

Safe Routes to School

Event Handbook

*For Parents, Teachers, and
Community Members*



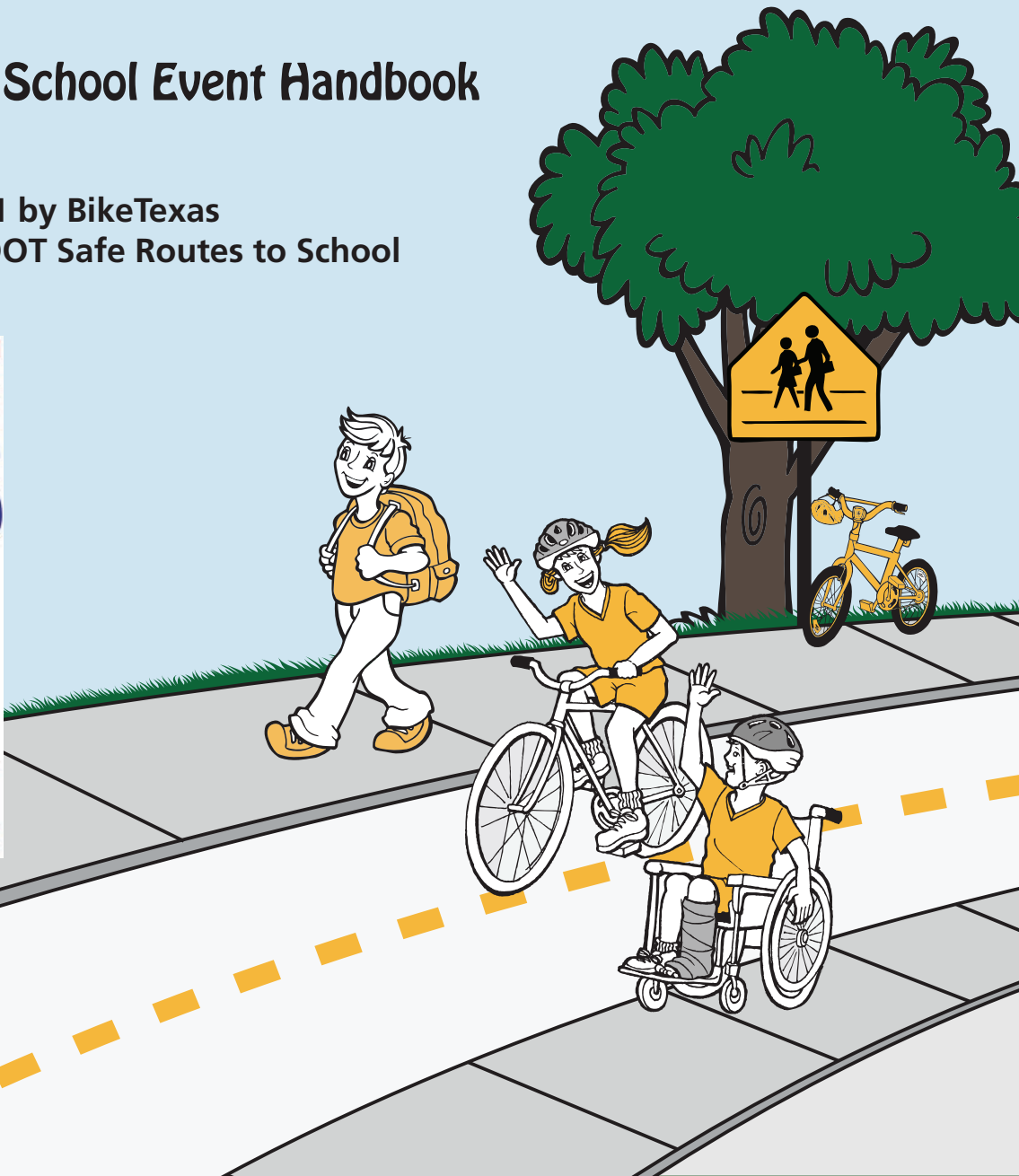
BikeTexas

BikeTexas.org/SafeRoutesEventHandbook

Safe Routes to School Event Handbook

First Edition

Published June 2011 by BikeTexas
with funding from TxDOT Safe Routes to School



BikeTexas

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BikeTexas Mission Statement

The mission of BikeTexas is to advance bicycle access, safety and education. BikeTexas, originally Texas Bicycle Coalition, was formed in 1991 to unify the voices of thousands of bicycle enthusiasts, the bicycle industry, bicycle clubs, and bicycle rides and events. With the support of these members, BikeTexas seeks to develop and steward the future of bicycling and encourage bicycle use as a healthy and mainstream lifestyle and transportation choice.

