



OTTER TAIL COUNTY

OTTER TAIL COUNTY BIKE USAGE POLICY	Issued	1/1/2018
	Reviewed	1/1/2018
	Revised	
Objective	Otter Tail County is committed to promote and sustain healthy lifestyle choices for our employees.	
Policy Statement	Participation in riding the bicycles provided is voluntary and is unrelated to any employment duties. Use of the bicycles is open to all Otter Tail County Employees.	
Scope	The Bicycle Program is defined as the use of a bicycle owned by Otter Tail County and supplied through the Wellness Program for use by its current employees for recreational purposes.	
Statutory References	Minnesota Statute 176.021 Subdivision 9 Wellness Committee consulted the National Highway Traffic Safety Administration and the U.S. Department of Transportation in developing this policy.	

Policy

The Wellness Committee purchased a bike for employee use to promote healthy activities. Investing 30 minutes of exercise a day helps people live a longer, healthier life. Exercise can help manage chronic conditions and weight, promote healthy habits and better nutrition, and reduce health risks.

Procedure:

- Employees must sign the attached **Physical Activity Release** form before they are able to use any bicycles in the bicycle program. The *Check Out Sheet* is located in the Public Health office Monday – Friday from 8:00 am to 4:30 pm. You may check out a bike, a helmet and a lock.
- Bikes can be used before work, after work or for lunch break and must be returned within 24 hours of check out.
- Bicycles are checked out on a first come first serve basis.
- The bike may be checked out on weekends. Please contact the Public Health office to check out the bike.

- If the bicycle is removed from campus, use the cable lock provided to secure the bike when not in use.
- The Wellness Committee will be responsible to schedule a basic maintenance tune up every March at the local bike shop.
- Only county employees may use the bikes.
- Inspect the bicycle for mechanical defects.
- Please report malfunctions or problems to the Otter Tail County Wellness Coordinator.
- Employees that damage a bike or bike is stolen while in their use must repair / replace it at the employee's expense.
- Failure to abide by the Policy and Procedures set forth may result in the termination of use of the bicycles. The Wellness Committee will review the Policy and Procedure every other year, and update as needed.

Related Documents:

Physical Release Form

Bicycle Safety Flyer

<http://www.bikemn.org/education/minnesota-bicycling-handbook/download-the-handbook>