

# How to start and run a School Bike Train

A Guide Book  
for the Community, 2025



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With special thanks to the **Waterview Primary Bike Train** project sponsors:





# He iti hoki te mokoroa nāna i kakati te kahikatea.

While the mokoroa grub is small, it cuts through the white pine.

**There is power in  
small things.**





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# Part One

A bit of Background Information



# Introduction

In Auckland, a significant portion of carbon emissions comes from short-distance car-commutes (NZTA, n.d.), including tamariki getting driven to school.

Research indicates that while a considerable number of students live within 1 to 3 kilometers of their school (Growing Up in New Zealand, 2018) -a feasible cycling distance-various barriers such as the need for safe crossings, secure bike storage, and safe routes deter them from cycling.

School Bike Trains, like the well known Portland's Alameda Elementary "Bike Bus," and Barcelona's "BiciBus," can provide a way to overcome these barriers. These Bike Train models are community-driven initiatives for groups of school tamariki, led by trained adult leaders, who get children to school safely on bicycles and other transport devices with small wheels.

Similar to a "walking school bus," a Bike Train involves a group of children biking along a pre-planned route, picking up more riders along the way, and ultimately arriving at school. **The Portland Bike Bus attracts 150 school children** on Wednesdays, led by teacher **Coach Balto** (People for Bikes, 2023), ultimately getting a considerable amount of children, within cycling distance to school, out of cars in the morning.

**Since August 2024, the Waterview Primary School Bike Train trial in Tāmaki Makaurau has been in operation (Bike Auckland, 2024).** The Bike Train is a joyful and organised way for students to bike to school together under adult supervision. The Bike Train also seeks to provide an avenue for better physical and mental health of tamariki in Waterview, and build greater neighbourhood social cohesion.

This "How-to Guide" shares the learnings from the ongoing trial, in the hope that other schools and neighbourhoods can use it to implement their own School Bike Trains.

While every school and neighbourhood is unique and will have their own individual needs, this guide will provide: a general breakdown of how Bike Trains can work; guidance on starting up and running a Bike Train; resources and snippets of experiences from the Waterview Bike Train; and some important things one needs to know in order to get students on their bikes and Pedalling.

