Greenwich House
Pool Bikes Procedure for Use

What bikes are available?
There are 16 pool bikes available for staff to use for travelling to meetings during the day.

**Comfort bike**

This bike is a more comfortable variation of a mountain bike, with wider wheels and bigger treads which provides a smooth, comfortable ride. The handle bars are positioned higher for a more upright ride that is easy on the back. There are five comfort bikes in different sizes.

**Folding bike**

The folding bike will collapse in seconds into a package that will fit in a car boot or train luggage rack. The smaller wheels will not provide the comfort with road irregularities as easily as larger ones. There are two folding bikes available in different sizes.

**Electric bike**

The electric bike uses an electric motor to help with propulsion. Basically, it’s like a normal bicycle with the addition of a battery pack and an electric motor. This eases the burden of pedalling, making it easier to go uphill or cycle into headwind, and it will help you cycle further, with less effort, than you could on a regular bike. There are eight electric bikes in a range of sizes.

**Hybrid bike**

The hybrid bike incorporates elements of both mountain bikes and road bikes to accommodate cyclists who want the best of both worlds in a single bike. Hybrids have large narrower tires and smaller tread than comfort bikes meaning it easier for riders to go faster and farther. Frames are lighter than those of comfort bikes, and riding position is more comparable to that of mountain bikes. There are two hybrid bikes in a range of sizes.

See overleaf for how to book
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Where are they stored?
The pool bikes will be parked in the cycle parking area and will be labelled with a bike number.

What do I need to do to use a bike?
1. Before you use any of the bikes you will need to sign the GH Pool Bike User Agreement.
2. Bikes can then be booked through MICAD: http://cam.ac.micadipr.net/pages/roommonitoring/rmRoomSearchForClients.asp
3. To pick up your bike (and any other equipment you have requested), head to reception and show your card to request the keys to the bike lock.
4. Head out to the cycling parking area – unlock your bike, complete your bike checks and away you go!

What is provided?
The bike comes with a lock, set of lights, and reflectors. You can also borrow high visibility waterproofs and panniers by adding it into the notes on the booking form. Helmets are not provided to staff.

✔ Lock it – Find something sturdy to lock both the wheel and the frame the bike to, ensuring thieves can’t simply lift the bike over it.

✔ Be safe be seen – it is a legal requirement to have lights and reflectors on your bike while cycling on public roads in the dark. Bikes will come with a front white light and a back red light.

Bicycle checks and adjustments
Before taking the bike out you will want to check that everything is working properly and the bike is adjusted for your comfort. Please check:

✔ Mechanical Conditions Are all the parts tight and in good repair?
✔ Frame Check that the frame fits you
✔ Tyres Are they fully inflated with plenty of tread and no bald patches?
✔ Wheels Check spokes are not broken or lose and that both wheels run freely.
✔ Chain Is the chain oiled and not too loose or too tight?
✔ Brakes Do both brakes stop the cycle with the minimum amount of pull on the brake levers?
✔ Brake Levers Are the brake levers positioned so your fingers curve easily around them whilst the palm of their hand is on the grips?
✔ Saddle Is the saddle straight, roughly horizontal and the correct height for the rider?
✔ Seat Post Is the saddle the correct height for you with the seat post tight and not over the maximum limit?
✔ Faulty or damaged cycles should be reported to GH reception.

What happens if I have an accident?
As with any accident occurring at work users are required to report any accident or near miss to their line manager as soon as possible, completing a University accident form.

Cycle training
Cycle training will be offered to staff as part of the pool bike scheme. Please contact travel@admin.cam.ac.uk to register your interest.