Show bike map Clear all

- Go to <http://tripplanner.bycycle.org/>, byCycle's Trip Planner for the Portland metropolitan region.
- Select your region and click the “Go to region” button.
- Select the “Find a route” Tab.
- Enter your start and end addresses and select a route type (optional). Click “Find Route.”
- View your route. You can play around with your map and view the bike map, satellite view or other tools.

For more information on getting the most of biking and other transportation options, visit www.DriveLessSaveMore.com.

Tips for Bicycling Around Cars and Driving Around Bicyclists

from the Bicycle Transportation Alliance

<http://www.bta4bikes.org>

Driving Around Bicyclists

1. **Check the bike lane** – when turning right across a bike lane, always look behind you for a bicyclist; bikes can travel fast enough to catch up with you even if you passed them more than a block ago; if someone is approaching, wait and yield rather than trying to “beat” them; think of the bike lane like a train track – never sit and idle on it, don’t start across until you know you can clear it
2. **Always signal** – if you don’t signal your turns, both right and left, bicyclists can’t anticipate them and can’t make an effort to stay out of your blind spot; if talking on your cell phone is preventing you from using your turn signal, stop talking on your cell phone, get a hands-free phone, or grow an extra arm
3. **Pass with ample room** – except over a double yellow line, you can cross the center line to pass a bicyclist safely, as long as oncoming traffic is clear; passing close, especially over 25 mph, is very scary for the cyclist
4. **Don’t honk** to communicate with cyclists, unless there’s an emergency – if your horn sounds loud from inside your car, imagine how loud and shocking it is from just in front of it
5. **Don’t follow closely** – this is scary and intimidating, and the bicyclist probably would prefer to be out of your way as soon as possible but needs to be in the lane for some reason
6. **Allow bicyclists to use crosswalks** – they are permitted to do so, and in some places bicyclists rely on them for safe crossings
7. **Look when opening your door** – especially when you are parked next to a bike lane, but also on any street; many bicyclists ride close to parked cars to leave room for drivers to pass on their left, and this means you could hit them with your door if you don’t look first
8. **Be cautious in residential neighborhoods** – bicyclists like to use quiet streets to get around, so if you are sloppy or impatient at stop signs you risk hitting someone on a silent or vulnerable vehicle; also, slow down and stop before you get to the stop sign, not as you roll by it, because children biking on the sidewalk may cross in front of you and if you aren’t already slowing down you may run them over
9. **Use good manners** – apologize if you make a mistake and it will go a long way; eye contact and waves are very humanizing, especially in the stress of rush-hour traffic

Bicycling Around Cars

1. **Be visible** - #1 safety issue we see among bicyclists – use front and back lights, and wear light colored or reflective rain gear; invisible bicyclists risk their lives, and scare and infuriate even the most empathetic of car drivers

2. **Learn to look over your left shoulder** – helps with looking before leaving the bike lane to turn left, pass another cyclist or avoid a car door; helps with changing lanes; helps with making eye contact with passing motorists
3. **Signal** – for lane changes or turns, or stopping suddenly; motorists often are very nervous driving around bicyclists because they don't know what to expect; make your intentions clear, and they'll generally give you more space and time to do what you need to do; you aren't required to signal, however, if you need both hands on your handlebars
4. **Take the lane when necessary** – sometimes if a lane is so narrow that passing is dangerous, you may need to take the lane briefly to make that clear to drivers behind you; move over as soon as you can safely and let people stuck behind you pass; if you're going the speed of traffic, as often happens downtown or on downhills, feel free to take the lane – it is safer and more comfortable
5. **Stay out of the “door zone”** – be far enough away from parked cars that if someone opens a door without looking, you don't have to swerve suddenly
6. **Use extra caution if passing on the right** – avoid doing this when there isn't much room, when people are turning into driveways, or when traveling through an intersection; remember, there is no bike lane so drivers do not know to look for you there
7. **Use good manners** – if you make a mistake, give the “my bad” wave; if someone does something nice for you, give a wave of “thanks”; never steal the right-of-way, it is very offensive and terrible PR for bikes; give pedestrians lots of space

