

Annex B: Cycle to Work Scheme

(Sourcing and Purchase of Bicycles and/or Safety Equipment.)

1. Approved suppliers

To facilitate the purchase of the bicycle/safety equipment IADT has agreed facilities with the following suppliers who are familiar with the terms and operation of the Bike Scheme and purchasing arrangement approved by the Institute.

Area Code	Supplier	Address	Telephone	Email
Dublin 14	Joe Daly Cycles	Lower Main Street, Dundrum	01 2981485	
Co. Dublin	Mikes Bikes (Simon or Denis)	107 Patrick St. Dun Laoghaire	01 2800417	mikesbikes@live.ie
Co. Dublin	The Bike Rack (Paul)	U9 Hills Hire Centre, Johnstown Rd, Dun Laoghaire	01 2840609	thebikerack@eircom.net
Co. Dublin	The Bike Shop (Joe Murphy)	1 Laurkur House Deansgrange Road Deansgrange.	01 2897096	
Co. Dublin	The Spokesman	6 Mountain Villa, Church Road, Killiney	00353 86 8545654 (mobile) 00353 1 2825098 (home)	Email: cathal@thespokesman.ie web; www.thespokesman.ie
Co. Dublin	Ferris Wheel	110 Rock Road Booterstown	01 2883819	Email: stephenferris@hotmail.com
Dublin 24/Online	Cycle Superstore Ltd	Frameworks Building 231 Airton Road Tallaght	01 4632270	Email: sales@cyclesuperstore.ie Web: www.cyclesuperstore.ie
Dublin 7	City Cycles	MJR Cycles T/A City Cycles 1 Oxmantown Green Blackhall Place Dublin 7	01 6400900	info@citycycles.ie
Dublin 22/Online	Wheelwox	Unit 48B Fonthill Retail Park, Lucan	01 4577100	Wheelworx2000@hotmail.com
Dublin 1	Cycleways	185 Parnell Street, Dublin 1	01 8734748	info@cycleways.com

Germany	Canyon Gmbh			
Online	The Dutch Bike Shop	6 Willowfield Park Goatstown Dublin 14 Dublin	01 2988614	Web address: www.dutchbikeshop.ie and www.kidsbikes.ie
Dublin 2	Mac Donald Cycles	38/39 Wexford Street	01 4752586	Alec799@hotmail.com
Lucan	Stagg Cycles	9 Main Street, Lucan	01 628 3022	jimmy@staggcycles.com
Stillorgan	Fitzcycles.ie	Old Church Hall, Lower Kilmacud Road, Stillorgan	01 2784555	sales@fitzcycles.ie
Citywest	Specialized Bicycle Components Ireland	Brownsbarn, Citywest Business Campus	085 1436341	Info-ie@specialized.ie

Should an employee wish to use another supplier, they will need to make a written application in advance to HR.

2. Types of bicycles and equipment

The exemption will cover pedal bicycles and tricycles, and pedelecs (an electrically assisted bicycle which requires some effort on the part of the cyclist in order to effect propulsion). It will not cover motorbikes, scooters or mopeds.

The following equipment will be covered by the exemption:

- Cycle helmets which conform to European standard EN 1078
- Bells and bulb horns
- Lights, including dynamo packs
- Mirrors and mudguards
- Cycle clips and dress guards
- Panniers, luggage carriers and straps to allow luggage to be safely carried
- Locks and chains to ensure bicycle can be safely secured
- Pumps, puncture repair kits, cycle tool kits and tyre sealant to allow for minor repairs
- Reflective clothing along with white front reflectors and spoke reflectors.

3. Purchasing bicycles/ safety equipment under the Cycle to Work Scheme.

The agreed arrangements in place provide for the operation of a six (6) stage process:

Step	Stage	Details
1	Research:	The staff member will visit any or all of the approved suppliers to determine their requirements and preferred supplier.
2	Pro- Forma Invoice	On production of their staff card to the supplier, the supplier will prepare a Pro-Forma Invoice (issued to IADT) which both the supplier and the staff member will sign confirming the decision to purchase specified equipment and the cost of same.
3	Approval	The staff member will submit the pro-forma invoice plus their completed Application Form (Annex C) to Rebecca Downes, Human Resource Officer.
4	Invoice	HR will submit the invoice and PO to Finance, who will issue a cheque and return to HR.
5	Cheque	HR will contact the staff member to collect the cheque. The staff member gives this cheque to the supplier who releases the bicycle and equipment to the staff member.
6	Payroll Deduction	On receipt of the signed Annex C from the staff member, the Human Resource Officer will activate the provisions of the salary sacrifice agreement with the staff member and notify payroll to commence deductions.