

Bike to School Week 2019

Guide for Schools

**Bike to
School
Week**
May 27-31

Discover the
fun of biking.



Cycling - it's healthy, green, fast and fun. At our school, we're joining students and teachers across Ontario to celebrate Bike to School Week 2019.

BikeToSchoolWeek.ca
#BiketoSchool @smartcommute

**BIKE
MONTH
2019**



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Introduction

Welcome to the Bike to School Week 2019 *Guide for Schools*! This resource will guide you through planning and executing amazing bike events at your school!

Your Bike to School Week Checklist

- ✓ **Partner up:** invite parents & guardians, your school's Public Health Nurse, your municipal or regional Transportation or Public Works department, local bike shops, and cycling organizations to help.
- ✓ **Pick your dates:** Bike to School Week 2019 is May 27-31, and any bike event April 29 - June 14 is eligible for prizes and incentives.
- ✓ **Plan your events:** announcements, snacks or incentives for students who bike to school, a bike information table, raffles, contests, classroom activities, art projects, assemblies, tune-up clinics, bike rodeos, group rides, and more!
- ✓ **Invite guests:** parents & guardians, school board trustees, elected representatives, journalists, and local athletes and celebrities.
- ✓ **Register your events:** go to biketoschoolweek.ca and tell the world about your awesome event! You may be eligible to receive prize packs and incentives!
- ✓ **Post your Trip Tracking Poster:** during Bike to School Week, count the parked bikes or just stand at the front door and ask students if they biked, walked or rolled!
- ✓ **Report on your events:** complete the online [Reporting Survey](#)¹ to receive your school's Certificate of Participation and enter to win [prizes](#).

¹ <http://www.bikemonth.ca/biketoschoolreports>

In the Classroom

The classroom is the perfect place to encourage students to bike to school as part of a healthy and active lifestyle. From quick tips to full lessons, there are lots of resources to help students become bike experts.

Classroom Lesson Plans

- These [Active and Sustainable School Travel Lesson Plans](#)² kick-start conversations and learning about active transportation. Each is curriculum-linked and includes ideas for integrating math, media literacy and writing activities.
 - [Grade 1 \(Science and Technology\)](#)
 - [Grade 5 \(Social Studies\)](#)
 - [Grade 9 \(Health & Physical Education\)](#)
- [Ontario's Road Safety Resource](#)³ includes safety-related lesson plans and Community Engagement Toolkits, grades K-12.
- The [Guide to Ride](#)⁴ includes 30 hands-on lesson plans (grades 4-6) and provides a roadmap for a bike-focused learning conference.



² <https://smartcommute.ca/getting-to-school/resources/for-the-school/>

³ <https://www.ontarioroadsafety.ca>

⁴ <https://phecanada.ca/programs/guide-ride>

Videos

- [Safety is Everyone's Responsibility](#)⁵, [Get Fit!](#)⁶ and [Academic Benefits](#)⁷ by the Peel District School Board
- [Bike Helmets 101](#)⁸ and [Bike Handling Skills 101](#)⁹ by CAN-BIKE
- [Learn the ABC Quick Check!](#)¹⁰ by the Active Transportation Alliance

Reference Material

The [Young Cyclist's Guide](#)¹¹ is a kid-friendly handbook complete with safety tips and rules for young riders.