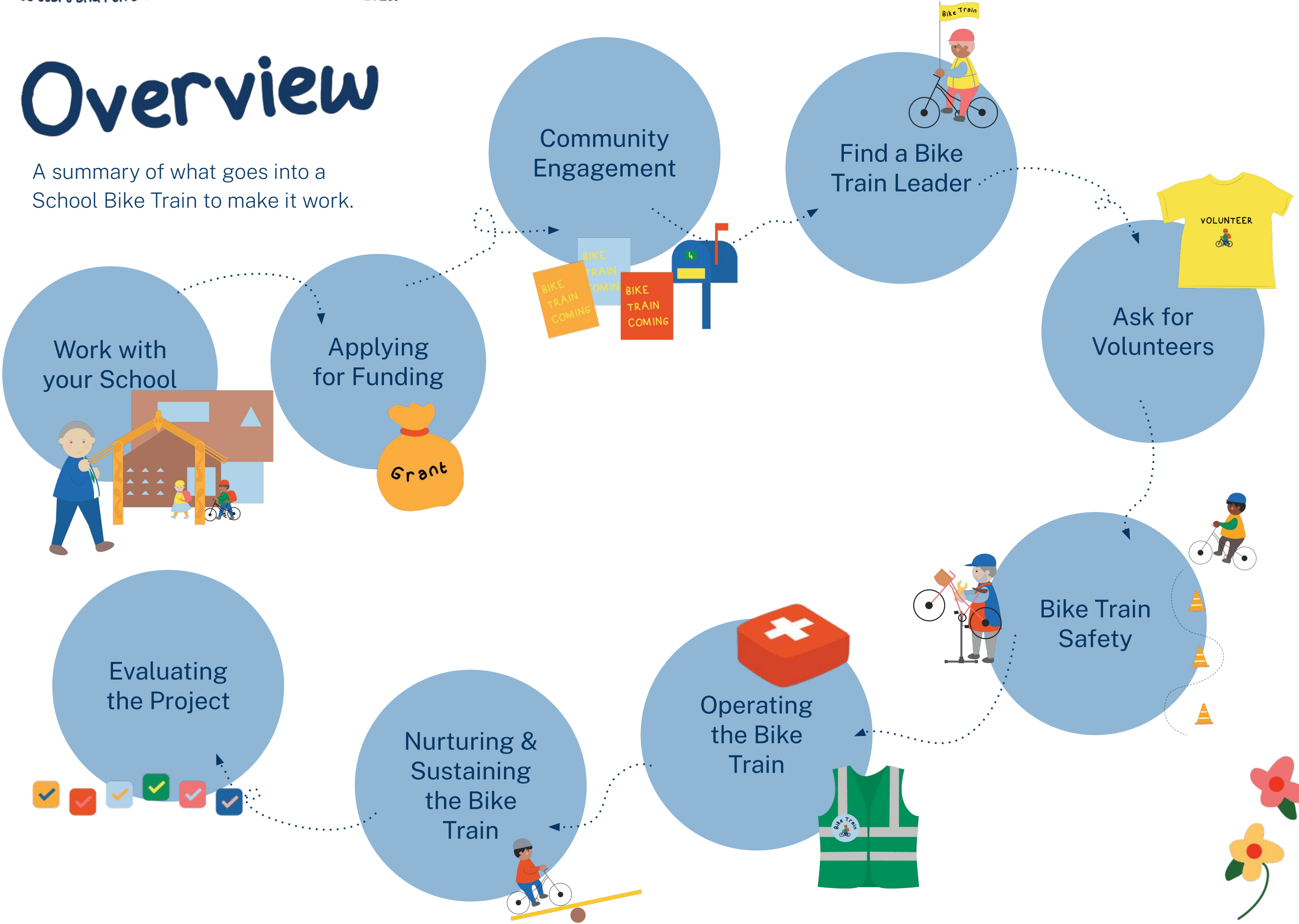
## Who this guide is for:

This document is intended for **any person/adult** attempting to set up and and run a Bike Train. You will likely be the administration person behind the Bike Train (you'll communicate with the school, set the roster for the term, etc). You might also be the person who leads the Bike Train, or volunteers on the Bike Train.



# Overview

A summary of what goes into a School Bike Train to make it work.





# How Bike Trains work

**All Bike Trains (BTs) are unique! Some BT's are even called Bike Buses - or whatever works for your school and community.** This is a rough rundown on how they work (based on our experience):

## Route Planning:

- A safe route to school is planned in advance, focusing on bike-friendly roads or paths with minimal traffic and safe crossing points, where possible. It's also important to think about where the students live, and where the route is flattest.
- Stops are often designated along the route for students to join the train - but other BT models sometimes opt just for a gathering point at the start of a route.

## Adult Supervision:

- Trained adults, such as parents, teachers, or community volunteers, serve as ride leaders and sweepers (one at the front and one at the back of the group).
- Adults lead children from home to school and back, including safely crossing roads.
- Safety gear, including helmets, is important for all participants.

## Schedule:

- A set schedule ensures everyone knows when and where the bike train will stop.
- Some schools organise bike trains daily, while others may do it weekly or for special events.

## Participation:

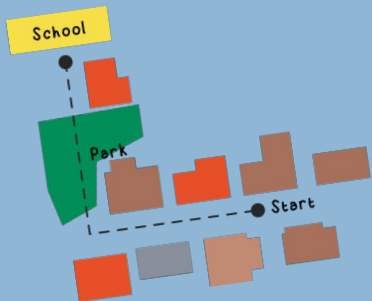
- Open to all students with bikes, scooters and other small wheeled transport devices, predominantly 5-12 year olds.
- It's possible to run two Bike Trains - one for younger students and one for older students.
- Some bike trains may include additional safety or bike-handling workshops to prepare participants.

## Safety Protocols:

- Riders follow road rules, use hand signals, and maintain group integrity.
- Bright clothing, reflective gear, and lights may be encouraged for visibility.

