



Leeds Trinity University: Bike-to-Work Scheme

Frequently Asked Questions (FAQs)

1. What is the Bike to Work Scheme?

The Bike-to-Work Scheme is a Government green transport initiative which allows Leeds Trinity University employees the option of hiring bicycles and cycle equipment over a 12 month period without having to pay Tax or National Insurance on the payments

2. How does the scheme work?

- Of you choose to participate in the scheme, Leeds Trinity University will provide you with a bicycle or cycle equipment on loan in return for you agreeing to nominate a specified amount of salary for this purpose. This nominated amount will, not be subject to Tax or National Insurance deductions
- At the end of the 12 month hire period, Leeds Trinity University may seek to dispose of the bike equipment at a fair market value of a bike and related safety equipment is often set at 5% of the original package value. But please note that this cannot be guaranteed until the end of the hire period/
- It is common in such circumstances to offer to sell the equipment to the person who has had the equipment on hire. However you should be aware that such practices and expectations are merely indications based in historical factors and cannot be guaranteed for the future. Any subsequent sale would also be pursuant to a separate agreement, entered in to after the conclusion of hire
- In order to benefit from the Tax and National Insurance saving the bicycle must be used for a minimum of 50% of the time for journeys to and from work or between work sites.
- Employees are responsible for ensuring the bike is well maintained and kept in good working order.

3. Which employees can use the Bike-to-Work Scheme?

- Employees who have contracts of employment that outlast the duration of the salary sacrifice period.
- Employees must be 18 years or over
- Employees must pay tax via the PAYE system
- Employees must not drop below the minimum wage once the loan repayment has been deducted.

- Employees must have completed a minimum of 3 months of employment with Leeds Trinity University.

If you are unsure as to whether you are eligible please contact the Finance Office

4. When can I join the scheme?

The scheme commences on Saturday 1 November 2008. The scheme will remain open without close date.

5. What is the salary sacrifice and how are the savings made?

A salary sacrifice occurs when an employee agrees to a reduction in pay in return for the employer providing a non cash benefit. The retention comes out of the employees gross, rather than net pay. This causes a reduction in income tax and National Insurance payments which is where the savings are made.

6. Can I choose the supplier of this equipment?

No following an internal procurement exercise, Edinburgh Bicycles Co-Operative has been identified as the Leeds Trinity University supplier. Edinburgh Bicycles stocks a fully comprehensive range of bicycles and safety equipment to choose from.

To visit the website use the below link:

www.edinburghbicycle.com/info/shop/leeds

7. What are the branch opening times of Edinburgh Bicycles?

The Leeds branch of Edinburgh Bicycles is open seven days a week from 10.00am until 18.00pm and has a late opening on a Thursday until 19.00pm

The address of the branch is

140 Woodland Lane

Chapel Allerton

Leeds

LS7 4QG

The store is just off the Harrogate Road behind the Majestic Wine and Kwik Fit. There is ample parking at the store as well as bike locking facilities.

8. Is there a restriction to the bicycle I can choose?

The bicycle must be suitable for travelling to and from work. For this reason children's bicycles are not available under the scheme. All other types of bikes are suitable to choose under the scheme including electric bikes. Edinburgh Bicycles have approximately 160 bikes on display at

any one time with the opportunity to request more from their warehouse or available to order in.

9. Can I choose more than one bicycle?

No, only one bicycle can be hired per employee

10. What bicycle equipment will be available to me to hire?

The bike must be suitable for journeys to and from work. As well as the bicycle, the salary sacrifice scheme also covers cyclists' safety equipment including:

- Helmets
- Bell and horns
- Lights
- Reflective clothing including jackets, gloves and over trousers
- Mirrors and mudguards to ensure riders visibility is not impaired
- Cycle clips and dress guards
- Panniers, luggage carriers and straps to allow luggage to be safely carried
- Lock and chains to ensure cycles can be safely secured.
- Pumps, puncture repair kits, cycle tools and tyre sealant to allow for minor repairs.

Please note the above is not a comprehensive list of what safety equipment is available to choose.

11. Can I choose just safety equipment or just a frame on the scheme rather than a complete bicycle?

No, you are unable to choose just safety equipment on the scheme and a complete bike must be a part of the hire agreement.

12. Must I choose safety equipment on the scheme

No if you only require a bicycle and currently have all the related safety equipment. It is not required that you must choose safety equipment.

13. What are the scheme rules?

As the bicycle will belong to Leeds Trinity University you must make sure that the bicycle equipment is insured. The easiest way to do this is to get it added to household your contents insurance, if it is not already covered. Replacement equipment is not available under the scheme. If the bicycle equipment goes missing or is damaged, you will still have to pay the monthly amount for 12 months.