

## TRU Employee Electric Bicycle Purchase Incentive Programs



### Terms of Reference

TRU is proud to roll out a 12-month pilot of the ***Enhanced Employee E-Bike Discount Program***, which will be one of the best employee electric bike purchase incentive programs of any postsecondary institution in Canada. The program is a compliment to the [Standard Employee E-Bike Discount Program](#), which has been operational since 2018.

TRU is offering both programs to make it easier for TRU employees to afford an e-bike, and to show leadership in addressing the detrimental effects the transportation sector has on climate change. In British Columbia, close to 40% of the province's gross greenhouse gas emissions come from the transportation sector, including the use of single-occupancy vehicles (BC Ministry of Environment and Climate Change Strategy, October 2023). The e-bike purchase incentive programs are another example of how TRU is working to be a world leader in sustainability. The aims of both programs are to encourage sustainable and active transportation, which supports TRU's commitment to reducing carbon emissions, and to improve employee health and wellness by incentivizing and encouraging bicycle riding. Both programs are financed from TRU campus parking revenues.

Only **permanent (ongoing) employees** are eligible to participate in the two programs, and each employee can only take advantage of one or the other of these two programs once every five years. To receive a discount, a simple form must be submitted to the TRU Sustainability Office (*TRU E-Bike Discount Form*, formerly the *E-Bike Health and Wellness Rebate Form*), along with photocopies of all receipts. A purchase financing option is also available over a maximum of a two-year period (go to the last bullet of this document for details, *Financing Option*).

Two program options:

1. **Enhanced Employee E-Bike Discount Program (EEEBDP)** – 12 month pilot

Purpose:

To encourage the purchase of an e-bike which will be used as one of the primary modes of sustainable transportation to commute to and from campus. This program option is designed for employees who are committed to using a bicycle or other modes of sustainable transportation as their primary means **to commute to and from the Kamloops or Williams Lake campus all year**. These could include walking, transit, carpooling, and other wheeled devices such as a scooter, One Wheel, or skateboard. The spirit of the EEEBDP is to get users into the habit of using sustainable transportation modes most of the time and leaving their single-occupancy vehicle at home unless they really need it.

Incentives:

- 20% reimbursement off the purchase price of an e-bike, up to a \$700 maximum.
  - For example, if you spend \$3500, you'll get \$700 back; spend \$2500, and get \$500 back
  - E-bikes can be new, used or even conversion kits, but they must be purchased through an established business; no private sales are allowed.
  - This incentive is only for e-bikes.
  - The rebate is taxable. It will be paid through payroll and is subject to statutory withholdings.
- Bus Pass Discount. Users will be given a 50% discount on a maximum of 10 single-day transit passes (regular price is \$4.50 for unlimited use on one day) for each 12-month period. To use this offer, you must email the Sustainability Office 7 days before you need the tickets: [sustain@tru.ca](mailto:sustain@tru.ca).
- More incentives are listed below. See "Further incentives for both E-Bike incentive programs".

Other Program Conditions:

- There are circumstances when employees need their own vehicle (important appointments or errands, etc.) or that prevent them from commuting to campus by bicycle or using other modes of sustainable transportation (severe weather conditions, temporary transportation disruptions, etc.). Due to these circumstances, users of the program are given 15 'grace-period' days when they can commute to campus in their own single-occupancy vehicle per 12-month calendar year. They agree to abide by this rule for two years from the date of their discount application.
- The grace-period days will be monitored using TRU's Concord parking system, which scans the license plates of all vehicles on the campus many times a day. Those who opt into the EEEBDP will need to register their vehicle(s) license plate number(s) with the TRU Parking Office. Every month the office will produce a monthly report of all license plate numbers that are part of the EEEBDP program. If the license plate of a program registrant appears more than 15 times each year, then that user will be asked to explain why they are driving their vehicle(s) to campus more than 15 times per year to the Sustainability Director, who oversees these ebike programs.

- Those who opt into this incentive program are not allowed to participate in the Seasonal Commuter Parking Pass program (described below), which is designed for those who opt into the Standard E-Bike Purchase Incentive Program.
- In order to help promote the program, users agree to share a picture of themselves on their first day riding their new e-bike with the program coordinator, who will then share it on the TRU Sustainability Office social media sites.
- Anyone who participates in the discount programs that returns the ebike that they received a discount on must then return the full discount amount back to the TRU Finance Office.
- The discount amounts will not be retroactive. Participants must submit their completed program form and receipt to the Sustainability Office within 6 weeks of the date of their ebike purchase.

## 2. Standard Employee E-Bike Discount Program (SEEDBP)

Purpose:

To encourage the purchase of an e-bike for general use (commuting, recreation, running errands, etc.). This program option is designed for those employees who are occasional bike commuters.