BikeTexas Education Fund is a nonprofit 501(c)(3) organization. All donations are tax-deductible to the extent allowed by law. BikeTexas is a nonprofit 501(c)(4) organization. Contributions can be used for legislative efforts and therefore are not tax-deductible.

BikeTexas.org/SafeRoutesEventHandbook

Welcome! To Your Event Handbook

Why Hold a Bike/Walk Safety Event?

Bicycling and walking are fun, lifelong sports that can be enjoyed by virtually everyone. As obesity and sedentary lifestyles threaten the health of both our generation and the next, promoting active choices to students is more important than ever. Learning how to incorporate these skills into their daily routines will encourage students not only to be healthier, but to become more independent and more familiar with their own communities. Families also benefit mentally and physically from taking the time to bike and walk. Celebrate active living by bicycling and walking together!

A bike/walk safety event is a fun, effective way to teach both students and adults critical safety skills they can use all their lives. Events can be as simple as encouraging students to walk or bike to school for one day, or as involved as teaching them detailed traffic navigation. Self-sufficient, aware walkers and riders are more likely to continue to be active, and in turn effect positive, lasting change in their own lives, their families, and their communities.

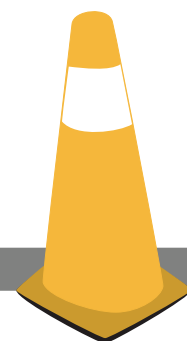
This manual gives parents, teachers, and youth community leaders the tools and resources to organize a bike and/or walking event for their school, neighborhood, or community.

Event choices are: a **Bike/Walk Rodeo** with optional Neighborhood Walk & Roll or Kids Fun Race; **Bike & Walk to School Day**; and a **Bike/Walk-A-Thon Fund-raiser**. Much of the bicycling and walking safety information is provided in English and Spanish.

Safe Routes to School for Everyone

Safe routes to school programs support schools and communities in their efforts to get students biking and walking to their campuses. It employs five main components: education, encouragement, engineering, enforcement, and evaluation. This manual addresses the education and encouragement components by teaching students good safety habits while biking and walking and getting them to practice their skills in fun events.

The Texas Department of Transportation's Safe Routes to School Program provided funding for the printing of this manual. The BikeTexas Safe Routes to School program staff developed this manual with funding from the Texas Department of Transportation.





Organizing a Safety Event

From Start to Finish

Involve Partners

Partners contribute their time, energy, ideas, and resources to an event. The more involved and organized they are, the more fun and success your event will enjoy.

- **Partners in the School** 21
- **Partners in the Community – Volunteers and Sponsorship** 22

Choose Your Event

We provide step-by-step instructions to help you plan a successful bike/walk safety event.

- **Bike/Walk Rodeo** 5
- **Bike and Walk to School Day** 10
- **Bike/Walk-A-Thon Fund-raiser** 14

Promote Your Event

Promoting your event well and in the right places ensures good participation and success. We show you how to involve students and teachers, secure sponsors, contact the media, and more.

The Big Day – Event Tasks


Tips for keeping everyone happy, safe, and on-task during the big event.

Follow-up

How to thank participants and partners so they'll come back for the next one!

plus Handouts & Materials pp. 41–110

Choose Your Event

 In this chapter, we provide an overview of several bike/walk safety events and step-by-step instructions to guide you in starting to plan a successful event.

- **Bike/Walk Rodeo** p. 5
 - **Bike & Walk to School Day** p. 10
 - **Bike/Walk–A–Thon Fund–raiser** p. 14
-

Bike/Walk Rodeo

The Bike/Walk Rodeo is a fun, interactive event that teaches basic safety skills, providing a foundation for walking and riding independently in the community.

The Bike/Walk Rodeo is a fun, interactive skills course manned by knowledgeable adults to teach basic bicycle safety skills. Participants rotate through educational stations, and then apply their newfound knowledge on active skills courses. A rodeo provides participants with a foundation of skills that will prepare them to walk and ride independently in their communities. This is a great choice for introducing students to bicycle riding and walking as important undertakings, and is also ideal to prepare students to participate in the other safety events outlined in this manual.