⁵ https://www.youtube.com/watch?v=A2glOZ_Uupc

⁶ https://www.youtube.com/watch?v=kHDgSM_nsPQ

⁷ https://www.youtube.com/watch?v=kHDgSM_nsPQ

⁸ <https://vimeo.com/91626131>

⁹ <https://vimeo.com/91626130>

¹⁰ https://www.youtube.com/watch?v=xGorQe_wW-0

¹¹ <http://www.mto.gov.on.ca/english/safety/pdfs/young-cyclist-guide.pdf>



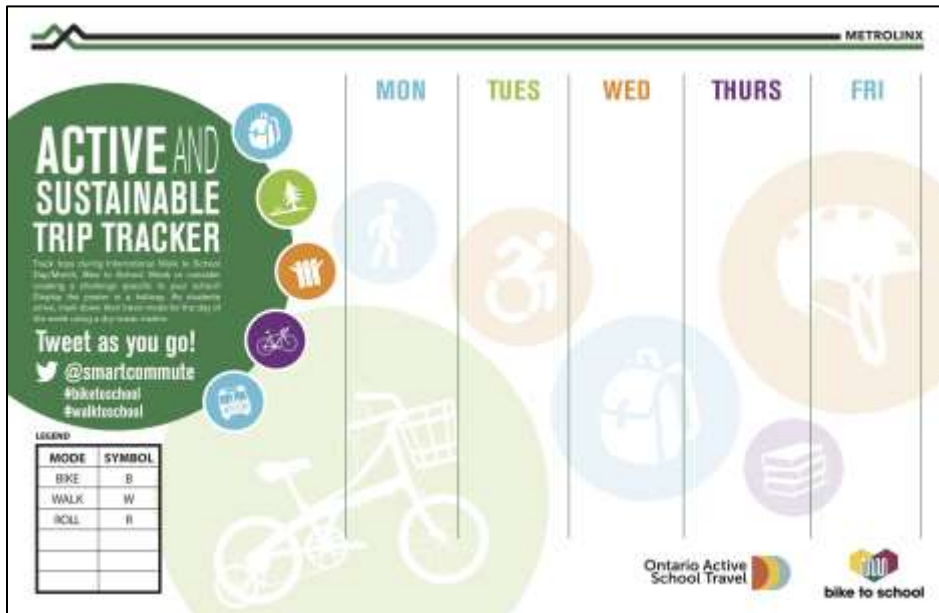
Active and Sustainable Trip Tracker Poster

Track your students' bike, walk and roll trips with the Active and Sustainable Trip Tracker Poster! Hang the poster near the main entrance, and, as students arrive, record each bike, walk or roll trip with a "B", "W" or "R". This is a great way for parent volunteers to support Bike to School Week!

A downloadable 11" x 17" file is available at <http://bikemonth.ca/posters>. In 2018, many schools in the Greater Toronto and Hamilton Area received a laminated large-format **Active and Sustainable Trip Tracking Poster**. These were intended to be reusable and are not being reprinted in 2019.

Alternatively, you can create a school account on the [BikeWalkRoll](#)¹² app and track trips during Bike to School Week and all year round!

Upload your counts to biketoschoolweek.ca via the online [Reporting Survey](#)¹³. All schools that register for Bike to School Week and complete the School Reporting Survey by Friday, June 14, 2019 will receive a Certificate of Participation and be eligible for prizes and incentives offered in their regions.



¹² <https://www.bikewalkroll.org>

¹³ <https://www.bikemonth.ca/biketoschoolreports>

In the Schoolyard

Bike Rodeo

Bike Rodeos are a chance for kids to get outside with bikes, show off what they already know and learn some new cycling skills. Parent volunteers are an essential part of a successful Bike Rodeo, so make sure to invite them!

Bike Rodeos are structured in stations which may include:

1. Helmet fit
2. ABC Quick Check
3. Starting and stopping
4. Signalling and shoulder checks
5. Turning safely
6. Riding safely in the community

The Bike Rodeo Community Kit¹⁴ includes detailed lesson plans, a sample letter for parents and guardians, pre- and post-testing tools, and much more.



¹⁴ <https://www.peelpolice.ca/en/safety-tips/bicycle-rodeo-community-kit.aspx>

Bike to School Week

Planning is key to a successful Bike Rodeo. You will want to consider:

- ✓ Do all students at your school have access to bikes and helmets? Bike swaps are a great way to distribute hand-me-down bikes into the community.
- ✓ Where will bikes be stored before and after the Rodeo? Designated sections for each class will keep things organized.
- ✓ Who will lead each station? Parent volunteers are essential for filling these roles.
- ✓ Have you prepared printed schedules? These help everyone stay on track.
- ✓ Have you informed families ahead of time?