Incentives:

- 10% reimbursement off the purchase price of an e-bike, up to \$300 maximum.
  - For example, if you spend \$3000, you'll get \$300 back; spend \$2500, and get \$250 back.
  - E-bikes can be new, used or even conversion kits, but they must be purchased through an established business; no private sales are allowed.
  - This incentive is only for e-bikes.
  - The rebate is taxable. It will be paid through payroll and is subject to statutory withholdings.
- [Seasonal Commuter Parking Pass](#). To thank employees and students for using alternative transportation, TRU is offering a seasonal commuter parking pass to cyclists. Register your bike with the Sustainability Office to be eligible for a seasonal commuter permit valid from November 15 to March 15 for either economy lots (\$250 including taxes, plus a \$0.30 per month transaction fee) or general lots (\$350 including taxes, plus a \$0.30 per month transaction fee).
  - To register, simply email the [Sustainability Office](#) by November 7 every year with a picture of your bicycle and a description of where it will be parked on campus (your typical parking spot). Cycle until mid-November, park during winter weather, resume cycling in March, and save the equivalent of one semester of parking! Up to 100 permits are available (first-come, first-served). If eligible, a unique code will be provided to you so you can purchase your seasonal commuter parking pass of choice (economy or general) through the TRU-dedicated [CTRL Online Permit Portal](#).
- More incentives are listed below. See "Further incentives for both E-Bike incentive programs".

#### Other Program Condition:

- In order to help promote the program, users agree to share a picture of themselves on their first day riding their new e-bike with the program coordinator, who will then share it on the TRU Sustainability Office social media sites.

#### Further incentives for both e-bike incentive programs

- **Multi-Modal Option.** Employees who opt into the e-bike incentive programs are welcome to ‘mix and match’ various modes of sustainable transportation. For example, drive your vehicle with your bike on a rack halfway to work, and then ride your bike the other half. For e-bikes that weigh less than 55 lbs/25 kgs, users can also ride their bicycle one way to work and then put it on the front rack of a City bus to get home (watch this [‘how-to’ video](#); more info [here](#) ).
- **Secure Bike Parking.** There is free secure bike parking at either the main bike shelter or one of ten under-stair bike cages located in five campus buildings; if space is available (Old Main, Arts and Education, Administration Building, Trades, and Nursing). You must register to gain access to the bike parking by emailing the Sustainability Office: [sustain@tru.ca](mailto:sustain@tru.ca).
- **Garage 529.** This free program is a comprehensive bike registry and recovery system that the RCMP is involved with that deters bike theft, increases the likelihood that stolen bikes will be returned to their owners and provides an investigative tool for the police to identify stolen bikes.
- **TRU E-Bike and E-Scooter Demonstration Program.** For those who have never ridden an e-bike and want to test one to see how they work, the TRU Sustainability Office offers this free 30 minute demonstration.
- **Opportunity to provide feedback on incentive programs.** In order to help improve the incentive programs, after three months of purchasing their ebike employees will be asked to complete a short survey and provide feedback on: their experience using the incentive program; their experience riding their ebike; feedback that may be of value to future program users; and feedback to program administrators to improve the incentive programs.
- **Campus Showers.** To clean up after a ride to campus, there are showers around the campus and at the TCC that any employee can register to use for free. They are located in HOL, Trades and Technology and the Gym. Click [here](#) for details; see *Showers*.

#### Other Initiatives to Encourage Bicycle Commuting at TRU (General Information)

- **Choosing E-bikes.** Local bike shops are an excellent source of information about buying an e-bike.
- **Free Bike Repair Workshops.** The TRU Sustainability Office will host free ‘U-Fix Workshops’ (March/April and September) that any employee or student can get expert advice on maintaining/fixing their bike (e-bike or traditional). The repair work will get done by the user with the help of the mechanic; you won’t be able to just drop off your bike to get it repaired.
- **Bicycling Events.** The TRU Sustainability Office will participate in three bicycling-related events every year to encourage students, staff and faculty members to get out and ride. For instance the spring, fall and winter [Kamloops Go By Bike Week](#) events; the [Commuter Challenge](#); [Stoke The Season](#); and the [Academic Bicycle Challenge](#).
- **Learn To Ride course.** TRU Sustainability Office staff are working with community partners to bring ‘Learn To Ride’ bicycling courses to TRU. These courses are for first-time riders or those who want to learn the tips and tricks of bicycle commuting so that they feel safer and more confident.

- Government Advocacy. Advocacy for safer bicycling routes/infrastructure with various levels of government is important. Feeling unsafe riding on city streets is the number one reason more people don't commute to campus on bicycles. Members of the TRU Sustainability Office will continue to advocate for safer routes, with the focus on building improved infrastructure.
- Networking with other universities and colleges about bicycle commuting initiatives. In order to learn about what works well to get more of the campus community commuting by bicycle, TRU will continue to network and learn from other universities and colleges about what initiatives work well at their institution.
- TRU Cycling Club participation – The TRU Sustainability Office is helping to develop this club, which will start with a 12-month pilot and a limited number of TRU members. If the pilot goes well then it will open up to all TRU members.
- Financing Option - Click [here](#) for details (scroll down to *Employee e-bike discounts*; see first paragraph). If an employee who is participating in the Financing Option leaves TRU, then they must pay TRU the balance of what they owe on their bike before their last day at TRU.