BROOKLYN CENTER COMMUNITY SCHOOLS

WE STAND FRONT AND CENTER

Brooklyn Center Community Schools Bicycle Fleet

Standard Operating Procedures

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Updated 1/25

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MINNESOTA SAFE ROUTES TO SCHOOL



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Introduction

Exciting news for the students and families of Brooklyn Center Community Schools! We are thrilled to announce the latest addition to our school district - a bicycle fleet and trailer. Our goal is to provide a fun and healthy way for students to get around and promote safe cycling habits. The fleet includes 35 adjustable bikes, 2 adaptive bikes, and a trailer. These adjustable bikes are suitable for 3rd-grade students and older, accommodating many riders. They will be utilized for various purposes, such as field trips, community building, promoting physical activity, engaging in STEAM activities, and more. We can't wait for our students to pedal and explore BC and beyond!

We are grateful to announce that the Minnesota Department of Transportation's Safe Routes to School program has provided us with funding and technical assistance for our new bicycle fleet and trailer. Thanks to the Safe Routes to School Boost Grant, our students can access safe and fun cycling education. We couldn't have done it without the support of such a wonderful program!

To use the BCCS Bicycle Fleet, the group leader must have Walk! Bike! Fun! Curriculum Training. Contact the Wellbeing Specialist at mauld@bccs286.org or SRTS Coordinator at medmunds@bccs.286.org for more information.

About the community partners

Brooklyn Center Community Schools

In Brooklyn Center, we want everything we offer to reflect the community we're a part of. We use inclusive processes — amplifying student, staff and community voices — to shape district decisions, introduce programs, and inform curriculum choices. When we all contribute, we create a loving place where learners can thrive. Here, students come first. As a direct result of stakeholder requests, the concern around infrastructure around the campus not feeling safe for the administration to have students walk or bike to the Safe Routes to School program has depended on a per-site basis. However, teachers can support and teach active transportation, considering some locations lack physical education. Additionally, staff and administration have been working intentionally to incorporate more activity into the school day and improve transportation. This effort extends to both middle and high school levels, aiming to ensure continued access to transportation options.

We're here to nurture the love of learning in each child. Our greatest success is when students truly discover their unique genius and embrace a life of authenticity and purpose.

https://www.bccs286.org/

Minnesota Safe Routes to School

Minnesota Safe Routes to School combines the expertise of multiple state agencies with national and local partners to provide parent, school, and community groups with the resources needed to support walking and biking to and from school. This statewide effort promotes the development of comprehensive local SRTS programs that cover all 6Es: education, encouragement, engagement, engineering, evaluation, and equity.

www. mnsaferoutestoschool.org

Requesting + reserving the fleet

The bicycle fleet serves BCCS for teaching bicycle safety and skills to students in grades 3-12. The fleet will be used by classrooms, Physical Education classes, after-school programs and other clubs

Requesting the use of the Bicycle Fleet

Please make reservations of the bike fleet through Eleyo Facilities Rental. Prepare to provide the following information:

- Name of group or organization
- Preferred dates (please indicate flexibility)
- Description of event, programming or activity
- Location of event, programming or activity
- Details about participants (how many, age, etc.)
- Description of any training you've received in bicycle education

Prioritization of the fleet

1. BCCS Public Schools Physical Education
2. BCCS Community Education
3. Approved Community Partners

Criteria

These criteria will be used to determine eligibility of requests to reserve the fleet:

1. Has your organization been approved to use the bicycle fleet in the past?
2. Is your event/programming/activity educational in nature?
3. Does your event/programming/activity serve youth in grades 4-12?
4. Does your event/programming/activity take place in Brooklyn Center?
5. Will your event/programming/activity take place on dates when the bicycle is not already scheduled?
6. Is your event/programming/activity a one-day or one-off event? (Preference will be given to events/programming/activities that allow participants to build skills over multiple sessions.
7. Has the primary adult coordinator received training in how to conduct bicycle education? (Preference will be given to Walk! Bike! Fun!-trained individuals and League Cycling Instructors.)
8. Does BCCS have capacity to serve this request?

Follow-Ups

Under most circumstances, the Safe Routes to School Specialist or Wellbeing Specialist will aim to respond to all requests within one week of submission. You may be asked to provide additional information, including:

- Acceptable dates of bicycle fleet use.
- Your event/programming/activity location.
- Intent to participate in a bicycle education training program, preferably Minnesota's Walk! Bike! Fun! curriculum or the National League Cycling Instructor certification program. This may need to be scheduled well in advance.