The Biking Essentials: Helmets and Safety Gear

Never get on your bike without first strapping on a helmet and other safety gear. Even the most experienced rider can take an unexpected spill. Your protection can be the difference between a few scrapes and bruises and serious, even life-threatening, injuries

Helmets:

- Buy a helmet that meets the consumer safety standards set by the U.S. Consumer Product Safety Commission. Make sure it fits snugly. Most helmets come with fitting pads to adjust the fit to your head. These are important, because a helmet can only protect your head if you wear it properly
- Start by opening up the adjustable parts of the helmet, typically the straps and at the back of the helmet.
- Place the helmet on your head. It must cover your forehead and back of your head.
- Adjust the back adjustment until it fits snug on your head. It should not be too tight so that it's uncomfortable but it should not be so loose that it rocks and shifts when you move your head. It should not rock from side to side or forward and backward.
- Adjust straps around your ears and under your chin. You should feel a little tension when opening mouth. If you open your mouth wide and don't feel the strap, it's too loose.
- The two finger rule: The buckle should be centered under your chin and should be tight enough that you can only fit one or two fingers under the strap. When the strap is tightened, the front of the helmet should be low on your forehead, only one or two finger widths above your eyebrows.

Other Safety Gear:

- **Sunglasses** - Keep the road glare out of your eyes and protect them from dirt and dust.
- **Gloves** - Gloves not only keep your hands warm, they can also give you a better grip on the handlebars.
- **Rear-View Mirror** - A rear-view mirror is especially useful, because it allows you to monitor what is happening behind you without turning your head around. You can get rear-view mirrors that attach to your bicycle, helmet or glasses.
- **First-Aid Kit** - You can purchase ready-made kits from a number of different stores. You may never need it, but they're always handy to have around.

For more information on getting the most of biking and other transportation options, visit www.DriveLessSaveMore.com.

The Biking Essentials: Locks

If you're going to be leaving your bike outside at all during your day, you're going to need a sturdy lock. Bike locks come in all shapes, sizes and range in price.

Here are some tips about bike locks:

- **U Locks** - U-Locks (or D-locks) are one of the most popular bike locks around. They are strong, secure and hard for bike thieves to get through. U- Locks come in varying degrees of strength, which is reflected in their price.
- **Padlocks and Chains** - When using chains and padlocks, remember the thicker, the better. Chain links and lock clasps should be at least 5/16 of an inch thick. Chains are heavy to carry around and are susceptible to being cut. If using this method, make sure you choose a strong chain and lock your bike properly.
- **Cables** - Some cables are actually harder to cut than chains, because they don't snap and thieves can't pry them open. Use a cable at least 3/8 of an inch thick with a lock as thick, or thicker.
- **Price** - While some bike likes can seem outrageously expensive, it is still a good idea to spend a little more. Stronger, thicker locks are the best way to protect your bike from theft.
- **Correct bike lock usage** - Even if you don't break the bank for the strongest lock around, there are other ways to help prevent bike theft. Your lock is only as strong as what you're locking to so make sure your locking your bike efficiently and in a good location.

For more information on getting the most of biking and other transportation options, visit www.DriveLessSaveMore.com.

The Biking Essentials: Lights

Thinking about investing in a bike light? Bike lights are an essential component of any bike trip you make. If you're riding during the day or at night, lights can come in handy. Bike lights greatly increase your visibility and the more visible you are, the safer you'll be.

Here are some tips on bike lights:

- Use white lights in front and red lights in the rear.
- Don't forget to check your batteries and keep a spare set.
- A wide range of lights are available and many for reasonable prices at a number of local and online retailers.
- Consider high-quality halogen lights if you bike a great distance or frequent roads where lighting is poor or variable.
- Ensure that you are visible from all angles, especially in the dark. Wear reflective clothing and be sure to have front, back and side reflectors. Reflective bands can go on your helmet, wheel spokes and even pant legs.
- Consider adding extra lights or reflectors; extra visibility never hurts.