## Promotion:

- To continue to find more riders, managers of the Bike Train can hold events, market on social media and engage in other promotional activities.

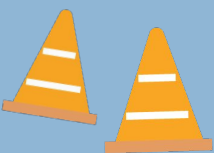




# Benefits of Bike Trains

Over the course of the Waterview Primary School Bike Train trial, **the following benefits have been observed:**

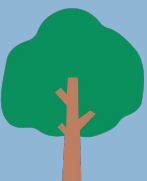
## Safety Skills



- Teaches children road safety and cycling etiquette (especially on footpaths).
- Boosts confidence in independent mobility (**6 WBT children** have now started cycling to school on their own without the Bike Train (as of November 2024)).

A Bike Train programme can teach children more about their local area - where the safe paths are, how to get home on their own, etc.

## Environmental Impact



- Reduces traffic congestion and vehicle emissions near schools and at the school gate (**101 kgs** of CO2 emissions reduced in Waterview Neighbourhood over 42 days (as of November 2024)).
- Promotes eco-friendly transportation.

## Community Building



- Builds connections among students, parents, and neighbours.
- Strengthens community bonds and collective responsibility for safety.

## Health and Fitness



- Encourages regular physical activity for children (**400km** is the number biked so far by WPBT\* kids (as of November 2024))

## Volunteer or Job Opportunity

- Being a Bike Train leader or guide can be a great volunteer (or paid) role for parents, as it allows parents to bring their own children along for the ride.

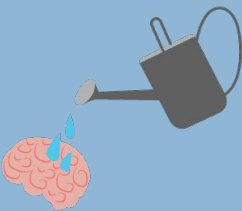
## Academic Benefits

- Physical activity before school has been linked to better focus and academic performance - in one study physical activity led to increased math scores! ([Xu, T., Byker, E., Gonzales, M. \(2017\)\)](#)).
- Auckland Bike Trains have been linked to higher attendance at school.
- And all the kids now know what a Western Australian Peppermint Tree and Pohutukawa are. Ruby wants to learn coding, Lara now knows what a fulcrum is, Robin knows what a derailleur is called...there's lots of benefits from chatting to an adult for 2km that gets them interested in the world around them.

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

## Wellbeing

- Reduces anxiety issues related to attending school.
- Reduces anxiety around leaving school, making friends, trying new things, etc - children have a place to go even if they have nobody to walk out of class with, and a lot of the kids seem less anxious about trying new things.
- Gives kids more social time and space to talk about what's on their mind. Kids spend 30 minutes chatting with friends and trusted adults and cycling instead of sitting alone on the playground or in the classroom, since a lot of parents would have had to drop them off early anyway.

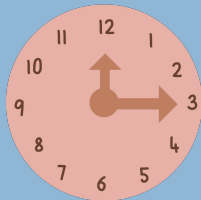


## Time

- Saves school parents and caregivers time in the afternoon and morning (**255 hours** have been saved for Waterview parents whose children used the Bike Train (as of November 2024)).

## Mobility

- Bike Trains can cover more distance than walking school buses — thanks to the wheels!



\*WPBT = Waterview Primary Bike Train





# Part Two

All the things that make up a Bike Train Project



# Work with your School



## The School is the key component to your Bike Train.

If your school isn't on your side, the project isn't likely to have the desired success.

Success depends on school support-whether they're active advocates or quietly backing the volunteers / adult organisers.

Schools also offer valuable input for route planning alongside the community.

## What the Waterview Bike Train did:

**The WPBT** works closely with the Waterview Primary School Principal, Brett. Early on in the planning phase, we engaged with Brett to ask his permission on behalf of the school. Brett regularly posts information about the Bike Train to the schools communication portal (Hero) with parents. We also invited Brett to be part of our community engagement session/s (which were hosted at the school), and regularly check in with him.

Here are a few things to consider in order to work with the school:

- **Find a School Champion**  
Connect with someone in the school who can support the Bike Train-e.g. Principal, Deputy Principal, a teacher, or PTA member.
- **Pitch the Idea** Send a short proposal to the Principal explaining the benefits of a Bike Train for students and the school community.
- **Ask for Communication Help**  
See if the school can share Bike Train updates with parents via their channels (e.g. Hero, newsletters).
- **Request Household Data**  
Ask for a list of general household locations (kept confidential) to help plan the safest and most useful route.