If You Are Approved

Congratulations! You will need to:

- Read and agree to follow all policies and procedures outlined in the Standard Operating Procedures manual.
- Determine the exact location to park the trailer.
- Ensure that everyone who uses a bicycle completes the proper permission slip form or waiver, as needed.
- Plan for all bicycle users to wear a helmet, either one provided in the fleet or brought from home.
- Stay in close contact with the Safe Routes to School Specialist

The trailer will be moved by a member of the BCCS Operations staff. Under no circumstances should the trailer be moved without permission and assistance from the BCCS Operations staff, which is why it is important to determine a suitable parking space before the trailer is delivered.

Depending on availability, capacity, and the nature of the event, the Safe Routes to School Specialist or Wellbeing Specialist may attend part or all of your programming.

The Bicycle Fleet

The Bikes

BIKE INFO

TOKYO Citizen Bike 16" 6-Speed

- 35 foldable bikes in the fleet
- 16" Steel foldable frame
- Unfolds and ready to ride in-seconds



The Bikes

BIKE INFO

Amtryke Pro Series

2 adaptive bikes in the fleet
***check with Safe Routes to School Coordinator to confirm adaptive bikes for your event**



Helmets + Helmet Use

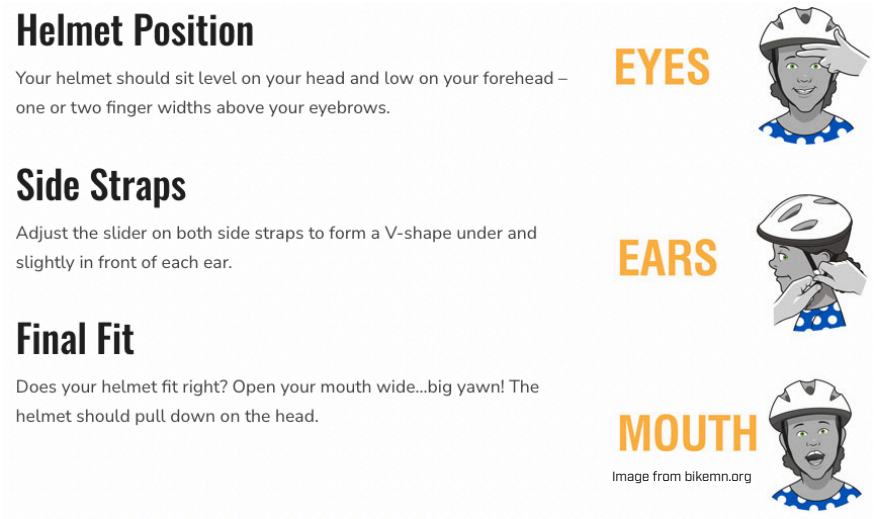
The Brooklyn Center Community School Bicycle Fleet offers helmets in a variety of sizes suitable for both students and adults. However, it is essential to note that finding a properly fitting helmet is crucial for maximum safety. Individuals may require a helmet that is smaller or larger than those provided by the fleet.

It is mandatory for all individuals using the BCCS Bicycle Fleet to wear a helmet during activities. BCCS also encourages students and adults to use helmets daily. To ensure proper helmet fitting and wearing, all bicycle education activities associated with the fleet will cover these topics extensively.



If you're using the fleet for multiple days, we'll assign you a helmet just right for you! And don't worry; we've got you covered with disinfectant spray to keep things fresh and clean after each class or unit. If you're feeling adventurous, bring your helmet from home and show off your style on the road!

Fitting a Helmet



Important!

Helmets serve a single purpose: protecting the head and brain of the wearer. They are only suitable for one impact, so remember the phrase "crash equals trash."

If a student or adult crashes and the helmet absorbs any of the effects of the fall, throw the helmet away and notify the Safe Routes to School Coordinator (medmunds@bccs286.org).

Consult with school nurse regarding a potential head injury.

First Aid

If you are on campus and a student is injured and requires first aid, send the student to the school nurse.

If you are off campus and there is a minor injury, you may use the first aid supplies (ice pack, bandaids, etc..)
Check in with the school nurse upon return.

For a more serious injury, call 911.

Bicycle Maintenance

All bicycles should be briefly checked for maintenance issues before each use. This can be a simple "ABC Quick Check." ABC quick check information provided by MN Bike Alliance.

