



## Prairie Trace Bike Form/Procedures/Safety Info.

To ensure the safety of our students at PTE, this handout and form will give the basic rules and requirements for riding a bike to and from school. **Riding a bike is a wonderful way to encourage movement, but it is also a big responsibility to ride safe.**

A Bike Use Permit form must be signed by both the student who will be riding a bike and a parent or guardian of that child. **The next pages will have the Permit Form and Safety Info.**

**Note:** Once this form has been turned into the office and the student has received a copy of the form, **the student may begin riding their bike to school for all the years they attend PTE as long as they have the permit on file.** **\*\*\*\*There is no need to fill out another form for each year.**

- ✓ **Important**  
**\*\*PARENTS MUST FILL out the online CCS parent portal School Dismissal Manager FORM EACH DAY on the CCS parent link, if their child is riding their bike to school and back.**
- ✓ **Parents may choose to allow students in grades 3-5 to ride to school alone, but please remember, that crossing guards are not in place during a normal school day. Students in grades K-2, must have a PARENT accompany the student on their ride to and from school.**
- ✓ **All students should ride on sidewalks or multi-use pathways for safety.**  
**\*\* Please read *Kids and Bicycle Safety* guidelines attached to explain this request.**

### PTE Bike Rules/Procedures:

1. **Bikes MUST be walked at ALL times on school property.**
2. **Riders MUST wear helmets at all times.** 1 warning will be given, then bike permit will be revoked for a period of time.
3. **Any damage or loss of property due to parking the bike on school property is NOT the responsibility of Prairie Trace.** Bikes should always be secured in the designated bike area(s).
4. **Biking issues are NOT acceptable reasons for being tardy to class.** If a student cannot make enough time to get on school grounds and make it to class by 7:40 AM, they should not be riding to school.
5. **Students should proceed along back of the school sidewalk, by back field that leads to bike racks by playground. Students will need to remain on playground area until the first bell rings at 7:40 am.** Students will then enter through doors 5, 6, or 4, depending upon their grade level entry doors.  
**At the end of the day, students will wait in the front foyer/ office area until all buses and carpool vehicles have departed and then be called to walk through the cafeteria and out door 4 with a PTE staff member.**  
**A PTE staff member, will be there to guide and assist students to the bike rack area.**
6. **Safe bike procedures should be reviewed by parents when allowing students to ride to school.** Recognizing stop signs, crosswalks and other children who are still utilizing the sidewalks for coming to school on foot, should be respected at ALL times! **A parent or guardian must review the *Kids and Bicycle Safety* guidelines from the *National Highway Traffic Safety Administration (NHTSA)* with their child(ren). This information is attached.**
7. **Each student and their parent or guardian must identify the safest route to school and then practice this route together.** The student and their parent or guardian are required to identify the safest route, practice riding the route together, and record the time it took to get to the school. This procedure is in place to ensure that your child is following the safest route to school and has enough time allocated in the morning to make it to school on time.
8. **Inclement Weather** - Please make sure you and your child(ren) have discussed plans for inclement weather. **The inclement weather plan will default to the usual way the student goes home (bus or carpool).** Bike riding during bad weather is not safe for the well-being of our students. At the end of the day, **a staff member will make the decision whether students ride home on their bikes or go home using the inclement weather plan. Therefore, calling home to notify parents at that moment will not be possible. So expect your child to take their normal way home if bad weather comes at the end of the day. It is necessary that the Prairie Trace staff know in advance the plan that has been arranged and discussed by checking it off on the form. You can always come back later to pick up your child's bike.**

The right to revoke bike privileges will always be at the discretion of our Prairie Trace staff. We want biking to school to be a healthy alternative to taking the bus or carpooling. Please help us to make this new privilege a great addition to the daily routine of our Prairie Trace students!



## Bike Use Permit Form



I, \_\_\_\_\_ (student) have read and agree to follow all of the Prairie Trace Bike Rules/Procedures. If I am not in compliance with these rules and/or procedures, I understand I will not be allowed to continue riding my bike to and from school.

I, \_\_\_\_\_ (parent or guardian) agree to review the Prairie Trace Bike Rules/Procedures with my student. We will also **review the *Kids and Bicycle Safety*** information from **NHTSA, (attached below)** then identify and practice with our child the safest route to school. I also understand that Prairie Trace has the right to revoke bike privileges at any time.

**Important:** I, \_\_\_\_\_ (parent) also agree to fill out the online CCS Parent Portal School Dismissal Manager form each time my child rides their bike.

### Bike Use Permit Checklist

- ✓ We have read and reviewed the Prairie Trace Bike Rules/Procedures.
- ✓ We have read and reviewed the *Kids and Bicycle Safety* information from NHTSA.
- ✓ We identified the safest route to school.
- ✓ My child has a helmet to wear when riding the bike.
- ✓ We practiced riding the safest route to school.
  - It took \_\_\_\_\_ minutes to ride to school, park the bike, and walk to the door my grade enters for school.
- ✓ We have discussed our inclement weather plan and have included it below.
- ✓ We will fill out the online Parent Portal Dismissal Manager Form each time my child rides.