For more information on getting the most of biking and other transportation options, visit www.DriveLessSaveMore.com.

Hit the Road! How to Get Your Bike Road-Ready

Ready to get going? Before heading out make sure your bike is ready to hit the road too. By taking a few extra minutes to check, you can save yourself a lot of heartache and hurt later

Here are some tips on making sure your bike is road-ready:

- **Tires:**
 - To check the tire pressure on your bike: First, squeeze the tire's sidewalls (side edges) toward each other as hard as you can. If the sidewalls squeeze together easily, you know the air pressure is low, and the tires need to be inflated.
 - You may need to replace your tire if you notice cracks in the sides or worn spots.
 - A floor pump is the easiest way to pump up your tires. If you don't have one at home, neighborhood bike shops are generally happy to let you use theirs. Prop your bike against a sturdy wall. Place the socket on the end of the pump directly over the valve. Check the tire's sidewalls, where the tire's maximum PSI number is written. A lot of floor pumps have a built in pressure-gauge that makes it easy to know when you've reached the maximum tire pressure. Keeping your tires close to their maximum PSI will make riding easier and help you avoid pinch flats.
- **Brakes** - Squeeze the brakes and rock your bike forward. Both brakes should grip the rims smoothly and evenly. When braking, the levers should be at least one finger's width from the handlebars. Tightening breaks is fairly straight forward. If you haven't done it before ask a bike expert or bike shop to show you how.
- **The Chain** - Check that the chain is running smoothly by running the pedal backwards. Add bike -specific lubricant to the chain if it looks dry or squeaks. Clean your chain with an old rag to remove excess grease or other build-up.
- **Seat** - Your seat is at the right height when you can reach the ground with the tips of your toes.

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Wet Weather Biking Gear

Riding in the rain? Keeping dry is major concern for any biker. With a few steps, keeping you and your bike safe, dry and in good condition in wet weather is easy.

Here are some tips on how to bike in the rain:

- Wear rain gear and clothing that fits loosely, has air vents and is water repellant. Rain capes or ponchos are inexpensive options that keep your top dry while providing plenty of ventilation. If you're commuting by bicycle every day, a Gore-Tex suit or other suit that sheds water and is also breathable may be a good option.
- Bring a small towel with you. Keep it in an accessible pocket to wipe away any splatters or splashes during your ride.
- Clean off your bike after rainy rides. Wash or wipe down your bike, paying special attention to the chain, headsets, bottom brackets and brakes.
- Be visible. Wear bright reflective clothing and make sure all your bike lights are bright and blinking so cars can see you in poor conditions.
- Invest in fenders for your bike. They will help keep rain and dirt off of your body and the more vulnerable parts of your bicycle.
- Avoid puddles. Not only will they soak you and your bike but there may be bumps or potholes that you can't see.

For more information on getting the most of biking and other transportation options, visit www.DriveLessSaveMore.com.



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Oregonians drive almost 39 billion miles a year. More than 70 percent of these miles are from single occupant vehicles. Projects that reduce commuter and business driving will save energy. The Oregon Department of Energy offers Oregon employers a tax credit for implementing such projects.



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Oregon Business Energy Tax Credit Transportation



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What is the Business Energy Tax Credit?

The Business Energy Tax Credit is an incentive program offered by the Oregon Department of Energy to encourage businesses and organizations to invest in energy conservation, renewable energy resources, transportation options and less polluting transportation fuels. Transportation projects that reduce miles driven by single occupant vehicles are eligible.



How much is the tax credit?

The tax credit is 35 percent of the eligible project cost. Project owners can take the credit over five years: 10 percent in the first and second years and 5 percent for the next three years. If a project owner cannot take the full tax credit each year, they can carry the unused credit forward up to eight years. Those with eligible project costs of \$20,000 or less may take the tax credit in one year.