## Resources:

- If your school already has a **Travelwise Programme or something similar**, work with them to engage the school.





# Applying for Funding



**The need for Funding** won't be applicable to every Bike Train. Some Bike Trains may be able to run on **volunteer** power from parents and community volunteers.

Other Bike Trains may need to **employ** an adult Bike Train leader, and someone to help with administration and promotional activities (social media, flyers etc.)

## What the Waterview Bike Train did:

**The WPBT has been trialling a partially-funded model.** The funding helped to get us started, and to test if Waterview is the kind of neighbourhood that needs a funded Bike Train in the future, or if we can get by with volunteers. Our Bike Train leader is paid to supervise children to and from school, on Thursdays and Fridays. The leader is supported each day by a volunteer from the neighbourhood. The Bike Train is funded by the Auckland Climate Grant & Albert-Eden Local Board; Lotteries and Tu Manuwa.

If your Bike Train needs funding to get going, **here are some useful things to think about and do.**

- **If you are not an Incorporated Society, seek an Incorporated Society to Umbrella your Bike Train Funds**, e.g. Bike Auckland.
- **Write a proposal** to your Local Council or Local Transport Authority - this can start a conversation with potentially interested parties.
- Applying for funding might not be as simple as filling out a form. Sometimes it might require **relationship building with funders prior to seeking the fund.**
- For further advice, seek out the knowledge of bike advocacy groups as to how they approach funding.

## Resources: Where to look for Grants / Funding

- Local Climate Grants
- Local Council Funding
- Lotteries
- Local Sports Grants
- Local businesses e.g. Real Estate Businesses
- Local Bicycle Advocacy Groups





It's still important to reach out, to give the community an opportunity to be part of the project, and give them space to give feedback.

Every community or neighbourhood is unique. Some neighbourhoods may be more “engaged”, “time-rich” and, interested in the Bike Train. Other neighbourhoods may be “time-poor” yet supportive, but not able to be involved.

- **Engage multiple times over the course of the project.**  
Every project is different, but it's essential to engage early at the beginning of the project, and check in regularly with the community once the Bike Train is initiated.
- **Key questions to ask children:**  
How they currently get to school; how they wish to get to school.
- **Engage the community in Route Planning.** Parents (especially) can tell you how the route can work best for them, and where it's best for the Bike Train "stops"! Parents can also let you know the preferred frequency of Bike Train (e.g. just mornings!) and preferred start times (e.g. 7.45am).

## Resources: For Engagement

- **Address Lists:** Schools will have the addresses of their students, which can help aid route planning. Reach out to the school Principal to ask if you can be provided with a list.
- **IAP2 Public Participation Spectrum:** A well-known engagement spectrum that can assist you with engagement planning.
- **Co-Design and Co-Creation Models:** Helpful models to engage community members as co-creators in designing services, policies, or solutions.
- **Felt:** Use the “**free trial**” of Felt for a low-cost online feedback tool, for community members who cannot make it to an in-person workshop.



# Find a Bike Train Leader



## Finding a trustworthy and responsible Bike Train Leader (BTL) is crucial.

It's important to find someone that can work well with kids, but is also trusted by adults (the BTL might be **you!**).

A BTL will have to guide and instruct children to school. They will also have to communicate with parents regularly.

## What the Waterview Bike Train did:

**The WPBT is a unique model.** We have a local BTL in a paid role. They lead the Bike Train in the morning and afternoon, Thursday and Fridays. We opted for the paid model so that we could ensure someone would always be there to lead the children. The BTL is supported by three community volunteers, who are rostered on to help. The BTL regularly communicates with parents via Whatsapp (e.g. about weather and late children to the pick up points). BTLs are screened via NZ Police.

