Checking bicycles
(pages 35-39)

1. Frame fit
- Adequate clearance between crossbar of frame and rider’s crotch.
- Distance between handlebar and seat - length of rider’s forearm.

2. Seat
- Correct height, sits flat and correctly aligned with top tube.
- No movement from side to side.
- Handbrakes - rider can touch ground with left toes when seated.
- Footbrakes - rider can touch the ground with toes of both feet, at the same time, when seated.

3. Handlebar
- No side or forward/back movement.
- Grips easily reached with arms slightly bent.
- No knee contact with handlebar.
- Ends covered and handgrips secure.

4. Warning device
- Bell/horn works and can be clearly heard.

5. Headset
- No movement between headset and frame when handlebar wiggled forward/backward.

6. Brakes
   - Handbrakes
     - Squeeze front and back levers, try to wheel bicycle forward/backward.
     - Wheels should not turn.
     - When brakes applied, should be gap between brake levers and handlebar.

7. Wheels
   - Wheel nuts are not loose and spokes are not loose or broken.
   - Wheels spin freely without stopping suddenly or scraping/hitting anything.

8. Tyres
   - Squeeze firmly to test inflation.
   - Check for worn spots or bulges.
   - Valves should be capped and pointing straight to the hub.

9. Pedals
   - Both pedals present, not broken, spin freely when tapped sharply.

10. Chain
    - Chain works smoothly without sticking or jumping.
    - Is not too loose, dry or rusty and is free of excess grease.

11. Lights and reflectors
    - Flashing or steady white headlight and red tail light.
    - Rear red reflector, required if riding at night.
Helmet (pages 41-42)

1. **Standard**
   - Bear the Australian Standards Mark™ AS/NZS 2063.

2. **Condition of the outer shell**
   - Complete, in good condition, not cracked or broken.

3. **Condition of the inner shell**
   - Polystyrene foam liner complete, not cracked, no broken or missing pieces.

4. **Straps and fasteners**
   - Straps complete, not torn or frayed.
   - Straps fasten firmly and comfortably around chin.
   - Clips/buckles fasten properly, no broken or missing pieces.

5. **Fit**
   - Helmet sits down firmly and comfortably on head without moving from side to side or forwards/backwards.
   - Rider should be able to see and hear normally.

Footwear and clothing (page 43)

1. **Footwear**
   - Shoes have non-slip soles and closed toes.

2. **Clothing**
   - Clothes are bright or light coloured to improve visibility.
   - Wear appropriate clothing suitable to all weather conditions.
Correct riding position

Body position for riding
- Mount from left hand side (away from traffic).
- Sit straight in saddle with body slightly inclined forward.
- Both hands on handlebar grips, arms slightly bent.
- Stand on left leg, right foot in pedal power position ready to move off.

Pedal power position
- Right pedal just beyond the upright vertical so crank is in line with front down tube.

Foot position for pedalling
- Front of foot on pedal and the ball of foot doing the pedalling.

Using gears correctly

Maintain even cadence.
Move into lowest and the highest gear.

Emergency braking
- Arms braced straight.
- Push body back vigorously.
- Squeeze both brakes simultaneously, applying pressure sharply.
- Put left foot on ground as bicycle stops.

Bicycles with hand brakes on both wheels

Non-emergency braking
- Smoothly squeeze both levers simultaneously, apply pressure firmly.
- Keep weight on rear of bicycle until stopped.
- Put left foot on ground as bicycle stops.

Emergency braking
- Position cranks horizontally.
- Arms braced straight.
- Push down sharply on brake pedal.
- Put left foot on ground as bicycle stops.

Riding in a straight line

Riding straight with both hands on the handlebar
- Ride with two hands on the handlebar.
- Look ahead, to the end of the track you are riding on.

Riding straight with one hand on the handlebar
- Ride straight with one hand on handlebar the other hand on hip.

Riding straight practising hand signals
- Ride straight with one hand on handlebar demonstrating signals.
- Hold arm out with hand fully extended horizontally, palm open, thumb pointing upwards.
MODULE 2: Basic bike skills

Scanning (pages 58-59)
- Keep both arms relaxed.
- Scan right - bend left arm and lean forward.
- Scan left - bend right arm and lean forward.
- Listen for approaching traffic.

Both hands on handlebar
Stationary
- Mount bikes, place both feet on ground.
- With both hands on handlebar, scan left, right and ahead.

Practical
- Mount bikes, ride straight.
- Scan left, right and ahead.
- Call out what vehicle they see (use Vehicle Cards).

One hand on handlebar
Stationary
- Mount bike, place both feet on ground.
- Scan, left, right while removing one hand and holding back of seat.

Practical
- Mount bike, ride straight.
- Scan left, right while taking one hand off handlebar.
- Call out what vehicle they see (use Vehicle Cards).

Slow riding (pages 59-60)
- Steer straight turning wheel from side to side to maintain balance.
- Use ball of foot on pedals.