Who can get a tax credit?

Trade and business owners who pay taxes for a business site in Oregon are eligible for the tax credit. The business, its partners or its shareholders may use the credit. The applicant must own or be the contract buyer of the project. The business must use the equipment for the project or lease it for use at another site in Oregon.



What happens if I do not have tax liability?

Oregon organizations with no tax liability such as non-profits can choose to use the Pass-through Option by partnering with a business with tax liability. The Pass-through Option allows a project owner to transfer the 35 percent Business Energy Tax Credit project eligibility to a pass-through partner for a lump-sum cash payment. The Oregon Department of Energy sets the Pass-through Option rates for the cash payment. If the eligible project cost is \$20,000 or less, the Pass-Through rate is 30.5 percent. If the eligible project cost is over \$20,000, the Pass-Through rate is 25.5 percent. Businesses with a tax liability can also choose to participate in the Pass-through Option.

What are the eligible transportation projects?

Projects maintained by a business that reduce vehicle miles traveled may qualify for a tax credit. **Examples are:**

■ Transportation Management Service Fees:

Fees paid to a Transportation Management Association or a non-profit organization for providing services to riders that reduce the number of miles driven by single occupant vehicles.

■ Transit Passes:

Cost of purchasing/ subsidizing transit passes for riders. Cost of equipment used as a shelter for people waiting for transit.

■ Financial Incentive Program:

Cost of incentives paid to riders to reduce vehicle miles driven at least 45 days per calendar year.

■ Bicycle:

Cost of bicycles or equipment used to store bicycles for riders to commute at least 45 days per calendar year.

■ Carpool and Vanpool:

Cost of operating carpool or vanpool service for registered riders for at least 150 days per calendar year.



■ Carsharing:

Cost of a program which drivers pay to become members and have joint access to a fleet of cars.

■ Rideshare Matching Service:

Program that provides rideshare matching service to registered members to find shared rides for commuting on a regular basis.

■ Commuter Pool Vehicles:

Cost of vehicles for transporting three or more riders for at least 150 days per calendar year.

■ Transportation Service:

Cost of providing transportation service to riders for at least 150 days per calendar year.

■ Parking Cash Out:

Cash allowances given to employees in lieu of offering a free or subsidized commuter parking space.

■ Telework:

Cost of equipment purchased that allows employees to work from home or an office closer to home for at least 45 days per calendar year.

■ Individualized Travel Behavior Change:

Program to reduce vehicle miles traveled through one-on-one contact with defined target segment.

■ Research, Development and Demonstration:

Innovative travel reduction project that reduces vehicle miles traveled.



How do I apply for the program?

Project owners have to apply for the program before starting the project. *(Under extraordinary circumstances, applicant can request a waiver within 90 days of project start.)* The Oregon Department of Energy collects a review cost for each application equal to 0.75 percent of the eligible cost.

Steps for Preliminary Certification:

- 1 The project owner completes the Application for Preliminary Certification for Transportation Projects and sends the signed form, supporting documentation and payment for review costs to the Oregon Department of Energy.
- 2 The Oregon Department of Energy reviews the application *(usually takes four to six weeks)*.
- 3 The project owner receives the Preliminary Certificate and starts the project.

Steps for Final Certification

- 1 The project owner completes the Application for Final Certification and sends the signed form with a letter from a certified public accountant *(for project costs \$50,000 or more)* or proof of payment *(for project costs less than \$50,000)*, and required documents for each projects type to the Oregon Department of Energy.
- 2 The Oregon Department of Energy reviews the final application and issues a Final Certificate to the project owner *(or the Pass-Through Partner if the Pass-Through Option is selected and payment is made to the project owner by the Pass-Through Partner)*.

For More Information

Please call the Oregon Department of Energy at 1-800-221-8035 or visit our Web site at www.oregon.gov/energy. You will find application forms, administrative rules, and examples of qualified projects.



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