Here are some things to consider when finding a BTL:

- We don't want to have to tell you to suck eggs. But a BTL **must be able to competently ride a bike.**
- **It's important to meet with candidates for the job.** Consider their past experience working with kids and bikes.
- It's helpful to find someone with a **basic understanding of bikes** (tyre changes, dropped chains, etc) and a **basic understanding in First Aid.**
- **Find someone local**, or local-ish.
- Great attributes of a BTL are: **a kind soul with a sunny disposition, and a clear communicator.**
- Supply your BTL with fluoro vests, and a health and safety kit.

## Resources:

- **Do Good Jobs**
- **Local Community Facebook Group**
- **Local Bike Group, eg. Bike Auckland**
- **School's communication server**
- **Cycling Action Network NZ**
- **Police Screening:** BTLs can be checked through CVCheck - a National Police Checking Service.
- **Skill Training:** BTLs may need training via test runs on the Bike Train route prior to working with children. Contact Auckland Transport.
- **Safety Gear:** Ask your local Transport Authority (e.g. Auckland Transport) to supply safety gear (e.g. vests).
- Consider offering **First Aid Training** to your Leader.





# Ask for Volunteers



## Similar to finding a Bike Train Leader (BTL), volunteers are crucial.

While we found employing a BTL integral\* to the success of the WPBT, volunteers are critical to ensuring Bike Trains thrive into the future. Not all Bike Trains can be funded, so it's important that the local community chips in, and supports the Bike Train to continue in the absence of funding.

### What the Waterview Bike Train did:

The WPBT put a call out on Facebook, through Bike Auckland, and Volunteer Auckland, and volunteers went through an interview process and police checks before they were able to cycle with children. We have three volunteers who support our Bike Train Leader. Volunteers are rostered on at the start of each term (using a shared Google Doc). Volunteers are communicated with via Whatsapp and email.

Here are some things to consider when putting the call out for volunteers:

- **Use community engagement sessions to find volunteers** - the people most curious about your project are probably well on their way to being the right volunteers.
- **Approach parents** - there's a good chance parents will be the most keen supporters of the Bike Train, and will want to contribute to its success!
- Approach **community cycling advocates**, who will also be among those who want to see cycling success stories for their neighbourhood!

## Resources

- **Local Community Facebook Group**
- **Local Bike Group, eg. Bike Auckland**
- **School's communication server**
- **Cycling Action Network NZ**
- **Volunteer Auckland / NZ**
- **Police Screening:** Volunteers can be checked through CV Check - a National Police Checking Service.
- **Become an approved agency and get \$8.50 police vettings**
- **3rd party criminal history check for \$13.50**
- **Skill Training:** Volunteers may need to be trained - either through test runs on the Bike Train route before working with the children, or through Auckland Transport's Big Foot programme. Enquire with Auckland Transport.
- **Safety Gear:** Ask Auckland Transport for vests, and other safety gear (e.g. lights) for your volleys!
- Consider offering **First Aid Training** to your volunteers.

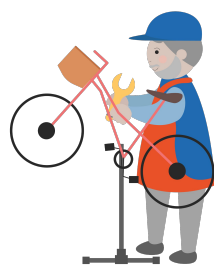


One volunteer brings her 3 year old on the Bike Train. It's a great way for them to get out and about together, and to introduce her child to the kids she'll soon go to school with!

\*Some Bike Train Leaders may be natural champions/keen parents in their local area, and run their Bike Train for free.



# Bike Train Safety



**Preparing students and adults (volunteers) who will use the Bike Train with bicycle safety skills is an important primer.**

So too is preparing the community. It's important for the local neighbourhood to be aware of the Bike Train and the route, especially as many locals will be reversing their cars out of driveways in the morning.

Here are some useful things to do to prepare Bike Train kids and adults:

- **Offer bicycle safety checks** to get bikes road-ready.
- Offer multiple **Safety Skills Sessions** for Adults & Children.
- **Prepare the community** with flyers and/or signs that explain the project, driveway safety, and the Bike Train route.
- Get your children **safety gear**, such as fluoro vests, lights, etc.
- **A whistle** is a practical way of ensuring the children receive instructions.
- **Consider safeguarding policies** about being alone with a child - **for a lot of organisations, less than 2-3 kids also requires two adults** (so the Bike Train should have two adults at all times) .

