Cargo E-Bike Pilot Program Checklist

This checklist is intended to guide municipal partners through the stages of planning, implementing, and evaluating a cargo e-bike pilot program. It outlines the key action items and coordination needs across each phase to support a structured and effective approach to the development, implementation, and evaluation of the pilot program.

Pre-launch Define a clear program vision, goals, and success metrics. phase



- Include representation from all involved internal departments on the project team.
- ☐ Identify and engage key partners (including anchor clients, cargo e-bike operators, vendors, service providers, and community-based organizations).
- Review local cargo e-bike regulations and outline operational boundaries (where bikes can ride, load/unload, and park).
- Assess zoning and curb management policies to identify opportunities and barriers for siting microhubs and loading and unloading spaces.

Planning phase



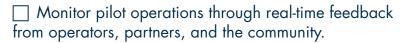
- Explore appropriate microhub models and assess suitability based on local context and program needs.
- ☐ Identify and assess potential microhub sites based on staging needs, infrastructure requirements (including electricity, plumbing, restrooms), and proximity to highways and delivery zones.
- Design a data collection framework tied to program goals and success metrics.
- Develop a communications plan to promote the program benefits and address any public concerns prior to launching the program and provide public engagement opportunities throughout the pilot.
- Conduct inclusive community outreach to build support and awareness on cargo e-bikes.
- Develop a framework for the cargo e-bike registration process.
- Coordinate training opportunities for operators, events, and test ride opportunities.
- Develop financial incentives and subsidy programs to support operators and small business participation.

Implementation [phase



Launch the pilot v	with clear	defined	roles	and
expectations across	partners.			

Provide safe, secure,	and accessible po	arking and
loading and unloading s	spaces for cargo e	-bikes.



Post-pilot phase



■ Evaluate pilot program	outcomes	using	collected	data
and feedback to identify k	ey pain pa	oints.		

- Refine program design using lessons learned for scalability and explore opportunities for continued funding.
- Document findings, outcomes, challenges, and successes, and share the results with the broader community.



This checklist is a companion to the *Exploring Cargo E-Bikes for Last-Mile Deliveries* study, published by the Boston Region Metropolitan Planning Organization in October 2025. Find the study at bostonmpo.org.