Departmental Bike Sharing Program Communications Log: September 2011- December 2011

# Departmental Bike Sharing Information Inquiry to University Departments: Urban Planning Department and College of Law

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| **Alex YS Kim <kim393@illinois.edu>** | **Wed, Oct 26, 2011 at 3:32 PM** |
| To: jrossi@law.illinois.edu, deal@illinois.eduCc: aneptune@fs.illinois.eduBcc: Katherine Halm <katherine.halm@gmail.com>, Jon Chan <jkchan3@gmail.com>, "Justin I. Staples" <justin.staples54@gmail.com>, Joncarlo Campos <nerdrock911@gmail.com>, pmgandh2@illinois.edu, awendt2@illinois.edu |
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| Dear Dr. Rossi and Dr. Deal, My name is Alex YS Kim, one of the five students working to develop a departmental bike sharing program for University of Illinois Urbana-Champaign. I believe that Amelia Neptune with Facilities & Services previously contacted you to seek your interest in departmental bike sharing program. Kineseology department at our university has implemented its own bike sharing program in 2008, and it demonstrated a great prospect in implementation of a departmental bike sharing program. We are excited to know that the Law department and the Urban Planning department are interested in implementing a green project that will contribute greatly to the community's long-term sustainability.During this fall, we aim to create an electronic manual that will guide University of Illinois departments in development and implementation of their own departmental bike sharing program.The departmental bike sharing manual will describe the following:* Benefits of implementing the program
* Hardware and space needed to start (includes a guide for selecting appropriate hardware tailored for each department's needs)
* Detailed and customized cost analysis of implementing the program
* Program maintenance: resources required and how-to
* Troubleshooting with many possible scenarios

Before conducting a further research required in building of the manual, we would like to solicit your views on the following aspects to be used for the manual.* How much would your department be willing to spend for a bike?(Lowest price for a brand-name is approximately $350. Do you think  it's too expensive?)
* What type of riding position would you prefer for the bikes? -Very upright as in cruiser bikes with curved handlebar, heavy and slow-Semi-hybrid city bike with raised handlebar that is lighter and more comfortable for longer distances-Full-hybrid bicycle that is lightest, but has relatively low riding position like a mountain bike
* Do you have any space indoor to store bikes?
* How many bikes would the department need?

We greatly appreciate all of your input on the departmental bike sharing program.Regards,Alex YS Kim and others in Departmental Bike Sharing Program Development Team |

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| **Rossi, John <jrossi@law.illinois.edu>** | **Thu, Oct 27, 2011 at 4:25 PM** |
| To: Alex YS Kim <kim393@illinois.edu>Cc: aneptune@fs.illinois.edu |
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| Hi Alex, Thank you for this information about the next steps with the program.  To answer your specific questions: 1.       The department does not currently have funding for a bike sharing program so I will be working to cobble funding together as best I can.  I do not think that I will be able to purchase bikes at $350/each this year and probably not next year.  My plan in the short-term was to solicit donations of bicycles from faculty and staff to get the program up and running and then evaluate from there.  If the program becomes successful and valued by faculty and staff it will be much easier for me to gain additional funding.2.       I think a semi-hybrid/commuter type bike would be most effective.  Ideally with panniers/baskets for carrying things.3.       We could store the bikes indoors during the off-season.4.       I am hoping to have 1-2 bikes to start and then see what the demand is like. John **From:** Alex YS Kim [mailto:kim393@illinois.edu] **Sent:** Wednesday, October 26, 2011 3:33 PM**To:** Rossi, John; deal@illinois.edu**Cc:** aneptune@fs.illinois.edu**Subject:** Departmental Bike Sharing Program Inquiry[Quoted text hidden] |

