



## Maine's Worksite Bicycle Program

Maine's Worksite Bicycle Program offers guidance to businesses that want to promote safe bicycling at their worksites. Whether the aim is to improve employees' health or to encourage bicycle commuting as part of a greener worksite culture, our program provides practical advice and information to everyone from wobbly newbies to aspiring triathletes.

The program is extremely flexible, and is designed to fit into your schedules, spaces and formats. Businesses can choose either our standard three session and a ride program, or select the info that best suits their needs from our ala cart topic menu.

The standard three session program begins with an overview of Bicycling Basic Equipment, covering bike selection and fitting, helmets, shorts, pedals, how to be seen, etc. The second session addresses Basic Bicycle Operation, and covers the ABCQ pre-ride check and the principles of safe bicycle driving on roadways, known as "vehicular riding." The third session is on Basic Maintenance and Other topics, and covers tire repair, more complex traffic questions, and other topics the group brings up. The Basic program can include a group ride that demonstrates basic bike handling maneuvers and vehicular riding in traffic. Any one of these sessions can be presented as a stand alone presentation, as well.

These topics can also be fine tuned to include information on what businesses can do to encourage cycling or commuting whether it's providing showers or racks etc.

For businesses with more established cycling cultures, or less time, topics can be picked off our "A La Cart Topic Menu" to design the presentation to best suit the needs of your worksite.

These classes are taught by instructors who speak from experience and who are trained in safe cycling practices. Classes are for all cyclists from new to intermediate/advanced. Special arrangements can be made for expert level presentations.

If you would like more information about this program or would like it to come to your place of business, please contact Jim Tasse at [jim@bikemaine.org](mailto:jim@bikemaine.org) (207-623-4511).

# The Bicycle Topics A La Carte Menu

Choose Your Own Topics for Your Work Site Bicycling Presentations!

## Beginner Topics

“Beginner” is defined as a cyclist who is new or returning to cycling after years away from the sport, and who typically rides no more than 0-10 miles

### Beginner Equipment--Basic: 50-60 mins

Common sense 5

Types of Bicycles 5

Helmet—fitting 5

Shorts—baggy or tight? 5

Shirts—cotton not preferred, bright! 5

Shell—bright 5

Gloves—recommended 5

H2O Bottle and cage 5

Glasses—recommended, esp. for road riding 5

Shoes/pedals 5

Bike Fit—5-10 mins

Standover

Seat Height, position

Start with upright position

### Beginner Maintenance: 15 minutes

A, B, C. Quick releases. 10 minutes

Identifying problems, eg loose bearings, warped wheels. 5 minutes

## ***Beginner Riding Behaviors—50 mins***

Mindset: Casual, a “normal person’s” view of cycling. Feels slow is fine. Views it as exercise or fun, may be considering some practical applications. Isn’t trying to hurry it. Don’t view riding as exercise, view it as fun, or as expedient. Go easy. Uses your bike to run short errands near your house. Get used to riding the bike instead of a car on shorter hops in your neighborhood. 10 mins

Gears: Low is slow, high is hard. –15 mins

Turn a lower gear than you think you need.

Traffic riding: 25 minutes

Behave like a vehicle.

Right side, stop at TCDs.

Use signals.

Take the lane when necessary. The law permits you to.  
Bike lanes are only suggestions.  
Be observant, be clear and assertive.  
**BE SEEN. VEHICULAR RIDING TECHNIQUES DEPEND UPON  
OTHER DRIVERS SEEING YOU!!!**

## **Intermediate Topics**

An intermediate bicyclist is defined as one who rides 10-20 miles with some regularity. Participates in group ride events (eg. Trek Across Maine, Women's Ride, Dempsey Challenge, etc). May be seeking to get deeper into the sport.

## **Intermediate Equipment 30 minutes**

More aggressive bicycle set up 5  
Cyclocomputers 5  
Lights 5  
Fenders 5  
Bar ends 5  
Clipless pedals 5  
Basic tools to carry—multi tools 5  
Parts of the bike (what do you call that thingamabob?) 5  
Funky Utility bikes 5  
Understanding Materials: steel, aluminum, magnesium, carbon fiber,  
titanium 10  
mins

## **Intermediate Maintenance**

Flat tire repair 20 min  
Brake Adjustment 5 mins  
Derailleur (shifter) Adjustment 10 mins  
More advanced diagnostics—creaks, ticks, wobbles, etc. 10 mins

## **Intermediate Riding Behaviors**

Mindset: Likes riding, not afraid to challenge self a bit physically. Longer distances, higher speeds, more challenging terrain. Wants to learn how to do more basic on road repairs. Might be training for a triathlon or other event. Beginning to wonder about riding to work. Go for it!

Nutrition/hydration 5-10 mins  
Pacing (high rpms, lower gears) 10 mins  
Group Ride Etiquette 10-15 minutes  
Commuting/Utility 20 minutes

Don't sweat it.  
Put it on your bike—racks, panniers, are more comfy and cooler  
(temperature-wise)  
All weather—clothes, fenders, lights, locks.  
Route selection

Traffic riding: Getting more assertive. 25 minutes

Behave like a vehicle.

Right side, stop at TCDs.

Use signals.

Take the lane when necessary. The law permits you to.

Bike lanes are only suggestions.

Be observant, be clear and assertive.

**BE SEEN. VEHICULAR RIDING TECHNIQUES DEPEND UPON OTHER  
DRIVERS SEEING YOU!!!**

## **Advanced Topics**

An advanced rider is comfortable riding 20 plus miles regularly. Ok with physical challenge, willing to take some risks. May have raced or ridden with racers. Interested in more complex repairs.

## ***Advanced Equipment***

Heartrate monitors and other measuring tools 10 mins

Funky Utility bikes 5 mins

Understanding Materials: steel, aluminum, magnesium, carbon fiber,  
titanium 15 mins

Forks 10 mins

Disks versus Linear pulls, cables versus hydraulics

Component Groups

Full Suspension Bikes

## ***Advanced Maintenance***

Derailleur cables and shifters 15 mins

Brakes 10 mins

Hub adjustment 15 mins

Head set adjustment 10 mins

Wheel Truing 20 mins

CO2 10 mins

Identifying more complex problems, including wheel dish and  
frame/dropout alignment 15 mins

## **Advanced Riding Behaviors**

Mindset: Is or is becoming a Bike Geek. Willing to discuss merits of GU versus Shotbox. Hungry for any bicycle knowledge info they can get, whether technical, physical, or tactical. May be competing in triathlons, road or mountain bike races.

Commuting/Utility 20 mins

Don't sweat it.

Put it on your bike—racks, panniers, are more comfy and cooler (temperature-wise)

All weather—clothes, fenders, lights, locks.

Route selection

Riding in Winter—Road, trail, commuting 10 mins

Studded tires

Dressing

Advanced Techniques

Riding in pacelines 10 mins

Drafting another rider 10 mins

Riding in a Peloton 5 mins

Group Ride Etiquette 10 mins

Self Supported Tours 5 mins

Orienteering 10 mins

Philosophy: The Bike/Ped Modal Gray Zone 15 mins+

Traffic riding: MORE ASSERTIVE 20-25 mins

Behave like a vehicle.

Right side, stop at TCDs.

Use signals.

Take the lane when necessary. The law permits you to.

Bike lanes are only suggestions.

Be observant, be clear and assertive.

BE SEEN. VEHICULAR RIDING TECHNIQUES DEPEND UPON OTHER DRIVERS SEEING YOU!!!