Check out these [Tips for Organizing Successful Bike Rodeos](http://ontarioactiveschooltravel.ca/wp-content/uploads/2017/08/Tips-for-Organizing-Successful-Bike-Rodeos.pdf)¹⁵.



¹⁵ <http://ontarioactiveschooltravel.ca/wp-content/uploads/2017/08/Tips-for-Organizing-Successful-Bike-Rodeos.pdf>

Tune-Up Clinics

Checking the safety of student bicycles is an important part of any group ride or schoolyard cycling activity. Luckily, anybody who is willing to get their hands a little dirty can perform a basic check and make simple adjustments where needed. Reach out to local bike shops, if any, for extra knowledge and help. Family members may also have skills and experience to share. Tune-up Clinics are great to do outdoors or in the gym.

Bike Maintenance Gear

- Bike pump with a gauge
- Rags
- Bike chain lubricant (no WD-40!)
- Bike multi-tool or metric allen wrenches

Resources

- [Ontario Young Cyclist's Guide](http://www.mto.gov.on.ca/english/safety/pdfs/young-cyclist-guide.pdf)¹⁶
- [Learn the ABC Quick Check](https://www.youtube.com/watch?v=xGorQe_wW-0)¹⁷, video by the Active Transportation Alliance



¹⁶ <http://www.mto.gov.on.ca/english/safety/pdfs/young-cyclist-guide.pdf>

¹⁷ https://www.youtube.com/watch?v=xGorQe_wW-0

Tune-up Clinic How-to

1. Invite students to **bring their bikes to school**. Make sure they have a place to lock up.
2. Teach students the **ABC Quick Check**, detailed in the Ontario Young Cyclist's Guide¹⁸: Air, Brakes, Bars, Chain, Crank, Quick Releases, and Final Check Over. **Test their memory** by having them do an ABC Quick Check on their own.
3. **Tune-up**: Go through each item of the ABC Quick Check one-at-a-time, and help students tune up each one:
 - **Air**: find the maximum tire pressure indicator, and pump the tires to the maximum pressure. Tires almost always need more air! See this video¹⁹.
 - **Brakes**: use the barrel adjuster bolts to tighten loose brakes. See this video²⁰.
 - **Bars**: use a bike multi-tool or metric allen wrenches to tighten loose bolts.
 - **Chain**: wipe & lubricate the chain.
 - **Crank**: tighten loose bolts with bike multi-tool or metric allen wrenches. If the bottom bracket is loose, it will probably require professional tools, so the student should take it to a bike shop.
 - **Quick Releases**: tighten loose quick release skewers. See this video²¹.
 - **Check**: tighten loose bolts with bike multi-tool or metric allen wrenches.
4. Review the **ABC Quick Check**. Ask students if they can feel a difference.
5. Finish off the Tune-Up Clinic with a quick **Test Ride** around the schoolyard.

¹⁸ <http://www.mto.gov.on.ca/english/safety/pdfs/young-cyclist-guide.pdf>

¹⁹ <https://www.youtube.com/watch?v=8AM0Zf49aVU>

²⁰ <https://www.youtube.com/watch?v=eNxgQNOiVc0>

²¹ <https://www.youtube.com/watch?v=Hcq-PwYj3TE>

In the Neighbourhood

Bike to School Week is a great opportunity to organize and recognize cycling activities in your local school community! Students can learn about their neighbourhood and gain confidence riding on streets.

Walk and Roll Parade

Everybody loves a celebration! Turn the journey to school into a parade. Invite students and families to meet at a local landmark like a park, and then proceed to school en masse. Your event can be limited to cyclists (a “Bike Parade”) or can be open to all forms of walking and rolling, including roller skates, scooters, and mobility devices.

Tips:

- Helmet fitting and ABC Quick Checks on bikes are a great way to start the event, to ensure everyone who is riding is ready to go.
- Plan a safe route to school from the meeting point. Be aware of potential road closures or any rough terrain.
- Provide some incentives for parade participants if possible! Prizes and food always go over well.
- It’s always more fun when lots of teachers and the principal participate.
- Invite athletes and musicians if you can, and local elected officials to demonstrate your school’s enthusiasm for active and sustainable school travel!
- Use this event as the spark for a regularly scheduled ‘bike train’, a group commute to school that collects students along the way.
- Encourage colourful signs and decorations, bright lights and fun tunes!