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| **Alex YS Kim <axysk1@gmail.com>** | **Thu, Nov 3, 2011 at 12:48 PM** |
| To: jrossi@law.illinois.edu, deal@illinois.edu |
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| Dear Dr. Rossi, thank you for replying to our inquiry. We will consider your opinions in writing the bike sharing manual and send our draft copy to you in a couple of weeks. We decided to add a section to the manual that discusses ways to obtain funding for the program along with guidelines for used bikes. Dr. Deal, we would appreciate it if you can reply to us about the previous inquiry attached below. Regards,Alex Yoosuk Kim[Quoted text hidden] |

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| **Rossi, John <jrossi@law.illinois.edu>** | **Thu, Nov 3, 2011 at 1:10 PM** |
| To: Alex YS Kim <axysk1@gmail.com> |
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| Sounds like a great plan Alex, thanks |

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| **deal <deal@illinois.edu>** | **Thu, Nov 3, 2011 at 1:19 PM** |
| To: Alex YS Kim <kim393@illinois.edu>Cc: jrossi@law.illinois.edu, aneptune@fs.illinois.edu |
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| HI Alex,  Sorry for the  slow response. My responses to the questions below each.On Oct 26, 2011, at 3:32 PM, Alex YS Kim wrote:* How much would your department be willing to spend for a bike?(Lowest price for a brand-name is approximately $350. Do you think  it's too expensive?)

I am not sure exactly how much we would be willing to spend.  I imagine a few hundred a year might be negotiated.  Lets say $200/year for an undefined period.  Meaning we could get a new bike every other year.  I could imagine a request for an initial startup cost to be arguable.  Maybe 2-3 bikes worth might be feasible upfront if argued well.  We would need help in making the argument though.* What type of riding position would you prefer for the bikes? -Very upright as in cruiser bikes with curved handlebar, heavy and slow-Semi-hybrid city bike with raised handlebar that is lighter and more comfortable for longer distances-Full-hybrid bicycle that is lightest, but has relatively low riding position like a mountain bike

I think the preference would lean to comfort bikes.  Not cruisers but upright with multiple gears.  * Do you have any space indoor to store bikes?

We might have some space.  It would be difficult though.  No is the safest answer.* How many bikes would the department need?

As noted.  A couple to get started that we could grow over the years is good.  I think 2-3 to start is perfect.Hope this helps.brianWe greatly appreciate all of your input on the departmental bike sharing program.Regards,Alex YS Kim and others in Departmental Bike Sharing Program Development Team |

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# Inquiry for Employee Insurance Coverage on Departmentally Shared Biking

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| **Joncarlo Campos <nerdrock911@gmail.com>** | **Thu, Nov 17, 2011 at 1:24 PM** |
| To: mbjohnst@illinois.edu, awendt2@illinois.edu, axysk1@gmail.com, pmgandhi2@gmail.com, justin.staples54@gmail.com, aneptune@illinois.edu |
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| Hi Morgan, In our ongoing effort to compile our handbook we continue to face a rather large problem regarding liability issues. We find that it is crucial to our project to include information regarding possible injury and procedural process if it occurs. We understand that you said that there is no specific insurance, however, what should a departmental member do if injured while riding a bike? Are they covered through workers compensation? We must include this information in our pitch because it is an often asked question. Any and add information you could give us would be greatly appreciated.Thanks! |

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| **Johnston, Morgan (Facilities & Services) <mbjohnst@fs.uiuc.edu>** | **Tue, Nov 8, 2011 at 2:56 PM** |
| To: Joncarlo Campos <nerdrock911@gmail.com>Cc: awendt2@illinois.edu, axysk1@gmail.com, pmgandhi2@gmail.com, justin.staples54@gmail.com, "Neptune, Amelia J (Facilities & Services)" <aneptune@fs.illinois.edu> |
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| Hello Joncarlo, There is not specific insurance for bike riders on campus.  Starting a departmental bike-share would not increase insurance costs for the University.  It would actually decrease medical health insurance costs in the long run.  There was a minor concern from our Risk Management office that providing bikes to employees would increase the number of workers compensation claims.  However, when I shared that information with Wojtek at Kinesiology, he started listing a huge group of positive impacts from more exercise.  For example, employees on bikes are more active than sedentary employees, so their risk of heart disease, diabetes, and stroke are much lower.  Wojtek told me there are many academic research papers supporting this information. The other issues you listed about bike maintenance, vandalism, etc, will be the responsibility of the funding source.  That is, if the department is paying for the bikes, then the department will be responsible for the costs of maintenance, etc. ~Morgan =====================================Ms. Morgan B. JohnstonSustainability and Transportation CoordinatorUniversity of Illinois at Urbana-ChampaignFacilities & Services, 115J PPSB, MC-8001501 S. Oak, Champaign, IL 61820217-333-2668 mbjohnst@illinois.edu |