Educational stations teach the laws, hand signals, traffic signs, helmet fitting, and how to check your bicycle for safety before every ride. Each station includes informational handouts in both English and Spanish. The Skills stations are bicycle courses that teach balance, controlled starting and stopping, scanning, signaling, yielding and lane changing.

The Rodeo Team Leader Checklist covers the steps necessary to be prepared on the big day. It includes choosing a location, a volunteer list, a timeline for promoting the event, event day suggestions, and follow up reminders. Also included is a supplies checklist, details and handouts necessary for each station, and waivers for registration.



Bike/Walk Rodeo continued

The Neighborhood Walk and Roll is an event that can be held as a supplemental activity to a Bike/Walk Rodeo. After successfully completing the rodeo stations, participants bike and or walk in small groups of ten to twenty around the neighborhood. Applying new skills right away helps students retain the information, demonstrates that it really is possible to get out there and bike and walk, and allows them to explore in a real-world setting.

Another event choice is a Kids Fun Race, an off-road “race” where every child is a winner. After successfully completing the rodeo stations, participants get to practice technical bike handling skills in a race environment on a circular course set up in a field or park. By using a circular course the distance can be adjusted to be age appropriate by the number of loops ridden. The youngest can go around the course once, while the oldest may go around as many as four times. Parents and friends cheer the riders as they come around the course. As the riders finish, each one receives a medalion. Everyone is a winner for finishing.

Details, details!

Details of the Safety Station Summaries as well as extensive materials to help you put on a Bike Rodeo are provided on separate sheets in Chapter 6.

Bike/Walk Rodeo Station Summaries

The minimum space we recommend for a Bike/Walk Rodeo is 200 x 150 feet. To visualize the layout within the given space, see the *Event Course Cutouts* (p. 42).

STATION A

TEAM LEADER / REGISTRATION / INFORMATION / FIRST AID

This is heart of the event, where the Rodeo Team Leader oversees all aspects of the day. Volunteers register each participant and provide their *Bike&Walk Report Cards* (p. 53) and *Kids Fun Race Sample Numbers* (p. 96) if applicable. Participants should sign a release form (see sample, p. 46). It is recommended to have someone who can administer first aid. See also *Bike/Walk Rodeo Team Leader Checklist*, p. 50, and *Supplies Checklist*, p. 47.

STATION B

SNACKS, DRINKS AND WATER

For a successful event, all participants need to be hydrated and energized with healthy snacks. See *Soliciting Sponsorship* (p. 24) for ideas on getting support supplying the items for this station.

Choose
Your
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STATION C

BIKE SAFE / WALK SAFE CIRCLE GAME

This circle running game is played with groups of 14 to 51 players using the *Share the Road Guidelines* (or *Texas Bicycle Laws*) and *Walk Safe Rules* activity cards (see pp. 57–75). The circle is formed using poly spots for each player (minus one). The cards will need to be prepared ahead of time. See station details, p. 55.

STATION D

HELMET FITTING

Helmets are fitted to participants and replaced with a new one if necessary and/or available. See station details, p. 76.

STATION E

BASIC BIKE INSPECTION

This station must be manned by people with a basic level of expertise. They will need to be able to air tires, adjust seats, tighten handlebars, and check out each bike for safety using the *Vehicle Safety Inspection Checklist* (p. 83). Bikes that pass inspection can go on to the Riding Courses (stations G, H, & I). Bikes that do not pass are sent to the Advanced Bike Preparation station. See station details, p. 81.

STATION F

ADVANCED BIKE PREPARATION

This station should be manned by experienced mechanics with their own tools. Mechanics will either fix problems or pronounce the bike unsafe. Unsafe bikes will not be allowed to participate. Ideally, spare bikes are available for use during the rodeo.

STATION G

BICYCLE TURTLE RACE

The winner is the last one across the line! Participants go as slow as possible to practice balance and control. See station details, p. 86.

STATION H

BICYCLE SKILLS COURSE

Participants will practice starting, stopping, and signaling. See station details, p. 87.

For a successful event, all participants and volunteers need to be hydrated and energized with healthy snacks. See the Soliciting Sponsorship section (p. 24) for help supplying these snacks for free.

