

# Bike Safety Unit Checklist

## Prepare for bike safety:

- Collect bike safety permission slips from all participating students
- Identify bike storage location and communicate with SRTS team
- Find a place on school grounds to practice drills
- Find a good intersection to practice on-street intersection drills
- Recruit volunteers
- Identify new learners

## Prepare before helmet fit and bike fit day:

- Review lessons and choose activities
- Prep bikes
  - Line up bikes according to size: this makes it easier to assign bikes
- Prep helmets:
  - Once fitted to the students make sure you mark students names on helmets using masking tape and marker
    - Small: RED
    - Medium: BLUE
    - Large and extra-large: GREY

## Prepare before first class on bikes day:

- Check bikes and tire pressure
- Identify path to move bikes from storage to school grounds

## Mechanical protocol:

- Follow the steps below if you have mechanical issues during the program:
  - Step 1:** Using the tools available in the program's bag, fix basic issues that you feel comfortable addressing (flat tire, oil chain, swap saddles, brakes, etc.).
  - Step 2:** If you can't fix the issue, put a ribbon on the bike part not working correctly.
  - Step 3:** E-mail Lale the bike size (i.e. small, medium or large) and she will let the team know which bike needs to be replaced. Please note, that it might not be feasible to replace bikes mid program.

## Before community ride:

- Get acquainted with the route
- Share community ride route and schedule with administration
- Coordinate with volunteers

## Wrap-up:

- Flag any issues with bikes for Safe Routes team
- Remove name tags from helmets and return helmets to bags near bike storage
- Make note of how many students participated per class, and if any students learned how to ride for the first time.