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| **Neptune, Amelia J (Facilities & Services) <aneptune@fs.illinois.edu>** | **Thu, Nov 17, 2011 at 3:57 PM** |
| To: Joncarlo Campos <nerdrock911@gmail.com>, awendt2@illinois.edu, axysk1@gmail.com, pmgandhi2@gmail.com, justin.staples54@gmail.comCc: Jon Chan <jkchan3@gmail.com>, Katherine Halm <halm2@illinois.edu> |
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| Hi Handbook Team,Morgan asked me to follow up to explain what you’ll be receiving from Tom Anderson.  If an employee is injured while riding a University-owned bike, which includes departmentally-shared bikes, that employee should submit an accident form to the University. Tom is going to send you the link to the form itself, which you should definitely include in the handbook. I haven’t seen it yet, but he said that the form includes instructions on how to submit it and who else to talk to, etc. Including this information in the handbook should cover the risk management issues you all were concerned about.  Let me know if there is anything else. Thanks,Amelia ================================Amelia NeptuneSustainability SpecialistFacilities & ServicesUniversity of Illinois at Urbana-Champaign1501 S. Oak, Champaign, IL 61820aneptune@fs.illinois.edu |

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| **Anderson, Thomas J (Facilities & Services) <tjanders@fs.uiuc.edu>** | **Thu, Nov 17, 2011 at 4:05 PM** |
| To: "Johnston, Morgan (Facilities & Services)" <mbjohnst@fs.uiuc.edu>, Joncarlo Campos <nerdrock911@gmail.com>, awendt2@illinois.edu, axysk1@gmail.com, pmgandhi2@gmail.com, justin.staples54@gmail.com, aneptune@illinois.edu |
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| Morgan and Amelia, Here is a link to the OBFS web site giving instructions on how to file vehicle claims.  Also notice on the left side the links for other claims, such as members of the public, worker compensation (on-the-job accidents), and others.  Notice that links to the actual forms are on the right side under “Helpful Links.”<http://www.obfs.uillinois.edu/risk/auto-liability/> Hope this helps.  Let me know if you have questions. Best regards. Tom***Tom Anderson, PhD, CIH*** *Associate Director, Safety & Compliance* *University of Illinois Urbana-Champaign* *145J Physical Plant Service Bldg, M/C 821* *1501 S. Oak Street* *Champaign, IL 61820* *(217)244-6272* *Mobile:**(509)378-1024* *E-mail:**tjanders@illinois.edu* *Website:*[*http://safetyandcompliance.fs.illinois.edu/*](http://safetyandcompliance.fs.illinois.edu/) |

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# E-mail Exchanges with Carl Stewart with the Campus Bike Project

**Carl, Could you visit in for ENG315 on Thursday at 12:30pm?**
3 messages

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| **Alex YS Kim <axysk1@gmail.com>** | **Tue, Sep 20, 2011 at 1:10 PM** |
| To: campusbikeproject@gmail.comCc: Jon Chan <jkchan3@gmail.com>, Katherine Halm <katherine.halm@gmail.com> |
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| Hello,My name is Alex Kim and I met you at the Lincoln & Illinois Location on the Light the Night day. I am wondering if you would be available to come in to the Eng315 Bike Sharing (Grab-a-Bike) class on Thursday at 12:30pm. We have some questions to be asked about feasibility of the BIke Sharing project that may be implemented for university employees & individual departments. The location of our classroom is Mechanical Engineering Hall, room 256. I would appreciate it if you could give a confirmation to us before you could come in.Alex Kim(217 778 7281)  |