The ABC Quick Check asks the evaluator to remember these steps:



A is for Air

- Quickly check by squeezing the sidewalls of the tire
- Inflate tires to the pressure listed on the sidewall
- Use a tire gauge to ensure proper tire pressure
- Check for damage to tire tread and sidewall; always replace damaged tires

Information from bikemn.org

Bicycle Maintenance

B is for Brakes

- Squeeze both hand brakes and rock the bike forward and back to make sure both brakes are engaged
- Inspect brake pads and the braking surface of the rim for wear; replace pads worn past wear indicators
- Check pad adjustment; make sure they do not rub on the tire or sit over the edge of the rim
- Check brake-leaver adjustments. With breaks applied, there should be at least 1 inch between the leaver and handlebar

C is for Cranks, Chain, and Cassette

- Take a pedal and rotate it backward to make the chain rotate.
- Ensure crank bolts are tight
- Check the chain for wear and proper lubrication; the chain should not be oily but not completely dry
- If the chain skips on the freewheel or cassette, you may need an adjustment or new parts



Information from bikemn.org

Bicycle Maintenance

Q is for quick release

- Wheel hubs need to be tight in the bike frame- if tight enough, your hub quick-release lever should leave a slight indent in your palm when closing
- Hub quick releases should point to the back of the bike to ensure they don't catch on anything, thereby releasing the wheel
- Ensure quick releases are completely closed without being obstructed by the frame or fork
- Inspect brake quick releases to ensure that the brake cables are re-engaged
- Inspect quick release at seat post (if applicable)





Check is for "check it out"

- Inspect the bike for loose or broken parts- tighten, fix or replace them before you ride
- Take a quick ride to ensure everything is working properly
- Pay extra attention to your bike during the first few blocks

Information from bikemn.org

What to do if a bicycle is broken

Contact your Community Schools Site Coordinator or out of school time program staff. They will coordinate maintenance and repairs.

The district bike club will handle minor repairs

Major repairs will work with Venture North Bike Shop in North Minneapolis

The Trailer

The Trailer



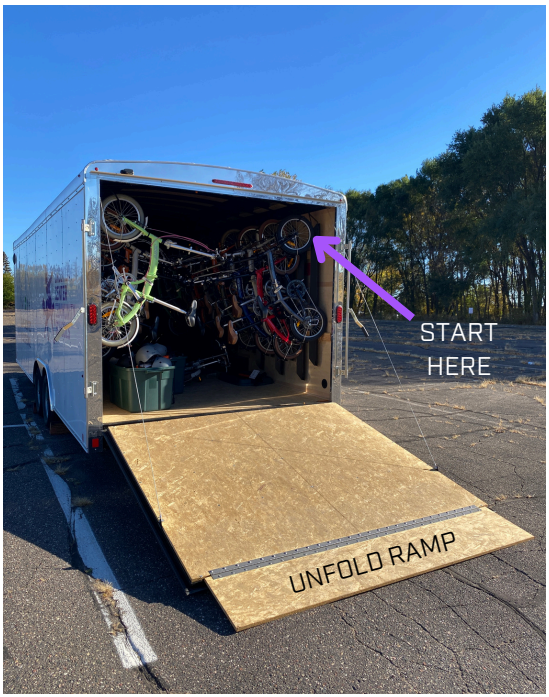
Interstate Wedge Front Enclosed Trailer

- **8.5 Feet By 24 feet**
- **Ramp Door**
- **Door and wheel locks**
- **Installed with Saris bike racks**
- **Has BCCS Graphics- BCCS Logo, MNDOT SRtS Logo**

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Unloading Bikes



Slowly lower the back door and fold the ramp down. Take out bins with helmets and tire pumps.

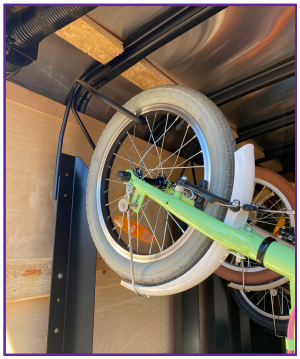
Start unloading bikes from right side of trailer and work towards the back. Once you reach the back continue to the left side of the trailer, working back to front. Take the bike off the hook and carefully carry the bike down the ramp.

Bikes are fully adjustable. Seat and handlebar height should be set to an appropriate height for the rider.

Loading Bikes

Load bikes by working from the side with hooks open to you.

Use two hands to lift the bike up and put the front tire on the hook. Make sure the rear tire is aligned with the rack.