Group rides

Bike rides around the neighbourhood, whether during lunch, during class time or after school, can be a great way to introduce students to cycling and help them learn to do it safely and confidently.



In schools, teachers and any external partners must follow the Ophea safety guidelines when planning cycling excursions and activities ([elementary²²](http://safety.ophea.net/safety-plan/168/1782), [secondary²³](http://safety.ophea.net/safety-plan/169/1919)). Refer to the convenient Group Ride Checklists you will find later in this *Guide for Schools*, to ensure that you are planning the ride safely and responsibly in accordance with Ophea guidelines.

When on the ride, make sure to take photos and videos!

²² <http://safety.ophea.net/safety-plan/168/1782>

²³ <http://safety.ophea.net/safety-plan/169/1919>

Neighbourhood Bike-About

How bikeable is your neighbourhood? Get together with your community, explore the neighbourhood by bike, and look around for challenges and opportunities for biking.



- ✓ **Team up:** Reach out to anyone who might be interested in helping, especially students, families, any local bike advocacy groups, your municipal councillor, and your municipality's cycling department.
- ✓ **Assess:** With your team, bike (or walk) a bike route or two and document what you find, using the Neighbourhood Bike-About Tool in this *Guide for Schools*. Take pictures!
- ✓ **Report:** Make a poster or other visual representation of your findings. Contact your councillor or municipality with recommendations, to make things better for the kids biking to school!

Why Bike to School?

Raise awareness about the benefits of biking to school. You can start by including facts like these in school newsletters, announcements, or letters for families.

Biking to school helps students learn

- Increased physical activity specifically associated with the school journey has been found to increase alertness and attention during the school day.
- Active travelers, especially girls, have higher grades in school.
- Physical activity supports healthy brain development.
- Children who are more physically active have more active brains, improved attention in the classroom, and better standardized test scores.

Biking to school is healthy

- Biking to school helps students achieve the goal of 60 minutes of daily physical activity.
- Biking to school is good for student mental health, reducing stress, depression, and anxiety, and increasing happiness and positive emotions
- Biking improves student well-being and builds life-long habits of independent and active mobility.

Biking to school saves time and money

- Families save time when students walk or bike to school independently.
- According to CAA, the cost of owning and operating a motor vehicle is \$8,600 to \$13,000 per year (in 2017).
- In the Greater Toronto and Hamilton Area, the cost of taking public transit to school, for secondary school students, is about \$800 per year.
- Maintaining a bicycle in good condition costs about \$150 per year.

Biking to school is green

- Air pollution caused by motorized vehicles hurts children's heart and lungs.
- Driving less improves air quality.
- Driving less reduces greenhouse gas emissions. A student living just 2 km from school can offset a kilogram of CO₂ emissions every day by biking instead of being driven. That's over 200 kg every school year!



Biking to school improves communities

- Reducing the volume of motorized traffic creates safer school zones.
- Improving walking and cycling routes to school enhances the safety, connectivity, and quality of life for the whole community.

Biking to school should be safer, easier, and better (and it can be!)

Bike to School Week is all about making it better for students to bike to school. Research shows that successful campaigns share several characteristics:

- They are tailored to the needs of each school.
- They involve the whole school community, including students, families, school staff, municipal staff, public health departments, and other partners and stakeholders.
- They address many factors that influence school travel patterns, grouped in the “5 E’s”: Education, Encouragement, Engineering, Enforcement and Evaluation.
- They spark or energize longer-term efforts to improve the school environment and change behavior.

