

## MOVEPORTAGE

### APPLICATION

Please provide the following information:

Contact Name: \_\_\_\_\_

Business Owner Name (if different from above): \_\_\_\_\_

Business Address: \_\_\_\_\_

Primary Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

How many employees do you have? \_\_\_\_\_

How many full time equivalent positions? \_\_\_\_\_

How many years has the business been in operation? \_\_\_\_\_

Type of business? (Select one)

- ☐ Retail
- ☐ Manufacturing
- ☐ Restaurant
- ☐ Service provider
- ☐ Non-profit organization
- ☐ Other \_\_\_\_\_

*This survey should only take about 5 minutes to complete. Even if the business doesn't currently engage in the activities listed, this application should provide some ideas to create a more bike focused culture for the business.*

### **Community Engagement**

1. Do you offer secure, dedicated bike parking for guests/customers? (**Select one**)

- ☐ Yes
- ☐ No (If no, proceed to question 5)

2. Describe the dedicated bike parking. (**Check all that apply**)

- ☐ Outdoor racks
- ☐ Indoor racks or designated bike storage room
- ☐ Secured area | **e.g. keycard access, video monitored, etc.**

- ☐ Bicycle lockers
- ☐ Covered/sheltered outdoor bike racks
- ☐ Uncovered outdoor bike rack
- ☐ Bikes are also allowed inside business common area
- ☐ Specialty bikes accommodated | *e.g. cargo bikes, trailers, recumbents, trikes etc.*
- ☐ Charging facilities for electric assist bicycles
- ☐ None of the above

3. Approximately how many bicycles can be accommodated by the dedicated bike parking? **(Select one)**

- ☐ 1-5
- ☐ 6-10
- ☐ 11 or more

4. Does the majority (more than 50%) of the bike parking meet the following standards for quality, security, and convenience? **(Check all that apply)**

- ☐ Supports the bicycle in at least two places to prevent it from falling over
- ☐ Allows locking of frame and at least one wheel with a U-lock
- ☐ Is securely anchored to the ground or wall
- ☐ Resists cutting, rusting, bending, or deformation
- ☐ Is visible from main entrance of business
- ☐ Is well-lit at night
- ☐ None of the above

5. Is the business located within a quarter mile of any of the following facilities? **(Check all that apply)**

- ☐ Bike path or trail system
- ☐ Bikeways/On-street bike lane
- ☐ Shared lane markings
- ☐ Low traffic, low-speed street (25 mph)
- ☐ On-street vehicle parking
- ☐ Bus stop

6. Does the business provide any of the following amenities for bicyclists? **(Check all that apply)**

- ☐ Automatic doors/gates for easy bike entry to building(s)
- ☐ Shower facility without charge
- ☐ Changing room without charge
- ☐ Storage lockers without charge
- ☐ Bicycle work stand
- ☐ Maintenance supplies such as tools, pumps, and tubes
- ☐ Public bicycle repair station
- ☐ Other, \_\_\_\_\_
- ☐ None of the above

7. How does the business promote and support bicycling in the broader community?

**(Check all that apply)**

- ☐ Sponsor or host community bike events or bike share
- ☐ Sponsor, host, or participate in bike conference, forum, or summit
- ☐ Sponsor an external bike team or club
- ☐ Sponsor individual riders for charity rides or races
- ☐ Organize or promote bike-related volunteer opportunities | **e.g. bicycle donations, charity rides, etc.**
- ☐ Organize rides for the community or employees
- ☐ Actively promote bicycling as transportation to customers, guests, or the general public
- ☐ Include bicycles in business advertisements, branding, or promotional materials
- ☐ Encourage or mentor other businesses to become more bicycle-friendly
- ☐ Offer deliveries or other services by bicycle
- ☐ None of the above

## Employee Engagement

8. Do you offer secure, dedicated bike parking for employees? **(Select one)**

- ☐ Yes
- ☐ No, they share our general public bike parking
- ☐ No, but bikes are allowed in common spaces and/or at employee workspaces
- ☐ No bike parking is currently offered by the business

9. Which of the following bicycle-related incentives or benefits does your business offer?

**(Check all that apply)**

- ☐ Free, personal bicycle given to each employee
- ☐ Free bike parts, supplies, or gear available to each employee
- ☐ Free on-site bike tune-up(s) available to each employee
- ☐ Cash incentives for bike commuters, tied to mileage or days ridden
- ☐ Non-cash incentives for bike commuters, tied to mileage or days ridden | *e.g. free gear, gift cards, food, paid time off, etc.*
- ☐ Healthcare premium discounts for employees who bike to work
- ☐ Reimbursement for bicycle-related commuting expenses for employees
- ☐ Discount on bicycle-related goods or services for employees | **e.g. discounted tune-ups, gear, tools, accessories, etc.**
- ☐ Reimbursement for race/ride entry fees
- ☐ Reimbursement for bicycle club memberships
- ☐ Reimbursement for bicycle education programs
- ☐ None of the above

**10.** How does the business foster a positive internal bicycle culture? (**Check all that apply**)

- ☐ Employee bike club or bicycle user group
- ☐ Social/recreational bike rides for employees and/or guests
- ☐ Bike-related listserv or online community for interested employees
- ☐ Ongoing or repeating bike challenge throughout the year
- ☐ Bicycle events
- ☐ Multiple car-free or bike-to-work days throughout the year | **e.g. Car-Free Fridays**
- ☐ Recognition for bike commuters | **e.g. highlight new commuters, riders w/ most miles, etc. at staff meetings or on intranet, etc.**
- ☐ Company-branded jerseys or other bike-related gear offered
- ☐ Top management commutes by bike
- ☐ Other; \_\_\_\_\_
- ☐ None of the above

**11.** Does the business celebrate Bike to Work Day (BTWD) every year? (**Select one**)

- ☐ Yes
- ☐ No
- ☐ We are actively planning our first Bike to Work Day
- ☐ We have celebrated Bike to Work Day, but do not consistently celebrate it every year

**12.** What percentage of employees commute to work by bike more than twice a week during optimal riding season? \_\_\_\_\_ (*Enter 0.00 - 100%*)

**13.** Is there an employee group involved with helping the business to assess and improve bicycle-friendliness of the workplace? (**Check all that apply**)

- ☐ Bicycle User Group
- ☐ Workplace Bicycle or Bicycle Advisory Committee
- ☐ Other related workplace committee that includes bicycling topics | **e.g. wellness, sustainability, operations, etc.**
- ☐ None of the above

## Wrap up

1. List three reasons why your business would like to be recognized as a Bicycle Friendly Business in Portage:

- 1.
- 2.
- 3.

2. What has been your business's most significant investment in becoming bicycle-friendly?
  
  
  
  
  
  
  
  
  
  
3. List & describe three projects you would like to accomplish for the business to become more bicycle-friendly. Please include an estimated completion date for each project.

- 1.

- 2.

- 3.

Feedback notes: