

FIGTREE PUBLIC SCHOOL

BICYCLE
AND
SCOOTER
SAFETY
GUIDELINES



Bicycle and Scooter Safety Guidelines

Figtree Public School's Bicycle and Scooter Policy is consistent with Department of Education and Transport for NSW guidelines for safe wheel users. Figtree Public School encourages safe, active travel through walking or riding to and from school to promote physical activity and positive road safety behaviours as individuals now and into the future. The staff thanks the parents/carers of Figtree Public School for supporting safe, active travel. Road safety education is taught as a mandatory part of the PDHPE curriculum from Kindergarten to Year 6.

The Bicycle and Scooter Policy is a shared agreement between the school, parents/carers and students. Figtree Public School encourages all Kindergarten- Year 4 students to use wheeled devices for travel to and from school when accompanied by a parent/carer providing active supervision.

Only Year 5 & 6 students are allowed to use wheeled devices to travel to and from school independently. Students demonstrate responsibility for their own safety, their equipment and the safety of others. The document includes:

- Bicycle/scooter/wheeled device safety guidelines
- Kindergarten - Year 4 Bicycle/Scooter Rider's Agreement
- Kindergarten - Year 4 Bicycle/Scooter Parent/Carer Agreement
- Year 5 & 6 Bicycle/Scooter Rider's Agreement
- Year 5 & 6 Bicycle/Scooter Parent/Carer Agreement
- Safe Journey map for all students

What does Transport for NSW say?

Children under 10 years of age should be actively supervised by an adult when riding a bicycle or scooter.

All children under 12 years of age should ride in a safe place off the road, such as a footpath or bicycle path, and away from vehicles and driveways.

Any person over 12 years of age cannot ride on footpaths, unless they are supervising a wheel-user who is under 12 years of age. It is recommended children ride away from busy roads.

Parents and carers are responsible for:

- How your child travels to and from school.
- Maintaining your child's wheeled device. Wheeled devices must be in a good, safe working order and by law must be fitted with a working brake and a bell.
- Ensuring your child correctly wears an Australian Standards approved helmet every time they ride a wheeled device.
- Teaching your child the road rules. These are outlined in Transport for NSW Information for parents and carers about safety on wheels – The law and safety advice for bicycles, foot scooters, skateboards and rollerblades brochure.
- Completing the Parent and Carer Agreement, issued by our school. This is to be returned to the front office prior to the first time your child rides to school.

Students who ride bicycles and scooters to school are responsible for:

- Completing a Bicycle and Scooter Rider's Agreement (either Kindergarten-Year 4 Supervised Agreement or Year 5 & 6 Independent Rider Agreement) issued by our school. This is to be returned to the front office prior to the first time your child rides to school.
- Dismounting before entering the school grounds.
- Remaining dismounted from wheeled devices if waiting for the school gates to open.
- Using the school's wheeled device entry and exit points via our two Gibsons Road pedestrian entrances. The main car park gate in Gibsons Road is NOT to be used for wheeled device entry or exit for safety reasons.
- walking wheeled devices on school grounds in a direct route from the entry/exit gate to the bike/scooter racks.
- storing the wheeled device in the designated rack. Wheeled devices and helmets can be locked with a chain and padlock supplied by the owner. Wheeled devices and helmets are brought and stored at school at the owner's risk and not the responsibility of the school.

Parents and carers will be notified if their child does not follow the school's Bicycle and Scooter Safety Guidelines. Students may be banned from bringing their wheeled device onto school grounds if they breach school rules.

Skateboards, rollerblades, rip sticks and any other wheeled devices are not to be ridden to and from Figtree Public School.

This policy has been developed in consultation with the NSW Department of Education Road Safety programs and Figtree Public School PD/H/PE team.