## What the Waterview Bike Train did:

**To prime both adults and children, we first held two bike skills trainings at the primary school (more details next page).** We then invited a bicycle mechanic to the school to do bike checks (and saw an 80% increase of children cycling to school that day, and the mechanic fixed approx. 50 bikes). We notified the community of the Bike Train route, date and time through flyer-ing letterboxes, and through online channels such as Facebook. We also fixed signs to berms that encouraged drivers to look out for the children cycling the route.

## Resources

- **BikeReady NZ** a guide that is focused on cycle skills training.
- **Make contact with your local transport authority** to see if they can deliver Bike Skills Training Sessions and/or Bike Fix Sessions in your neighbourhood.
- **Reach out to a local bike mechanic to do bike safety checks.** In Auckland we collaborated with bike mechanic Richard Barter: richard@seacliffe.co.nz
- **Purchase children's safety vests for children from:** SafetyVests.co.nz - this might be something parents are happy to chip in for.





## Safety Skills Sessions for Adults

### Safety First

- How to perform helmet and bike checks.
- Familiarisation with the safest, quietest streets, crossings, driveways and any other tricky areas.
- Emergency procedures.
- Safeguarding -either a safeguarding trained leader (Sports NZ has a course, and registered teachers will be), or a process that involves a trusted contact giving safeguarding advice, like the principal.

### Group Riding Skills

- Consistent positioning –adults should be at the front, middle (if needed), and rear ("lead" and "sweep" riders).
- Predictable riding –steady pace, riding in straight lines, avoiding sudden moves.
- Clear communication –using hand signals, verbal warnings ("stopping," "slowing," "car back").

### Managing the Group

- Keeping the group together –pacing to match the slowest rider, regular headcounts.
- Supporting younger or struggling riders –riding beside them or offering encouragement.
- Problem-solving calmly –dealing with falls, complaints, or tricky road situations without stress.

### Positive Role Modelling

- Demonstrating road rules –dismounting to cross a street.
- Respectful behaviour –towards other path/road users.
- Promoting kindness –helping older kids support younger ones, fostering a team spirit.

### Child-Specific Awareness

- Children's riding behaviour –understanding that kids may wobble, brake suddenly, or forget instructions under pressure.
- Building independence safely –encouraging kids to learn and make small decisions (like checking for cars at driveways) with guidance.

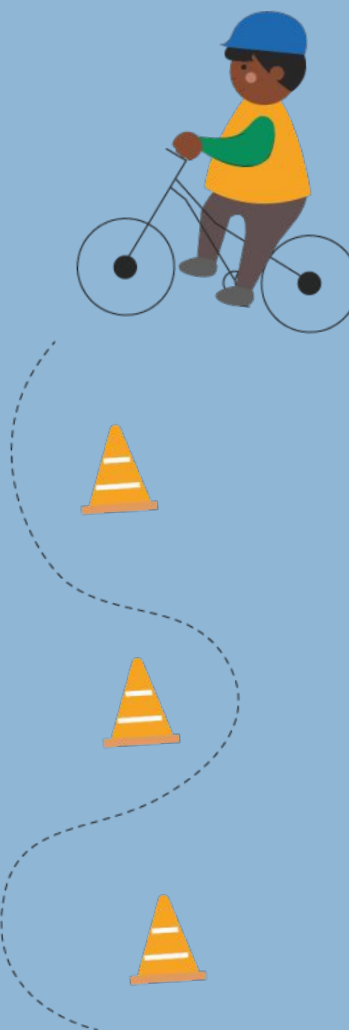
## HEALTH AND SAFETY PROCEDURES

**Prior to setting up the Bike Train, it is useful to complete the following documents:**

- Hazards Register: (see appendix)
- Health and Safety Plan (see appendix)
- Incident Report: Ongoing and for the use of volunteers (see appendix)

