



GUIDE PORTAL: Loading Bikes

Generally, load on the passenger side of on the road. **Work slowly and carefully, as top rack can be a tripping hazard.** This work should be done by the guides, not the guests.

1. Make sure there are no guests inside the van when loading bikes, as you don't want the van to shake unnecessarily when someone is on top. Guests are never allowed on top of the roof.
2. Have the guest remove bags & water bottle from bike before loading.
3. One guide is on top of the van other guide is on the ground below.
4. On top, prepare rack- bar forward, wheel chock up in correct position, straps ready.
5. Ground guide lifts bike to guide on top. She can do this by rolling the bike up the side of the van, front or rear wheel first, depending on what the guide on top of van prefers. Her hands should be on the fork and seat post OR the fork and downtube.
6. The guide on top grabs the wheel and lets the guide below know when they've "Got It."
7. The guide on top secures the bike into the rack – Front wheel first w/ bar, then rear wheel. Make sure the strap on the rear wheel is centered between the spokes and not next to the valve stem.
8. Prepare the next rack for another bike before the next bike is handed up.