Bicycle and Scooter Safety Guidelines

Kindergarten- Year 4 Supervised Rider Agreement

I, _____ of class _____

- have read and talked about the school Bicycle and Scooter Safety Guidelines with my parents or carers.
- understand the information provided.
- understand that I am only allowed to ride my bicycle or scooter to school when accompanied by a parent/carer.
- have mapped my Safe Journey and it is attached to this agreement.
- will wear my helmet correctly when riding my bicycle or scooter to and from school.
- will keep my bicycle or scooter well maintained.
- will give way to all pedestrians on footpaths, crossings and cycle paths.
- will walk my bicycle or scooter across the road at safe places and pedestrian/traffic crossings.
- will walk my bicycle or scooter on school grounds.
- will secure my bicycle or scooter in the designated rack.
- understand that the principal may stop me from bringing my bicycle or scooter to school, or allowing me to store my bicycle or scooter at school, if I do not follow the rules (eg riding without a helmet, riding unaccompanied)
- will bring my bicycle or scooter and helmet to school at my own risk.

Student signature: _____

Parent/carer signature: _____

Date: _____

Please return to the front office before the first time you ride your bicycle or scooter to school.

Parent/carer agreement- Kindergarten- Year 4 Supervised Rider Agreement

I approve my child (name) _____ of class _____ riding his/her bicycle or scooter to and from school, when actively supervised by a parent/carer.

- I take responsibility for my child riding to and from school, actively supervised by a parent/carer.
- I have read and talked about the school's Bicycle and Scooter Safety Guidelines with my child rider.
- I have discussed and completed the Safe Journey attachment with my child.
- My child will correctly wear an Australian Standards approved helmet when riding a bicycle or scooter to and from school.
- My child will be accompanied by a parent/carer providing active supervision.
- I have reviewed the Guide to Bicycle Maintenance/Guide to Foot Scooter Maintenance and understand that it is my responsibility to keep the wheeled device well maintained and roadworthy.
- I have reviewed the Guide to correctly fitting a helmet and understand that it is my responsibility that my child wears their helmet correctly.
- I understand the principal may ban my child from bringing their bicycle or scooter onto school grounds if the school's rules are not followed. The principal may also store my child's bicycle or scooter if rules are not followed (eg helmet is not worn, student is unaccompanied).
- I understand that wheeled devices and helmets are brought to school at the owner's risk.

Parent/carer signature: _____

Parent/carer name: _____

Date: _____

Please return this to the front office prior to the first time your child rides to school.

Bicycle and Scooter Safety Guidelines

Year 5 and Year 6 Independent Rider Agreement

I, _____ of class _____

- have read and talked about the school Bicycle and Scooter Safety Guidelines with my parents or carers.
- understand the information provided.
- have mapped my Safe Journey and it is attached to this agreement.
- will wear my helmet correctly when riding my bicycle or scooter to and from school.
- will keep my bicycle or scooter well maintained.
- will give way to all pedestrians on footpaths, crossings and cycle paths.
- will walk my bicycle or scooter across the road at safe places and pedestrian/traffic crossings.
- will walk my bicycle or scooter on school grounds and will not use my bicycle or scooter if waiting for the gates to open of a morning.
- will secure my bicycle or scooter with a lock and chain in the designated rack.
- understand that the principal may stop me from bringing my bicycle or scooter to school, or store my bicycle or scooter at school, if I do not follow the rules (eg riding without a helmet)
- bring my bicycle or scooter and helmet to school at my own risk.

Student signature: _____

Parent/carer signature: _____

Date: _____

Please return to the front office before the first time you ride your bicycle or scooter to school.

Parent/carer agreement- Independent Rider Agreement

I approve my child (name) _____ of class _____ riding his/her bicycle or scooter to and from school.

- I take responsibility for my child riding to and from school.
- I have read and talked about the school's Bicycle and Scooter Safety Guidelines with my child rider.
- I have discussed and completed the Safe Journey attachment with my child.
- My child will correctly wear an Australian Standards approved helmet when riding a bicycle or scooter to and from school.
- I have reviewed the Guide to Bicycle Maintenance/Guide to Foot Scooter Maintenance and understand that it is my responsibility to keep the bicycle or scooter well maintained and roadworthy.
- I have reviewed the Guide to correctly fitting a helmet and understand that it is my responsibility that my child wears their helmet correctly.
- I understand the principal may ban my child from bringing their bicycle or scooter onto school grounds if the school's rules are not followed. The principal may also store my child's bicycle or scooter if rules are not followed (eg helmet is not worn)
- I understand that bicycles, scooters and helmets are brought to school at the owner's risk.