Sharp turns (pages 60-61)

Figure 8 turns
- Ride around figure 8 track.
- Maintain balance and smoothness, with minimal use of brakes or stopping.
- Ride in both directions.
- Ride with only one hand on the handlebar, giving directions.
- Formation riding through the cross over.

U-turn
- Keep pedal on inside of turn upright in 12 o'clock position.
- Shift weight to inside of turn.
- Turn inside knee out, drop inside shoulder.
- Practise both right and left sharp turns in a U-turn box 3 metres wide and progress to a 2.5 metres wide box.

Riding on different surfaces (page 62)
- Scan ahead for changes in riding surface.
- Position cranks horizontal, rise slightly off seat approaching close to the poor surface.
- Freewheel across uneven patches in a straight line. Dismount and walk, if very rough.
MODULE 3: Building skills for riding in traffic

Use Teacher Sheet: Building skills for riding in traffic assessment (page 94)

Riding in a straight line about one metre out
(page 73)
- Ride straight, one metre out parallel to simulated road edge or kerb.
- Look ahead to end of track not at line.
- Scan before passing parked car (person’s arm).
- Ride another metre out to avoid car door (person’s arm) when opened.

Riding single file and forming pairs
(pages 73-74)

Forming pairs
- Ride in single file.
- At given signal riders form pairs:
  - Riders communicate with each other.
  - Rider at the back scans behind to check for approaching traffic (use Vehicle Cards).
  - Signal if vehicle is in sight.
  - Rider at front accelerates and moves in towards the kerb.
  - Rider immediately behind the front rider accelerates forward and forms a pair with the rider on their left.
  - Other riders follow behind.
  - Continue riding in straight line as a pair no more than 1.5 metres apart.

Returning to single file
- At given signal riders return to single file:
  - Outside rider (right side) moves forward.
  - Inside rider (left side) moves out and drops in behind.

Riding out from a driveway or kerb side
(pages 75-76)

Entering the road on the left
- Stop at road edge or vehicle line.
- Scan behind to right.
- Scan right again and wait until road is clear.
- When road is clear, ride off to left, one metre out.

Entering the road on the right
- Stop at road edge or vehicle line.
- Scan both right and left.
- Scan left and right again, when road is clear, ride off to the right, one metre out.

Negotiating intersections
(pages 76-83)

Left turn
- Rider moves to left hand side of road just before intersection.
- On approach, scan behind, if vehicles in sight, indicate your intention to turn left.
- Obey traffic signs and lights.
- Scan right to check for on-coming vehicles.
- Turn left when road is clear on right.

Right turn from the centre of the road
- Scanning behind for traffic 30 metres from intersection.
- If no vehicles are approaching use right turn signal, merge right to centre of road.
- Continue scanning behind for traffic while approaching the intersection.
- At intersection, obey traffic signs.
- Scan right, left and ahead at intersection.
Repeat right turn signal if vehicles coming.
When roads clear make right turn with both hands on handlebar.
Merge to left side of road one metre out.

**Turn right - making a hook turn**
- Keep to left hand side of road.
- Scan behind, left and right for traffic.
- Enter intersection as near as practicable to left hand side of road.
- Keep clear of marked foot crossings.
- Reposition bicycle to face direction of travel.
- Scan left, right, ahead for traffic.
- When road is clear ride straight through.

**Riding straight through intersections**
- Scan behind for traffic 30 metres from intersection.
- At intersection, obey traffic signs.
- Scan right, left, right and ahead at intersection.
- When road is clear, ride straight through.

**Roundabouts**

**Turning left**
- On approach to intersection scan behind, if vehicles in sight, indicate your intention to turn left.
- Move to left hand side of road.
- Scan and stop on left of lane.
- Give way to all vehicles in roundabout.
- When safe make turn.

**Turning right**
- Scan behind for traffic, 30 metres from intersection.
- Use right turn signal.
- Slow down or stop in centre position.
- Give way to all vehicles in round about.
- Use right turn signal again.
- When road is clear make turn with both hands on handlebar.

**Going straight ahead**
- Scan behind for traffic.
- Slow down or stop.
- Give way to all vehicles in roundabout.
- Keep to centre of lane and ride through.

---

**MODULE 3: Building skills for riding in traffic**

This outdoor activity checklist is a prompt only. Reading the Bike Ed manual is essential. **...continued**
MODULE 4: Riding on paths

This outdoor activity checklist is a prompt only. Reading the Bike Ed manual is essential.

Use Teacher Sheet: Riding on paths assessment (page 105)

Briefing students before the ride
(page 101)
- Stop, dismount and walk bike when told to by instructor.
- Always use the Stop, Look, Listen, Think crossing procedure.
- Scan ahead to anticipate potential hazards:
  - driveways
  - footpaths
  - loose stones.
- Ride in pairs only where appropriate and safe.
- Always ride on the left of the path.
- Ride on side of segregated footway marked for cyclists.
- For steep slopes dismount and wheel bicycle.