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| **Campus Bike Project <campusbikeproject@gmail.com>** | **Tue, Sep 20, 2011 at 1:21 PM** |
| To: Alex YS Kim <axysk1@gmail.com> |
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| Sure can,  how large is the LINC class & how many are in your focus group, what other topics is the class working on?[Quoted text hidden] |

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| **Alex YS Kim <axysk1@gmail.com>** | **Tue, Sep 20, 2011 at 1:25 PM** |
| To: Campus Bike Project <campusbikeproject@gmail.com> |
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| Thanks for a quick reply!Our class is a class of 15 students, and our focus group has 5 people. We are also working to improve the perception of the bike culture by pedestrians as well as a group researching for feasibility of student bike sharing program.Thanks,Alex[Quoted text hidden] |

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**Bike Donation Possibility**
3 messages

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| **Alex YS Kim <axysk1@gmail.com>** | **Thu, Nov 3, 2011 at 6:53 PM** |
| To: Campus Bike Project <campusbikeproject@gmail.com>Cc: Katherine Halm <katherine.halm@gmail.com>, Jon Chan <jkchan3@gmail.com>Bcc: awendt2@illinois.edu, Joncarlo Campos <nerdrock911@gmail.com>, pmgandhi2@gmail.com, "Justin I. Staples" <justin.staples54@gmail.com> |
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| Hello Carl,I am a member of the ENG315 group working to develop a Departmental Bike Sharing program. About three weeks ago, we had the chance to have you come in our class for a little question-and-answer session. You mentioned that the Walmart-type bikes parked outside the IMC Bike Project location would be donated to charitable overseas operation. I am wondering if we could get hold of some of those bikes to supply school departments interested in implementing a bike sharing program. Any bike would be sincerely appreciated, as the interested departments seem to be on the fence about implementing the program just because they don't have the ability to fork out the initial investment. Also, if a department was to implement a bike sharing program, would it be possible for a member of the bike project to do on-site bicycle maintenance like cable tension adjustment and lubing for cost at a fixed interval? Please let us know!Thanks,Alex  |

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| **Campus Bike Project <campusbikeproject@gmail.com>** | **Thu, Nov 10, 2011 at 1:58 PM** |
| To: Alex YS Kim <axysk1@gmail.com>Cc: Katherine Halm <katherine.halm@gmail.com>, Jon Chan <jkchan3@gmail.com> |
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| Dear Alex -  The idea of your model seems quite strong and we appreciate this enthusiasm going forward.   We'd encourage you to make some further considerations because the rusted up bikes at the Bike Project IMC ramp are not available.  Those bikes have never been cared for, are not safe, furthermore we prefer not wasting valuable time and resources attempting to maintain them.  We always can welcome the purchase of a well maintained used bicycle from the Bike Project,  where each purchaser receives all the standard member benefits of co-op participation, available regular maintenance, group learning and repair sessions, new/used parts...etc.  The Bike Project currently does not have any institutional/departmental bike purchasers.  On campus there are many individual bicycle riders who own bike project bikes, you might have some idea why these private bikes are on campus.  However we are not convinced there is enough understanding of the barriers which prevent everyone from using a bike.  A snapshot of what we all see on campus are individual bicycle owners who have chosen to invested time, save money and gain health by using and maintaining green transportation.  One large institutional/departmental barrier is funding for a green transportation initiative.  Overall it would seem advantageous to aid departments to first define, budgetary and real or perceived personnel gains in order that they have basis to formulate and implement a strategy to fund a such initiatives.   We welcome further dialogue, suggestions and sharing of ideas or resources which might help to move your proposal forward.  We like that to hear there are real "interested parties who are on the fence" and we are willing to meet with you to gather details and elucidate concerns.   Kind Regards -carlshop coordinator the Bike Project of Urbana-Champaign |

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