## Safety Skills Sessions for Children

- **Cycling Confidence:** Children build confidence on their bikes as they use the Bike Train, **but** it's important that they know how to ride (at least a little bit) before they start the Bike Train.
- **Riding in a Straight Line** –Maintaining a predictable path helps prevent collisions and makes riding in a group safer.
- **Looking Over the Shoulder** –Checking behind without swerving prepares them for merging or turning safely.
- **Using Hand Signals** –Indicating stops and turns helps communicate intentions to others.
- **Braking Safely** –Learning how to brake smoothly and in time to avoid sudden stops or skids.
- **Keeping a Safe Following Distance** –Avoiding riding too close to the bike in front to prevent tyre-bumping.
- **Awareness of Surroundings** –Staying alert to traffic, pedestrians, and other hazards.
- **Starting and Stopping with Control** –Especially important at intersections or when the group needs to stop together.
- **Group Riding Etiquette** –Riding two abreast where safe, not overtaking recklessly, and listening to the group leader.
- **Helmet and Gear Checks** –Understanding the importance of well-fitted helmets and working brakes before setting off.
- **Listening and Responding to Adults** –Following instructions from adult guides quickly and calmly.
- **How to cross the road** -Teach children to dismount from their bikes, and to walk across the road.



### Tips:

You can use a whistle to signal to children & grab their attention!



# Operating the Bike Train



**The day to day operations of the Bike Train can still require work.**

Day to day operations might be done by the Bike Train leader, a parent volunteer, someone from your local school, etc. Here is a list of some things that might come up:

- **Set up a system for keeping in touch with Bike Train parents.** This is important as parents may need to tell you if they're running late, or if they won't make it. Kids will still ride in the rain, but you may need to cancel a Bike Train if there is a severe weather event.
- **Regularly remind the bike train children of safety protocols.**
- **Consider a rewards system** for students who behave respectfully on the train, or are helpful - this is something that could be done in collaboration with the school.
- Keep your **hazards register** up to date, and fill in any incidents via an incident form.

## What the Waterview Bike Train did:

**The WPBT used Whatsapp Daily** to stay in communication with parents of Bike Train children. In the mornings, before we set off to school, we remind children of safety protocols. Children usually wear a safety vest, and have a full water bottle. If an incident occurs (e.g. if a child comes off their bike), the Bike Train leader fills out an incident form. This usually informs any changes to our Health and Safety Plan, and Hazards register, which we try to keep up to date. We also keep a roster to ensure volunteers know which day they are scheduled on for.

## Resources

- **Safety Vests can be purchased from: [SafetyVests.co.nz](https://www.safetyvests.co.nz)**
- **Consider using an app like Whatsapp or Signal** to stay in communication with Bike Train parents and volunteers, and to share location.
- **Use Google Sheets to schedule volunteers for their Bike Train runs** - it's easy to share the document with them this way.





# Nurturing and Sustaining the Bike Train

**To ensure the Bike Train is accessible to the community, and everyone knows it's a service available for their tamariki, ongoing promotion and communication is essential!**

Events can also be critical for tamariki that don't/cannot use the Bike Train, but want to build cycling confidence through other opportunities to cycle in the neighbourhood.

## What the Waterview Bike Train did:

**We regularly host "special" events alongside our Thursday and Friday Bike Trains.**

Special events have included a Halloween Bike Ride, Scavenger Hunt, Bicycle Obstacle Course, Santa Ride and Valentines Day Ride. Incentives have included T-shirts, Badges, Lego Prizes, kai and sweet treats. We regularly send out communications about the Bike Train via Hero (the School's communication platform) and via the Waterview Community Facebook Page, and the children love it when we play music (often Jazz) as we cycle with them.



Here are some useful things to do to continue the momentum of the Bike Train, and ensure its growth:

- **Promotion:** Regularly communicate with the school and parents to remind and promote the Bike Train's existence.
- **Events:** Events are a form of promotion for the Bike Train, but also a way to keep the cycling momentum up for those who don't/can't use the Bike Train service. Consider Bike Picnics, Dress-ups on the School Bike Train, movie nights, etc.
- **Incentives:** Consider rewards, prizes, etc. for participation on the Bike Train and other events.

200+ Children  
have participated in  
Bike Train events,  
so far

## Resources

- **Events:** run them through a site like Eventbrite or Humanitix -it's always good to see how many RSVPs you have!
- **Businesses:** Consider reaching out to local businesses for their support (free hot chocolates, etc!). This helps to involve more of the community in the Bike Train mahi, and provides an incentive for children. Win win!