References

- [Making the Case for Active School Travel](http://ontarioactiveschooltravel.ca/wp-content/uploads/2018/04/Making-the-Case-for-Active-School-Travel-Fact-Sheet-and-Reference-List.....pdf), by Ontario Active School Travel, <http://ontarioactiveschooltravel.ca/wp-content/uploads/2018/04/Making-the-Case-for-Active-School-Travel-Fact-Sheet-and-Reference-List.....pdf>
- [Talking Points: Why Walk or Bicycle to School?](http://www.walkbiketoschool.org/wp-content/uploads/2017/04/BTSD-Talking-Points-2017.pdf), by the National Centre for Safe Routes to School (United States), <http://www.walkbiketoschool.org/wp-content/uploads/2017/04/BTSD-Talking-Points-2017.pdf>
- [The Association Between School-Based Physical Activity, Including Physical Education, and Academic Performance](https://www.cdc.gov/healthyyouth/health_and_academics/pdf/pa-pe_paper.pdf), by the U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, https://www.cdc.gov/healthyyouth/health_and_academics/pdf/pa-pe_paper.pdf
- [International Best Practices in Regional Planning for School Travel](http://transformlab.ryerson.ca/portfolio-item/international-best-practices-in-regional-planning-for-school-travel/), by Kate Flanagan and Dr. Raktim Mitra, Ryerson University and Metrolinx, <http://transformlab.ryerson.ca/portfolio-item/international-best-practices-in-regional-planning-for-school-travel/>
- [The 10 Step Handbook for High School Bike Projects](http://walkandrollpeel.ca/projects/pdf/10-step-handbook-high-school-bike-proj.pdf), by the Region of Peel and Green Communities Canada, <http://walkandrollpeel.ca/projects/pdf/10-step-handbook-high-school-bike-proj.pdf>



Appendix A: Letter to Families

The following text should be printed on the organizational letterhead of the sender (in most cases a principal or vice-principal at a school.) Highlighted portions must be modified by the sender.

[Date – one week prior to event]

Dear families:

Spring is here, bringing warmer weather and longer days. It's a great time of year to **walk, bike or roll to school**. Using these modes of active transportation helps to reduce congestion, improve air quality and promote health. Students who travel to school actively arrive at school more alert, focused and ready to learn.

For these reasons, our school is participating in **Bike to School Week** by organizing the following event. We invite your child to participate.

Date

Time

Event description: (Note – this is a good place to indicate whether students are encouraged to bring bikes if they have them, and if so where they are expected to store them.)

Incentives (if any):

Contests (if any):

Bike to School Week is a celebration of cycling and active transportation. Schools, public health offices, municipalities and regions across Ontario are coordinating activities focused on Bike to School Week, to promote and support cycling to school.

Visit biketoschoolweek.ca, or contact me for more information about our school's event.

Sincerely,

Sender



Appendix B: Social Media and School Newsletters

Social media and mass text messages

- Bike to School Week is May 27-31. See if your school has signed up at biketoschoolweek.ca
- Who's ready for Bike to School Week, May 27-31??? Pump those tires and oil that chain!
- #BikeToSchoolWeek is only **XX** days away. Who's ready to roll???
- Happy #BikeToSchool Week! Every [#Schoolname] student who rides to school gets a free **[incentive]**!
- Thanks to @smartcommute for supporting #biketoschool week!

Newsletter "blurb"

Celebrate **Bike to School Week** with **[name of school]**!

Date of event:

Time of event:

Event description: (Note – this is a good place to indicate whether students are encouraged to bring bikes if they have them, and if so where they are expected to store them.)

Incentives (if any):

Contests (if any):

The warmer weather and longer days make spring a great time of year to **walk, bike or roll to school**. Using these modes of active transportation helps to reduce congestion, improve air quality and promote health. Students who travel to school actively arrive at school more alert, focused and ready to learn. Find out more at biketoschoolweek.ca.



Appendix C: Bike Rodeo Letter to Families

Dear Families:

Our students have the exciting opportunity to participate in a Bike Rodeo, provided by [name of organization, if applicable]. Participants will practice skills related to everyday biking situations, including fitting their helmet, checking their bicycles for safety, starting and stopping, turning, and how to use hand signals to communicate with other road users.

We encourage students participate in this event. Please return the signed permission form.