Our inclement weather plan is (usual way home):

1. Bus – Our child rides on bus # \_\_\_\_\_.
2. Carpool

*\*Calling home is not an acceptable inclement weather plan! We must know in advance what plan you have decided upon and discussed.*

Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

➤ **Please bring the completed form to the front office at PTE**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_ Teacher's Name: \_\_\_\_\_

Parent's name: \_\_\_\_\_ Address: \_\_\_\_\_

Parent's phone: \_\_\_\_\_

Date will be filled out by the PTE Office Date: \_\_\_\_\_

➤ **A copy of this information will be made and filed for records.**

# Kids and Bicycle Safety



Bicycle riding is fun, healthy, and a great way to be independent. But it is important to remember that a bicycle is not a toy; it's a vehicle!

**Be cool** – follow some basic safety tips when you ride.

## Safe Riding Tips

Before using your bicycle make sure it is ready to ride.

You should always inspect your bike to make sure all parts are secure and working properly.

## Remember to:

- **Wear a Properly Fitted Bicycle Helmet.** Protect your brain, save your life. For more information see the National Highway Traffic Safety Administration publication **“Easy Steps to Properly Fit a Bicycle Helmet.”** (read section below)
- **Adjust Your Bicycle to Fit.** Stand over your bicycle. There should be 1 to 2 inches between you and the top tube (bar) if using a road bike and 3 to 4 inches if a mountain bicycle. The seat should be level front to back. The seat height should be adjusted to allow a slight bend at the knee when the leg is fully extended. The handlebar height should be at the same level with the seat.
- **Check Your Equipment.** Before riding, inflate tires properly and check that your brakes and chain and crank work properly.
- **See and Be Seen.** Whether daytime, dawn, dusk, foul weather, or at night, you need to be seen by others. Wearing white has not been shown to make you more visible. Rather, always wear neon, fluorescent, or other bright colors when riding day or night. Also wear something that reflects light, such as reflective tape or markings, or flashing lights. Remember, just because you can see a driver doesn't mean the driver can see you.
- **Control Your Bicycle.** Always ride with at least one hand on the handlebars. Carry books and other items in a bicycle carrier or backpack.
- **Watch for and Avoid Road Hazards.** Be on the lookout for hazards such as potholes, broken glass, gravel, puddles, leaves, and dogs. All these hazards can cause a crash. If you are riding with friends and you are in the lead, yell out and point to the hazard to alert the riders behind you.
- **Avoid Riding at Night.** It is far more dangerous to ride at night than during the day because you are harder for others to see. If you have to ride at night, wear something that makes you more easily seen by others. Make sure you have reflectors on the front and rear of your bicycle (white lights on the front and red rear reflectors are required by law in many States), in addition to reflectors on your tires, so others can see you.

**Many bicycle-related crashes resulting in injury or death are associated with the bicyclist's behavior, including such things as not wearing a bicycle helmet, riding into a street without stopping, turning left or swerving into traffic that is coming from behind, running a stop sign, and riding the wrong way in traffic.**

**To maximize your safety:  
always wear a helmet AND follow the rules of the road**



**Rules of the Road – Bicycling on the Road**

Bicycles in many States are considered vehicles, and cyclists have the same rights and the same responsibilities to follow the rules of the road as motorists. When riding, always:

- **Go With the Traffic Flow.** Ride on the right side in the same direction as other vehicles.  
3 feet = yard stick from the right curb of the road. Go with the flow – not against it.
- **Obey All Traffic Laws.** A bicycle is a vehicle and you're a driver. When you ride in the street, obey all traffic signs, signals, and lane markings.
- **Yield to Traffic When Appropriate.** Almost always, drivers on a smaller road must yield (wait) for traffic on a major or larger road. If there is no stop sign or traffic signal and you are coming from a smaller roadway (out of a driveway, from a sidewalk, a bike path, etc.), you must slow down and look to see if the way is clear before proceeding. This also means yielding to pedestrians who have already entered a crosswalk.
- **Be Predictable.** Ride in a straight line, not in and out of cars. Signal your moves to others.
- **Stay Alert at All Times.** Use your eyes AND ears. Watch out for potholes, cracks, wet leaves, storm grates, railroad tracks, or anything that could make you lose control of your bike. You need your ears to hear traffic and avoid dangerous situations; don't wear a headset when you ride.
- **Look Before Turning.** When turning left or right, always look behind you for a break in traffic, then signal before making the turn. Watch for left- or right-turning traffic.
- **Watch for Parked Cars.** Ride far enough out from the curb to avoid the unexpected from parked cars (like doors opening, or cars pulling out).

## Sidewalk versus Street Riding



The safest place for bicycle riding is on the street, where bicycles are expected to follow the same rules of the road as motorists and ride in the same direction.

- Children less than 10 years old, however, are not mature enough to make the decisions necessary to safely ride in the street.
- Children less than 10 years old are better off riding on the sidewalk or multi-purpose pathway.