"A few lessons learned are that Helmet Checks and Bike Maintenance takes a long time. We had about 40–60 students per grade and could have used three bike check stations and about six to eight helmet checkers. Also, we should have trained the helmet checker volunteers before the event."

Tania Rippy

PTA Safety Chair

Lovejoy Elementary, Allen, TX



Bike/Walk Rodeo continued

STATION I

DECISION-MAKING COURSE

Participants practice making decisions in complex situations. Multiple riders on the course must yield, scan, change lanes, signal, stop, and decide when it is safe to go. See station details, p. 89.

Group Ride & Walk to Synthesize Skills

If your group is feeling ambitious and you have sufficient volunteer support, the best way for kid to synthesize all the skills they just learned is to take them into real streets out in your neighborhood!

When planning a route, loops are best. Both walkers and bikers can stop when they are tired or thirsty and rest and get a drink of water. A loop that comes back to the central event location allows for just one water/snack station. Longer routes would require planning a rest stop or carrying snacks and water.

NEIGHBORHOOD WALK AND ROLL

This is a group bicycle ride and/or walk. To be manageable, each group should have about ten to twenty kids, and four adults: a Ride Leader, Middle Leader, and two Rear Leaders. With two rear leaders, someone can stay at the rear of the group in case another leader has to stop to assist a participant. Plan a one to five mile route on low traffic streets with mostly right hand turns.

Only police can stop traffic, so enlist an officer to help if necessary. Once walkers/riders are assembled to begin the Walk and Roll, the ride leader should go over the basic rules. See station details, p. 91.

KIDS FUN RACE

Although on-street practice is the best test of students' new safety skills, one option for areas where that's just not possible is the Kids Fun Race, where everyone wins!

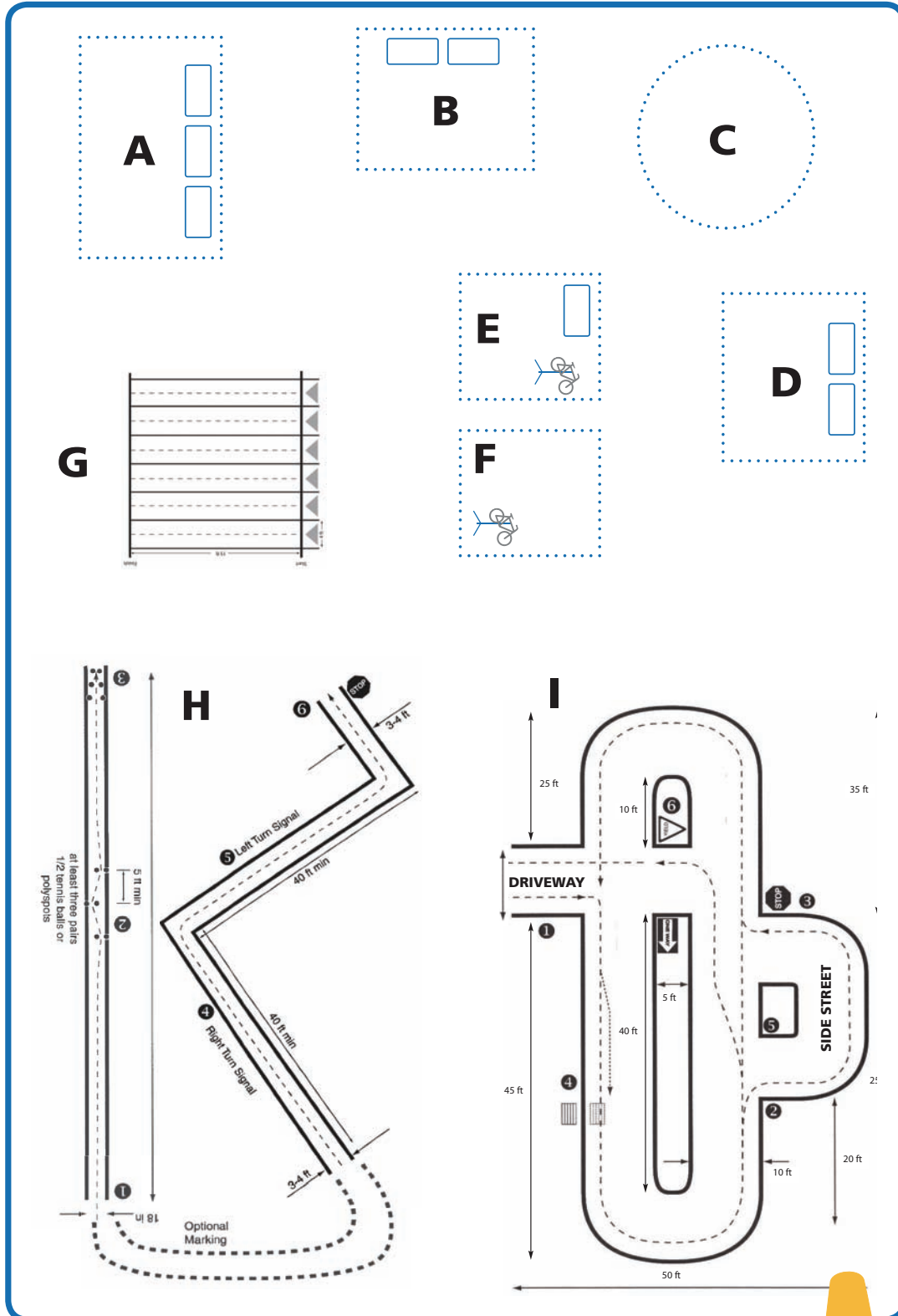
A field or park is an ideal place for the Kids Fun Race. Set up a loop with a distance for the youngest riders that you expect to participate; the older riders can go around more times. For added fun, design the course to go around trees and through some small dips or bumps. The course can be marked using surveyor tape and tent stakes or large nails. Wrapping the tape around trees, poles and large cones is helpful in certain conditions.