Where possible, students should bring a bicycle, and bicycle helmet. We have included instructions about helmets and bicycle safety accessories with this letter. A bike inspection and helmet check will also be performed at the rodeo.

Date:

Time:

Arrangements for bicycle parking (if any):

Volunteer opportunities for parents/guardians (if any):

We look forward to providing students with this fun cycling education opportunity.

This event is part of our school's celebration of **Bike to School Week**. Schools, public health offices, municipalities and regions across Ontario are coordinating activities focused on Bike to School Week, to promote and support cycling to school.

Visit biketoschoolweek.ca, or contact me for more information about our school's event.

Sincerely,

Name of Sender

Appendix D: Helmets and Bicycle Safety Accessories

Selecting a bicycle helmet

Wearing a helmet while bicycling is the law in Ontario, for children and youth under 18 years of age.

- Helmets typically range in price from \$15 to \$90.
- Helmets can be purchased at most department stores, sport stores and specialty shops.
- Ensure that the helmet you choose is approved by the Canadian Standards Association (CSA), the Snell Memorial Foundation (SNELL), ASTM or the Consumer Product Safety Council (CPSC). Helmets should have a certification sticker on them.
- Avoid buying used helmets. Damage to helmets may not always be visible. Following a single impact, a helmet should be replaced.
- Helmets come in many models and colors, all fitting differently. When selecting a helmet, try it on to ensure it fits.

Adjusting a bicycle helmet

- Read and follow the helmet manufacturer's instructions for proper fit.
- A helmet should fit snugly on the head, even when unstrapped. Helmets are generally sold with pieces of foam padding to insert in order to ensure a snug fit.
- The helmet should sit level on the head, with two finger widths between the eyebrow and the helmet.
- The side straps should lie flat and meet in a V-shape under each ear.
- The chin strap should fit snug under the chin, with room for just one finger between the strap and the chin.

Safety accessories

The Ontario *Highway Traffic Act* includes requirements for bicycles, to ensure that bicycles can be more easily seen and heard by others. Fines can be imposed when bicycles are not meeting these requirements.

- A bicycle must be equipped with a bell or horn in good working order.
- A bicycle must be equipped with white reflective tape on the front forks and red reflective tape on the rear forks.
- A bicycle must have a white front light and a rear red light or reflector, IF you ride at night (from 30 minutes before sunset until 30 minutes after sunrise).

Acknowledgements: This letter was adapted from the [Bike Rodeo Information Kit](#) published by the Peel Safe and Active Routes to School Committee.

Appendix E: Group Ride Checklists

These checklists will help you plan a safe and fun ride in accordance with Ophea guidelines: [Elementary](#) and [Secondary](#).

Note that for students in grades K-3, all cycling should take place away from motorized traffic.

Refer to your school board's policies and procedures regarding excursions.

Choosing the Route

- **Cycling Infrastructure.** Even experienced riders feel safest when biking on dedicated cycling infrastructure: bike lanes, cycle tracks, multi-use trails, sharrows, contra-flow bike lanes, signed routes. Take full advantage of what is available near your school.
- **Type of road.** Choose paved routes only. Choose quiet streets where possible.
- **Other road users.** Are there buses, trucks, or fast-moving cars?
- **Road conditions.** Avoid potholes, debris, uneven surfaces, streetcar or train tracks, or construction areas.
- **Intersections.** Are there many pedestrians, do you have enough time for the group to get through the light, are many cars going to be turning right or left? Avoid left turns on arterials, streetcar tracks and railway crossings, and crossing busy arterials from a side street without traffic signals.
- **Hills, length of route.** Take the fitness level of students into account.
- **Facilities.** Consider access to water and washrooms on longer trips.
- **Destinations.** Making stops at libraries, recreation centres, landmarks, local restaurants and so on, can help students get to know the neighbourhood.