### **For anyone riding on a sidewalk:**

- Check the law in your State or jurisdiction to make sure sidewalk riding is allowed.
- Watch for vehicles coming out of or turning into driveways.
- Stop at corners of sidewalks and streets to look for cars and to make sure the drivers see you before crossing.
- Enter a street at a corner and not between parked cars.
- Alert pedestrians that you are near by saying, “Excuse me,” or, “Passing on your left,” or use a bell or horn.

**For more information on bicycle safety,  
visit the National Highway Traffic Safety  
Administration (NHTSA) Web site at:**

**[www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)**



# Easy Steps to Properly Fit a Bicycle Helmet



It's not enough to simply buy a bicycle helmet – it should be properly fitted, adjusted, and worn each time you ride.

## The Proper Helmet Fit

Helmets come in various sizes, just like hats. Size can vary between manufacturers. For the most comprehensive list of helmet sizes according to manufacturers, go to the Bicycle Helmet Safety Institute (BHSI) site: <http://www.danscomp.com/products/charts/helmetchart.htm>

**To select and properly fit a bicycle helmet, follow the helmet fitting instructions below. It may take some time to ensure a proper fit.**

### Step 1 - **Size:**

Measure your head for approximate size. Try the helmet on to ensure it fits snugly. While it is sitting flat on top of your head, make sure the helmet doesn't rock side to side. Sizing pads come with new helmets; use the pads to securely fit to your head. Mix or match the sizing pads for the greatest comfort. In your child's helmet, remove the padding when your child's head grows. If the helmet has a universal fit ring instead of sizing pads, adjust the ring size to fit the head.



### Step 2 - **Position:**

The helmet should sit level on your head and low on your forehead—one or two finger-widths above your eyebrow.



### Step 3 - **Buckles:**

Center the left buckle under the chin. On most helmets, the straps can be pulled from the back of the helmet to lengthen or shorten the chin straps. This task is easier if you take the helmet off to make these adjustments.

### Step 4 - **Side Straps:**

Adjust the slider on both straps to form a "V" shape under, and slightly in front of, the ears. Lock the slider if possible.



### Step 5 - Chin Strap:

Buckle your chin strap. Tighten the strap until it is snug, so that no more than one or two fingers fit under the strap.



### Step 6 - Final Fitting:

- A. Does your helmet fit right? Open your mouth wide...big yawn! The helmet should pull down on the head. If not, refer back to step 5 and tighten the chin strap.
- B. Does your helmet rock back more than two fingers above the eyebrows? If so, unbuckle, shorten the front strap by moving the slider forward.  
Buckle, retighten the chin strap, and test again.
- C. Does your helmet rock forward into your eyes? If so, unbuckle, tighten the back strap by moving the slider back toward the ear.  
Buckle, retighten the chin strap, and test again.
- D. Roll the rubber band down to the buckle. All four straps must go through the rubber band and be close to the buckle to prevent the buckle from slipping.

- **When to Replace a Helmet.**

Replace any helmet that has been involved in a crash or is damaged.

- **The Helmet Should Fit Now.**

Buy a helmet that fits your head now, not a helmet to “grow into.”

### **Replace any helmet that has been outgrown.**

- **The Helmet Should Be Comfortable.**

If it feels small, put in the thinner sizing pads or purchase a larger helmet. Ideally, select a helmet brand and size that fits well prior to any adjustments. If you buy a helmet that you find comfortable and attractive, you are more likely to wear it.

- **The Helmet Must Cover Your Forehead.**

- **The Chin Strap Must Be Tight and Properly Adjusted.**

- **The Helmet Should Not Rock Forward or Backward on Your Head.**



## **A bicycle helmet can protect your head and brain**

### **ONLY if you wear it each time you ride!**

#### **Helmet Laws**

Many States and local jurisdictions have bicycle helmet laws; please refer to your State or local jurisdiction. To find this information go to [www.helmets.org/mandator.htm](http://www.helmets.org/mandator.htm)

A bicycle crash can happen at any time. A properly fitted bicycle helmet reduces the risk of head injury by as much as 85 percent and the risk of brain injury by as much as 88 percent. More children age 5 to 14 go to hospital emergency rooms for injuries associated with bicycles than with any other sport. Many of these injuries involve the head. Helmet laws ensure the safety of our children.

#### **Model Safe Behavior**

Everyone—adult and child—should wear bicycle helmets each time they ride. Helmets are the single most effective way to prevent head injuries resulting from bicycle crashes. Wearing a helmet each ride can encourage the same smart behavior in others.

#### **Helmet Certification**

Buy a new helmet that has been tested and meets the uniform safety standard issued by the U.S. Consumer Product Safety Commission (CPSC); use an old helmet only if it has a seal from one or more of the voluntary bicycle helmet standards, such as ASTM, Snell, or ANSI. Look for the certification seal labeled on the helmet.



For more information on bicycle safety, visit the National Highway Traffic Safety Administration (NHTSA) Web site at:  
[www.nhtsa.dot.gov](http://www.nhtsa.dot.gov)