Before setting up, have children test the course for difficulty and distance. A good number of riders for each "heat" should have 5-15 riders. As each rider completes their ride they are awarded with cheers and a medallion. See station details, p. 93.

**Choose
Your
Event**



Sample Rodeo Layout



Ready to design your own Rodeo?
See pp. 42–45 in Chapter 6



Choose
Your
Event

A successful Bike and Walk to School Day will help persuade children and parents that bicycling and walking to school is not only possible, but also very fun!

Bike & Walk to School Day

Bike & Walk to School Day is an event in which team leaders coordinate neighborhood staging areas where students and parents gather to bike (Bike Trains) and walk (Walking School Bus) to school in a group. Upon arriving to the school, participants are greeted by local celebrities with snacks and encouragement. This event can be a kickoff to find and recognize neighborhood leaders who are willing to organize and/or supervise groups to bike and walk on a regular basis.

Thousands of successful bike and walk to school days occur all over the country and internationally. Many states or state-level organizations sponsor or support these events, and students enjoy learning that they are part of a larger “movement.” Children learn safe walking and bicycling behavior, responsibility and self-confidence. Students arrive more alert and ready to learn. Fewer cars reduce traffic congestion and speed near schools.

Bike & Walk to School Day programs unite communities in the common goal of establishing and maintaining safe, active, and healthy lifestyles for children and safer, healthier communities for everyone. A successful local Bike & Walk to School Day will help persuade children and parents that bicycling and walking to school are possible and fun.

Get ready, get set, and go have a fun, active Bike & Walk to School Day!

What Should We Do First?

The first step to putting on a Bike & Walk to School Day is to designate the Team Leader. The Team Leaders are the key to making the Bike and Walk to School Day a success in your community. Use the *Become a Team Leader* handout (p. 100) to define the team leader role and assist your search.

Once the Team Leader is in place, they can start working on the *Bike & Walk to School Day Team Leader Checklist* (p. 97). This list contains all the steps to accomplish a successful event. In addition, **Chapter 2 – Involve Partners**, and **Chapter 3 – Promote Your Event**, will further instruct the Team Leader and their team on how to conduct the Bike & Walk to School Day event. A sample newsletter announcement and loudspeaker announcement are available to inform the students and their parents about the event (p. 99).

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The Team Leader's duties include coordinating staging areas where students and parents gather to bike and walk together. Organizing neighborhood bike trains and walking school buses are the way to encourage groups of student and parents to travel together and are the basis of a Bike & Walk to School Day.