# Evaluating the Project



## It's important to keep track of the impact of the Bike Train.

While it does mean extra work, it may help to improve the Bike Train service - some users might want to add stops, or they may want to change the start time of the Bike Train, etc.

It is also important for your funders and supporters to hear about the success of the project.

### What the Waterview Bike Train did:

We track daily attendance on the Bike Train, as well as participation in our bigger events like Halloween rides and obstacle courses. This helps us measure the carbon emissions saved, the total distance cycled by tamariki, time saved for parents, and how many children go on to ride independently to school. It also allows us to gather feedback from parents and the wider community about the impact of the Bike Train.

Here are some useful indicator data to collect:

- Number of children overall who participate
- Number of trips taken days/weeks/months/year
- Parent time saved
- Carbon emissions saved
- Neighbourhood cycling increase
- Community & Parent Satisfaction
- Confidence and skills gains
- Safety incidents
- Volunteer participation and retention

## Resources

- Use a programme like **Google Sheets** for entering and keeping track of data.
- Use a programme like **Google Forms** for a community survey.
- **BikeReady NZ** Bike Ready encourages the use of evaluation tools and surveys to measure change in confidence, skills, and safety.











# Appendix

Some more resources



# Hazards Register

Here’s a list of potential hazards on the Bike Train, and what measures need to be taken in response.

Safety Element	Hazard	Control Measures
	<b>Bicycle</b>	Unsuitable cycles; not fit for purpose or poor quality
	<b>Helmet</b>	Unsuitable for cycling
	<b>Cars</b>	Reversing from Driveways
	<b>Riding</b>	Adverse weather such as wind, rain or sun
	<b>Children</b>	Not capable of riding with others
	<b>Gates</b>	Potential falls
	<b>Crossing the Road</b>	Speeding cars, potential falls, obstruction from parked cars leading to low visibility of the road
	<b>Clothing</b>	Clothing getting caught on a the bike
	<b>Riding visibility</b>	Not visible to traffic or pedestrians
	<b>Children</b>	Rider’s riding too fast for the group, or too slow and separating
	<b>Group dynamics</b>	Riders not fulfilling individual or personal responsibility
	<b>Puncture</b>	Can cause an accident, disorganisation of the group, or the Bike Train to not be on time
	<b>Children</b>	Riders riding two/three abreast
	<b>Riding</b>	Changing road conditions (potholes, new seal, road works, slippery road markings, wet road)



## Bicycle Check

Checks are intended to find anything unsafe on the bike. This is useful before / after a rental. Ideally it will only be tools needed to make adjustments

Front wheel is attached?

Spin the wheel and give it a good knock downwards

If quick release, check it's tight

Front **brake** is working?

Squeeze the brake and try to push the bike forwards

Front tyre is safe?

Squeeze sidewalls for firmness, check rubber for cracks and protrusions

Steering is secure?

Hold the front wheel between your legs and try to turn the handlebars with your hands

Two working pedals?

Check they spin freely and are not loose

Rear **red reflector**?

Look for one and check it's clean

Back tyre is safe?

Squeeze sidewalls for firmness, check rubber for cracks and protrusions

Back **brake**?

Squeeze the brake and try to push the bike forwards

If e.bike with throttle, check throttle stops when brake squeezed

Rear wheel is attached?

Check the axle nuts are tight, if quick release check it's tight

**\*Bold** items are legal requirements for a bike

## Emergency Response SOP





# Indication of Costs

Role	Description	Cost
<div><div>Bike Train Leader</div><div>\$35-\$45 ph</div></div>	Approx 190 School Days. Two hours of work per day -cycling children to and from school, keeping a record of numbers of children cycling, communications with parents etc.	Approx. \$13,300 - \$17,100 yearly salary
<div><div>Project Manager</div><div>\$35-\$45 ph</div></div>	Approx 10 hours of work per month, which includes keeping the roster up to date , communications with parents and school.	Approx. \$4,500 yearly salary





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## Introduction Page

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