Before the Ride Day:

- Provide map of the route to the school
- Ride the route just prior to the excursion to ensure conditions have not changed
- Collect signed Parent or Guardian Permission for Excursion Forms
- Review school board emergency procedures
- Ensure one adult on the excursion has First Aid certification (Level C with AED)
- Collect and store emergency contact numbers for students
- Be aware of student medical conditions (e.g., asthma, anaphylaxis, casts, previous concussion, orthopaedic device)
- Be aware of weather forecast (cycling must be cancelled in rain)
- Share information with students on helmet fit and concussion prevention
- Assess student competency in stopping, changing gears, turning, shoulder checking, signaling and passing
- Remind students:
 - Clothing must not encumber proper use of bicycle chain
 - Clothing must be adequate for outdoor activity
 - Shoes must be close-toed (no sandals)
 - Bring sunscreen, hats, sunglasses, insect repellent as appropriate
 - Bring personal water bottles (and a way to carry them)



On the Ride Day:

- Ensure appropriate supervision. Ophea guidelines stipulate at least two adult supervisors with elementary school students, and one adult supervisor for secondary school students. Ophea guidelines stipulate these minimum ratios:
 - Primary: 1 supervisor per 6 students
 - Junior: 1 supervisor per 10 students
 - Intermediate: 1 supervisor per 15 students
 - Grades 9 and 10: 1 supervisor per 20 students
 - Grades 11 and 12: 1 supervisor per 30 students
- Ophea guidelines stipulate one adult supervisor at back of the pack and one at front with elementary school students, and one adult supervisor at back with another adult or responsible student at the front with secondary school students. Riders can be grouped in “pods” to help organize the ride.
- Note that riders at the back of the group may find themselves needing to speed up unexpectedly. For this reason, the best position for slower riders is at the front of their “pod”, or of the group as a whole.
- Adult supervisor(s) must carry:
 - mobile phone
 - bicycle tool kit with allen keys or multi-tool
 - a patch kit
 - a pump
 - a whistle
- Designate one person to be responsible for the first aid kit.
- With students, review group riding protocol and expectations:
 - Position of adult supervisors
 - Stop signs
 - Red lights
 - When to take the lane, if ever
 - Rest stops and water
 - What to do if group is separated
 - What to do if a rider cannot continue or has mechanical issues
 - How the ride will end

Appendix F: Neighbourhood Bike-About Tool

Location: _____

Rating Scale:

1	2	3	4	5	6
Very poor	Many problems	Some problems	Good	Very good	Excellent

1. DID YOU HAVE A PLACE TO CYCLE SAFELY?

A) ON THE ROAD, SHARING THE ROAD WITH MOTOR VEHICLES?

- Yes
- Some problems (please note locations):
 - No space for bicyclists to ride
 - Bicycle lane or paved shoulder disappeared
 - Heavy and/or fast-moving traffic
 - No space for bicyclists on bridges or in tunnels
 - Something else _____

Overall "Safe Place To Ride" Rating: (circle one)

1 2 3 4 5 6

B) ON AN OFF-ROAD PATH OR TRAIL, WITH NO MOTOR VEHICLES ALLOWED?

- Yes
- Some problems (please note locations):
 - Path ended abruptly
 - Path didn't go where I wanted to go
 - Path intersected with busy roads
 - Path was crowded
 - Too many hills
 - Something else _____

Overall "Safe Place To Ride" Rating: (circle one)

1 2 3 4 5 6

2. HOW WAS THE SURFACE YOU RODE ON?

- Good
- Some problems, the road or path had:
 - Potholes
 - Cracked or broken pavement
 - Debris (e.g. broken glass, sand, gravel, etc.)
 - Dangerous drain grates, utility covers, or metal plates
 - Uneven surface or gaps
 - Slippery surfaces when wet (e.g. bridge decks, construction plates, road markings)
 - Bumpy or angled railroad tracks
 - Rumble strips
 - Something else _____

Overall "Safe Place To Ride" Rating: (circle one)

1 2 3 4 5 6

3. HOW WERE INTERSECTIONS YOU RODE THROUGH?

- Good
- Some problems:
 - Had to wait too long to cross intersection
 - Couldn't see crossing traffic
 - Signal didn't give me enough time to cross the road
 - Signal didn't change for a bicycle
 - Unsure where or how to ride through intersection
 - Something else _____