Setting Up Staging Areas, Bike Trains, and Walking School Buses

Parents are often more willing to allow their children to participate in biking and walking to school if they know there are other responsible adults accompanying their children, or if their child is part of a group. Help parents find others in their neighborhood by:

- Setting up a neighborhood staging area where children can meet and walk together to school.
- Finding neighborhood leaders who are willing to organize and/or supervise groups of students biking (Bike Trains) or walking together (Walking School Buses).

Neighborhood Staging Areas

Neighborhood staging areas gather groups of students to make it safer for them to bike and walk together to school. This is an excellent opportunity to discuss safety and distribute safety information such as the *Share the Road Guidelines* (p. 69), *Texas Bicycle Laws* (p. 61), *Walk Safe Rules* (p. 75), and *Helmet Sizing & Adjustment* (p. 77).

Staging areas are also helpful to students who live too far from school to bike or walk all the way from home. Use a park, church parking lot, or a shopping center that is approximately a quarter mile from the school. Obtain permission to use the space, and position yourself to be easy to find and away from traffic. Signs or banners can help make you more visible.

Recruit parent volunteers to accompany the children. Identify your volunteers as soon as possible. There should be at least three adults, one at the front of the group, one at the rear, and a roamer. With a large number of children, recruit more adults in case the kids spread out or need more instruction depending upon their ages. Locations of staging areas, names of group leaders and the time of departure must be included in your announcements for Bike & Walk to School Days.



Bike & Walk to School Day continued

An elementary school in Pflugerville, TX, enjoys a high participation rate.

"The celebration begins at 7 a.m. with students, parents, and community leaders walking from neighborhood clubhouses and designated corners. Upon arrival, students are greeted by Fitness Champions and Health Champions from the community and nearby high school."

Docia Craft
Physical Education teacher
Murchison Elementary
Pflugerville, TX

Bike Trains

A Bike Train is a group of students supervised by at least two adults: the "engineer" and the "caboose." Bike Trains are better suited for older students who are more experienced riders.

Parents should:

- Help students identify the safest route and practice that route in advance.
- Ensure that children are aware of and practicing the *Share the Road Guidelines* (p. 69), *Texas Bicycle Laws* (p. 61), *Walk Safe Rules* (p. 75), and *Helmet Sizing & Adjustment* (p. 77).
- Model traffic safety and proper helmet use.
- Always wear a helmet which is correctly fitted: snug, level and secure, and make sure their children do the same.

Walking School Bus

A Walking School Bus is a group of children led by adult volunteers who walk to school together. Parents must model traffic safety and must know that children are aware of and practicing the *Walk Safe Rules* (p. 75). The lead adults could wear reflective vests or other items with high visibility and to identify them as the leaders. The students could pull a wagon carrying backpacks and projects.

Make the Event Fun and Educational

Bike & Walk to School Days are all about our kids! By making it fun for kids to prepare for and participate in Bike & Walk to School Days, you will help them begin to realize the importance of their own health and safety.

See *FUNDamental Activities for Kids* (p. 101) for FUN ideas for pre-event activities, such as a poster contest or helmet decorating contest. Bring in a city planner to help students create a map of their route to school.

**Choose
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How Can I Obtain Healthy Treats and Prizes?

You could contact local businesses and organizations to help sponsor or support your efforts. Restaurants, grocery stores, coffee shops might be willing to donate healthy snacks and drinks for kids and parents to enjoy when they arrive at school. Stores that sell school supplies or sporting goods might help by donating items that can be used for prizes for the students. Local community service groups, such as the Lion's Club or Rotary Club could volunteer to walk with groups of children, be volunteer crossing guards or help host the welcome table at school.

You can thank the businesses and organizations for their sponsorship and support by creating signage at the event recognizing them and by listing them in the press release or on your school web site. Be sure to send them a thank-you note after the event. Detailed information on this topic is provided in **Chapter 2 – Involve Partners**.



Bike/Walk-a-Thon Fund-raiser

Bike and walk-a-thon are unique fund-raising events that allow children to make a direct and visible contribution to their school and community.

Bike and walk-a-thon are unique fund-raising events that allow children to make a direct and visible contribution to their school and community. These bike/walk safety events have students collect pledges per number of minutes or miles they will bike or walk during an event, or take direct donations. Compared to more traditional product-sales schemes (think candy bar sales), bike and walk-a-thon are fun, educational experiences for kids that promote health, exercise, and safety skills that double as lucrative fund-raising events.