Parent/carer signature: _____

Parent/carer name: _____

Date: _____

Please return this to the front office prior to the first time your child rides to school.

A guide to bicycle maintenance: Eight point safety check

Feature	What are you checking for?	Maintained
Bell or horn	<ul style="list-style-type: none"> • rings or sounds clearly and loudly 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Brakes	<ul style="list-style-type: none"> • bike wheel does not rotate when brakes are applied 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Brakes pads	<ul style="list-style-type: none"> • pads are not worn down 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Chain	<ul style="list-style-type: none"> • should be well oiled and not sag 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Front white reflector	<ul style="list-style-type: none"> • is secure and clean 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Red rear reflector	<ul style="list-style-type: none"> • is secure and clean 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Tyres	<ul style="list-style-type: none"> • firm tyres • tread not worn and no canvas showing • no bulges or cuts 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Yellow wheel and pedal reflectors	<ul style="list-style-type: none"> • are secure and clean 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing

Source: Adapted from *Safety Town* Stage 3, Transport for NSW 2014

What is the right size of bicycle? The right sized bicycle:

- is comfortable for the rider
- allows for the arms to be slightly bent as the body leans slightly forward holding the handlebars
- has controls within reach
- allows the rider's feet to just touch the ground when the rider is sitting on the seat
- allows the rider to straddle the crossbar with both feet flat on the ground. There should be about 3 cm between the bicycle and the rider's crotch for a light or medium weight road bicycle. For a BMX or mountain bike there should be a 10 cm gap. If there is no crossbar, make the test from where the crossbar would be.
- has a level seat





If not, the bicycle is either too small or too big and is unsafe. What is required by law?

A bicycle must be fitted with a working horn or bell and at least one working bra

A guide to foot scooter maintenance		
Feature	What are you checking for?	Maintained
Wheels	<ul style="list-style-type: none"> firm, round wheels no bulges, cuts or flat spots 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Nuts and bolts	<ul style="list-style-type: none"> tight wheel bolts (scooter will not go faster if wheel bolts are loose. Wheels can fall off.) 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Alignment	<ul style="list-style-type: none"> front wheel is straight and in line with steering column clamp on steering column is tight quick release lever is tight 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Brakes	<ul style="list-style-type: none"> brake engages with rear wheel when pressure is applied 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs fixing
Size of scooter	<ul style="list-style-type: none"> correct size for rider 	<input type="checkbox"/> Yes <input type="checkbox"/> Needs adjusting and/or replacing

A guide to correctly fitting a helmet

Always wear a helmet when you ride

	Can you place just two fingers between your eyebrows and your helmet?		Can you fit just two fingers between the helmet strap and your chin?
	Do the straps join in a 'V' just below your ears?		Has an adult checked your helmet?

NSW Centre for Road Safety, Transport for NSW: [Information for parents and carers about safety on wheels: The law and safety advice for bicycles, foot scooters, skateboards and rollerblades](#)

Safe Journey- Riding Safely to School

1. On a map of your local area (next page) mark the location of your house.
2. If you are planning on riding a bicycle or scooter to school, mark the route you will use to and from school.
3. With your parent/carer, discuss hazards on the road when riding. Mark the potential danger points with a brightly coloured 'X'. Potential danger points are places where there are particular hazards for riders, such as:
 - an intersection
 - a narrow road where cars may have to pass close to riders/cyclists
 - corner shops/shopping centres where there may be cars pulling in and out of parking areas
 - near a hill
 - a road surface in bad condition
4. Mark the safety features may assist you on your ride to school. Safety features may include:
 - bike paths or shared pathways
 - bike lanes on roads
 - alternative routes, such as quiet street