Overall "Safe Place To Ride" Rating: (circle one)

1 2 3 4 5 6

4. DID DRIVERS BEHAVE WELL?

- Good
- Some problems, the road or path had:
 - Drove too fast
 - Passed me too close
 - Did not signal
 - Harassed me
 - Cut me off
 - Ran red lights or stop sign
 - Something else _____

Overall "Safe Place To Ride" Rating: (circle one)

1 2 3 4 5 6

6. IS YOUR SCHOOL BIKE-FRIENDLY?

- Good
 - o Bike shops nearby
 - o Bike education provided in school
 - o Students encouraged to use active transportation
 - o Parents discouraged from driving kids
- Some problems:
 - o No bike parking
 - o No bike club
 - o Lots of pick-up/drop-off traffic
 - o Lots of busy streets
 - o _____

Overall "Safe Place To Ride" Rating: (circle one)

1 2 3 4 5 6

5. WAS IT EASY FOR YOU TO USE YOUR BIKE?

- Good
- Some problems:
 - No maps, signs, or road markings to help me find my way
 - No safe or secure place to leave my bicycle
 - No way to take my bicycle with me on the bus or train
 - Scary dogs
 - Hard to find a direct route I liked
 - Route was too hilly
 - Something else _____

Overall "Safe Place To Ride" Rating: (circle one)

1 2 3 4 5 6

**How does your neighbourhood rate?
Add up your score and decide.**

Your total score: _____

31-36: Celebrate! You live in a bicycle-friendly community.

25-30: Your community is pretty good, but there's always room for improvement.

19-24: Conditions for riding are okay, but not ideal. Plenty of opportunity for improvements.

13-18: Conditions are poor and you deserve better than this! Call the mayor and the newspaper right away.

6-12: Oh dear. Consider wearing body armor and Christmas tree lights before venturing out again.

TAKE ACTION!

Email your local councillor, mayor or municipal cycling department, and tell them, "It's Bike to School Week, and I want the streets near my school to be more bike-friendly!"

Acknowledgements: This tool was adapted from the Bikeability Checklist of the Pedestrians and Bicycle Information Centre of the U.S. Department of Transportation.



Appendix G: Invitation to Special Guests

This is a template for an email invitation to special guests. Highlighted portions must be modified by the sender.

Dear **name of special guest:**

Our school is participating in **Bike to School Week** by organizing the following event. We invite you to attend.

Date:

Time:

Duration of speech:

Event description and purpose:

Bike to School Week is a celebration of cycling and active transportation. Schools, public health offices, municipalities and regions across the province of Ontario are coordinating activities focused on Bike to School Week, to promote and support cycling to school.

Visit biketoschoolweek.ca, or contact me for more information about our school's event.

Sincerely,

Sender



Appendix H: Press Release

Replace highlighted text with your school's information. Email the finished form to media outlets that might be interested in reporting on your event.

FOR IMMEDIATE RELEASE CONTACT: [Name]
[Release date] [Phone Number]
 [Email Address]

[City, region] school(s) to celebrate Bike to School Week on [day, month, year]

WHAT: [Name of school, participating organizations, etc.] in [city] will be joining schools from around the province to celebrate Bike to School Week.

WHO: [Name(s) of schools participating]
[Name(s) of prominent community members participating]

WHERE: [location such as where bicyclists will meet to bike together, streets that children will be biking along, or school ending point. Include visual cues.]

WHEN: [Time, i.e., Gather at 7 a.m., ride to begin at 7:15 a.m.]

SIGNIFICANCE: Approximately [number] students from [name of school(s) participating] will participate. [Describe event briefly].

Schools across the province of Ontario will celebrate Bike to School Week 2018 by hosting special events at their schools and in their communities. Bike to School Week events encourage safe, healthy, affordable, and sustainable transportation for students, teachers, and school communities. Events emphasize encouragement, education and skill-building.

The event is being organized by [organizing group(s)]. [Include additional information about your program and how it fits into the larger picture for the community, whether it is part of other programs, etc.]

For more information, visit biketoschoolweek.ca