

Use *Student Sheet: Bike safety check* (page 46) and *Student Sheet: Helmet and riding gear safety check* (page 47)

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.

Footbrakes

- Position crank backwards and press down on pedal with one hand, try to push bike forward and back.
- The back wheel should not turn.

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.

Use *Teacher Sheet: Basic riding skills assessment* (page 65)

Correct riding position

(page 54)

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

(page 55)

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

Braking

(pages 55-57)

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

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

Bicycles with back pedal brake

Non-emergency braking

- Position cranks horizontally.
- Apply reverse pressure on pedal closest to rear wheel.
- 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

(page 57)

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.



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

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

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.



Bike Ed

MODULE 3: Building skills for riding in traffic

....continued

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

- 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.

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.

- Give right turn signal, scan left again.
- When clear ride off to right about one metre out.

Riding in a straight line about one metre out

(page 116)

- Ride one metre out from kerb and parked cars.
- Maintain straight line, do not weave between parked cars.
- Where no cars parked ride one metre out from kerb.
- Scan behind 50 metres before passing parked cars.
- Ride single file.

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.



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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.