These are also great follow-ups to a Bike/Walk Rodeo or Bike & Walk to School Day; once students have learned the safety skills, they can reinforce them in a fund-raising setting. Putting on an event that has many potential benefits does require an investment of time and energy from organizers, but a Parent-Teacher Association / Organization using this guide should be able to efficiently organize a bike/walk-a-thon that will be fun for everyone.

Organizing the Event

Once you've decided that a bike/walk-a-thon is a good fund-raising choice for your school, plan to cover initial organization and task assignments in your next PTA/PTO meeting. Events like this require a long lead time, so if you don't have a scheduled meeting for awhile, have interested members meet separately to cover the logistics as early as possible.

What?

First, you'll need to decide what type of bike/walk-a-thon you would like to host. There are two basic options: a long-range event, where students log miles on their own over a set period of time, then meet for a brief walk/ride event to celebrate their achievements together, and a one-day event, where students log all miles together.

One-day events are popular for large community bike/walk-a-thon, especially those whose participants are adults, since participants can complete an event in one afternoon. Schools, however, have the advantage of working with a cohesive group of students for an entire school year. Students have more time under the guidance of teachers and parents to develop safety skills for biking and walking, as well as more time to actively solicit pledges. Students who are actively participating in an ongoing bike/walk-a-thon are more likely to remember and be excited to collect donations.

**Choose
Your
Event**



Another advantage of a longer-range project is the ability to begin with one of the other safety events in this manual, then encourage students to apply those skills as they rack up fund-raising miles for the bike/walk-a-thon. The events presented here are designed to help students become independent, competent, safe participants in cycling and walking. Involving students in follow-up activities to an initial event will keep enthusiasm high for their new abilities and emphasize the importance of these activities.

Allowing students to keep track of their miles over a period of weeks or even months gives them opportunities to apply these skills in a real-world setting. They also gain recognition for these efforts from peers and teachers when they walk and bike towards a competitive fund-raising goal. We recommend that you consider hosting two events, one to teach students how to walk/ride, and then the bike/walk-a-thon, to celebrate their achievements and to raise funds to benefit their school.

When?

Once you know the scope of your fund-raiser, set the event date. Many schools choose to hold a short event right after dismissal time, ensuring good student participation. Parents and friends are invited to attend and participate. This is an ideal option if you have conducted a long-range event, with students logging miles over a course of weeks or months. These short events are more manageable than full-day affairs, which would need to be on a weekend and involve more community promotion and volunteer assistance.

To avoid conflicts with weekend plans, avoid choosing a Friday for your event when possible. Choose a day that doesn't fall near a holiday weekend or conflict with other events, such as school plays or local student sports events, which would prevent students from attending. Also, consider the weather in your area. When are you most likely to have a clear, pleasant day? Spring and fall are often best, taking into account the precipitation patterns of your region.

Who?

Any successful fund-raiser hinges on the dedication and involvement of a core group of volunteers. Once the date is set, form a steering committee of interested parents and teachers who will divide tasks. Choose a person to be each of the following:

The events presented in this book are designed to help students become independent, competent, and safe participants in cycling and walking.

Allowing students to keep track of their miles over a period of weeks or even months gives them opportunities to apply these skills in a real-world setting.



Bike/Walk-a-Thon Fund-raiser continued

Any successful fund-raiser hinges on the dedication and involvement of a core group of volunteers.

The steering committee of at least five interested parents or teachers will be essential to your Bike/Walk-A-Thon.

EVENT CHAIR

The Event Chair will keep in touch with other members of the committee, get permission to hold the event, assign tasks as necessary, coordinate event volunteers, and follow up on the event. Depending on how many people are assisting, the chair may also take on other duties.

BUDGET/DONATIONS CHAIR

Someone will need to keep track of expenditures for the event, however minimal, and monies collected. This person will collect and record pledges and donations and deposit or distribute the final amount raised. The PTA/PTO treasurer may want to do this.

SCHOOL INVOLVEMENT CHAIR

Choose someone who connects well with students and teachers to promote the event to the school and manage distribution of flyers, pledge sheets, permission slips, and so on.