Crossing roads/entering and leaving footway
- Stop and dismount two metres before path ends.
- Wheel bicycle to edge of road.
- Scan both ways and wheel bicycle across when clear in both directions.
- Wait for rest of group, remount, continue riding.

Communication
- Communicate quickly and clearly with other riders in group and with other pathway users.
- First rider (instructor or assistant) scans ahead, calls out to rider behind to notify of any hazards, who calls out to the next rider behind.

Overtaking a pedestrian or cyclist who is travelling in the same direction
- Ride single file.
- Keep left, sound warning device or call out.
- Move out to right, slowly.
- Ride slowly until there is room to overtake.
- Give way to pedestrians.

Passing a pedestrian or cyclist who is coming towards them
- Ride in single file.
- Keep to the left of the path.
- Ride on by.

Crossing narrow bridges
- Ride slowly in single file.
- Give way to other users from both directions who are already on bridge.

Steep slopes
- May need to dismount and wheel bicycle up the slope.
- Either walk or ride down slope.
- If riding down the slope use brakes to control speed.

Group ride on paths
(page 102)
- Ensure an instructor or assistant remains at the front and rear at all times.
- Stop at safe points.
- Remind students how to tackle hazards.

Practise riding on:
- footpaths
- bicycle paths
- shared and segregated footways
- paths of different widths and surfaces.
MODULE 5: Riding on-road

This outdoor activity checklist is a prompt only. Reading the Bike Ed manual is essential.

Use Teacher Sheet: Riding on-road assessment (page 128)

Procedures for on-road riding instruction
(page 111)
☐ Students must be in clear view of an instructor to ensure supervision at all times.

Driveway and kerb side ride outs to the left
(pages 113-114)

Ride outs clear of parked cars
☐ Assemble at driveway.
☐ Stop at edge of road/kerb, scan right.
☐ Scan left to check road is clear.
☐ When clear ride off to left about one metre out.

Ride outs near parked cars
☐ Stop at kerb or edge of driveway.
☐ Wheel bike to vehicle line.
☐ Scan behind to right.
☐ Scan left to check road is clear.
☐ When clear ride off to left about one metre out.

Driveway and kerb side ride outs to the right
(pages 114-115)

Ride outs clear of parked cars
☐ Stop at kerb or edge of driveway.
☐ Scan to left, scan to the right.
☐ Give right turn signal.
☐ Scan left.
☐ When clear ride off to right about one metre out.

Ride outs near parked cars
☐ Stop at kerb.
☐ Wheel bike to vehicle line.
☐ Scan left and right, looking around the parked cars for approaching vehicles.

Riding in a straight line about one metre out
(page 116)
☐ Give right turn signal, scan left again.
☐ When clear ride off to right about one metre out.

Riding single file and forming pairs
(page 117)

Forming pairs
☐ Ride in single file.
☐ At given signal riders form pairs.
☐ Riders communicate with each other:
  ☐ Rider at the back scans behind to check for approaching traffic (use Vehicle Cards).
  ☐ Signal if vehicle is in sight.
  ☐ Rider at front accelerates and moves in towards the kerb.
  ☐ Rider immediately behind the front rider accelerates forward and forms a pair with the rider on their left.
  ☐ Other riders follow behind.
  ☐ Continue riding in straight line as a pair no more than 1.5 metres apart.
Turning left at an intersection
(page 118)
- Ride one metre out from kerb or parked cars.
- Scan behind for traffic, 30 metres from intersection.
- Move to left hand side of road just before intersection, give left turn signal if safe.
- Scan right, ahead, give way to vehicles on right.
- Obey all traffic signs.
- Turn left when road clear on right.

Turning right from the centre of the road
(pages 118-119)
- Scan behind 30 metres before intersection.
- Give right turn hand signal, move to centre of road.
- If traffic visible, wait until clear before merging.
- Obey all traffic signs.
- Slow or stop, if necessary, at the intersection.
- Scan left, right and ahead.
- Indicate right hand turn with signal.
- When clear ride off to right with both hands on handlebar.

Turning right using a hook turn at an intersection
(pages 120-121)
- Keep to left of road, approach intersection, scan behind for traffic.
- Approach intersection from near as practicable to far left side of road.
- Stop with feet on ground, reposition bicycle to face direction of travel.
- Scan left, right, ahead for traffic.
- When clear ride across intersection.

Riding straight across an intersection
(page 122)
- Approach the intersection, scanning behind for traffic.
- Obey all traffic signals.
- Scan left, right and ahead.
- When safe ride directly across intersection.

Ride through single lane roundabout
(page 123)
- Give way to all vehicles in roundabout.
- Ride in centre of lane.

Straight ahead / Left turn
- Slow down and if necessary stop with left foot on the ground.
- Give way to all vehicles in roundabout.

Turning right
- Slow down and if necessary stop with left foot on the ground.
- Give way to all vehicles in roundabout.
- Signal right and complete turn with both hands on handlebar.