Hook Open Towards You



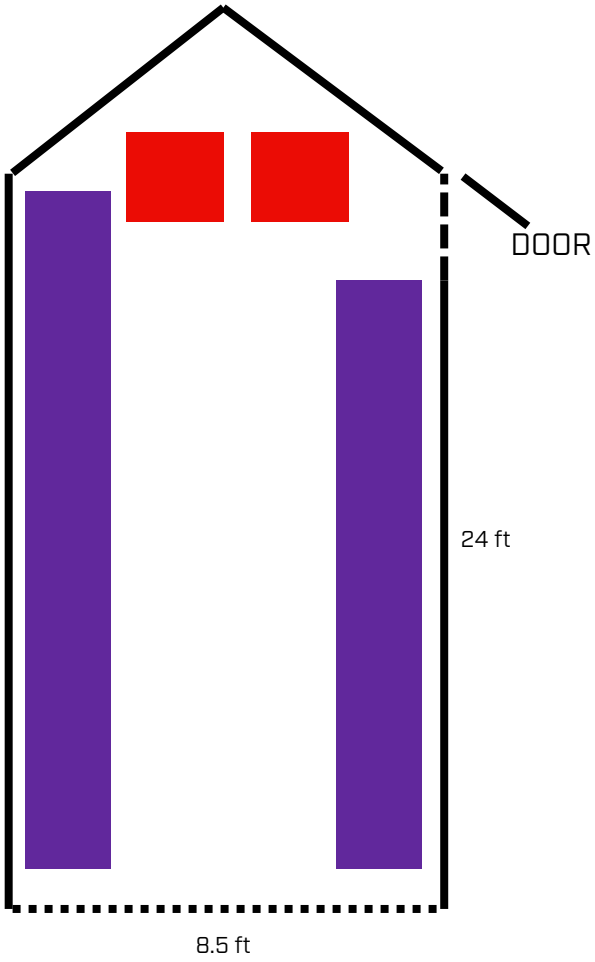






Take care to ensure reflectors are not knocked off the bicycle when loading and unloading

Trailer Layout



Adjustable Bikes

Adaptive Bikes

Other Supplies in Trailer:

- Helmets
- Bicycle Floor Pumps
- Portable Maintenance Kits
- Safety Vests
- Bike Locks

Using and driving the trailer

No one other than a trained BCCS Operations staff member will move the trailer.



BCCS Operations Staff will transport the trailer based on information provided through Facilities Bike Fleet Form.

Security

Trailer is equipped with bike locks and trailer wheel locks

Supervising the Bikes

If bicycles are staged outside the trailer or in a school building, they should be supervised or in a secure location at all times. If you take out bicycles and do not need them all, return the extra bicycles to the trailer and lock it or move them to a secure location before leaving on a bike ride.

If bicycles are stored outside of the trailer for the period of use, they should be kept in a room that can be locked when the bicycles are not in use.



Securing the Trailer



Rear Door

Make sure the lock bars are fully latched and the padlocks are fully engaged.

When not supervised, the trailer should be locked at all times.



Side Door

Trailer Parking Locations

Brooklyn Center Elementary

1500 59th Ave. N.

Brooklyn Center, MN 55430



Brooklyn Center Middle + High School

6500 N Humboldt Ave,
Brooklyn Center, MN 55430



BCCS District Office + ECA

5910 Shingle Creek Pkwy
Brooklyn Center, MN 55430



Other Resources

Insurance + Liability

The trailer is insured by Liberty Mutual Insurance Company. There is a copy of the insurance card in the District's truck used to transport the trailer.

For more details and policy number, please contact BCCS Operations Manager, Dean Lunderberg at dlunderberg@bccs286.org or 612-916-4202.

If you have any questions regarding liability, please get in touch with the Brooklyn Center Community Schools Director of Human Resources.

Permission Slips

We do not require permission slips if the bikes stay on campus, inside or outside. If students are going off-campus, permission slip forms need to be on-file. One form may be valid for multiple dates or a recurring bike lesson.

If the fleet is being used off campus, it is considered a field trip and you need to inform the school nurse 2 weeks ahead. Then you will obtain a list of medical conditions, medications, and any necessary training before the date of the activity.

Please refer to district field trip procedure for guidance on uncompleted permission slips.

The Wellness Specialist or SRTS Coordinator will provide a sample permission slip.

For non-BCCS in-school education, all users or legal guardians will provided a liability waiver form and must complete it.

Other Resources

Other Resources

Safe Routes to School Resource Center
mnsaferoutestoschool.org

Minnesota Safe Routes to School
dot.state.mn.us/saferoutes

Bicycle Alliance of Minnesota
bikemn.org