COMMUNITY PROMOTION CHAIR

A media savvy member would be ideal to coordinate the effort to promote the bike/walk-a-thon to the community at large. This person will send out press releases and public service announcements and handle any media inquiries about your event. They may also coordinate the effort to secure sponsors and solicit donations.

EVENT LOGISTICS CHAIR

This volunteer is crucial to event success, and should carefully choose walk and bike leaders and other event volunteers. Also, they are in charge of making sure supplies like tables, coolers, and signs all make it to the right place and get set up.

Where?

Most school bike/walk-a-thons use the school grounds and immediate neighborhoods for their events, which makes planning and budgeting easier. You could have walkers walk around a school track, or a perimeter sidewalk, if available, and riders can do short loops around the school grounds or nearby neighborhoods. Loops, instead of longer rides, keep the cycling course manageable for both safety volunteers and students with varying cycling abilities.

**Choose
Your
Event**



Take into account the age of students participating and their preparation for the event when choosing between potential routes. First-graders may be content to ride around the school perimeter or walk around the track a couple of times, while older students could handle more lengthy, challenging routes. Whether walking or riding, a simple route that avoids large intersections and narrow or busy roads is best. If your route will venture off school grounds, consider whether law enforcement will be needed to help groups of students cross intersections.

Also, if there are many turns, ride leaders will either have to be provided with maps (and must ride the route themselves first) or directional signs would have to be posted. Finally, loops are best, so both walkers and bikers can stop when they are tired or thirsty and rest and get a drink of water. A loop that comes back to the central event location allows for just one water/snack station. Longer routes would require planning a rest stop or carrying snacks and water.

Setting Goals

We know that students will enjoy participating in your bike/walk-a-thon, but with a little planning, you can assure they'll enjoy the fund-raising aspect, as well. First, your group or committee will need to set **fund-raising goals**:

- How much money do you hope to raise?
- Who/what will the donations and pledges benefit?

Consider **how many students** you expect to participate; a long-range event may involve many more students than a one-day event, simply because of limiting the importance of schedule conflicts. Students who can't make a final group lap for a multi-week or month fund-raiser can still be logging pledges and miles on their own.

How many miles would you realistically expect students to achieve within your time frame? A one-day event may mean one to four miles for walkers, and perhaps one to five miles for bikers at the elementary school level. Compared to logging one to ten miles a day for a month, you may want to adjust the amount of money you recommend students solicit per mile. Also, the longer-range option does have a fund-raising advantage when it comes to dollars-per-mile or per-lap pledges.

Another way to encourage fund-raising is to **establish classroom, grade-based, or other teams**. Teams can develop their own names, fund-raising goals, songs, and so on.

Choosing a route

The primary concern when choosing a route is safety for participants. Does your route:

- Offer manageable distances for students of various ages and abilities?
- Have many turns that would require signage or assistance directing students?
- Take walkers/bikers onto heavily trafficked roads or through busy intersections?
- Have a central location to set up a water/snack stop for all participants?



Bike/Walk-a-Thon Fund-raiser continued

Be clear and specific

When students and donors can envision exactly how their contributions will affect positive change in their community, they are more likely to be active participants in your fund-raising activity.

- Set up periodic check-ins with team leaders, usually a teacher, to follow their progress. Report interim results how the pledges and miles are racking up via loudspeaker announcements.
- Announce awards to be given for the teams who collect the most miles and pledges, whether they are team t-shirts, a class party, or other incentive.
- Certificates can also be presented at the event.

Creating friendly group competition encourages students to participate fully in your event and gives them opportunities to be recognized for their contributions.

Choosing a specific cause or beneficiary of your bike/walk-a-thon can also motivate students to participate and community members to donate. Try to be specific when possible. For example, “proceeds will be applied to the purchase of a new playground set for the Macon Head Start,” rather than general, like “Macon Elementary School.” When students and donors can envision exactly how their contributions will affect positive change in their community, they are more likely to be active participants in your fund-raising activity.

As important as having students get pledges is ensuring that they actually go back to their pledges and **collect the monies after the event is completed**. Whether a long-range or one day event, assign someone to tally miles and record them on each pledge sheet, and make sure students and parents know when and where to deliver collected pledges. Extra loudspeaker announcements and take-home sheets can help ensure that pledges arrive at their final destination.

Ideas for Going the Extra Mile: Maximizing your Fund-raising Effort

Arrange for additional, logical **small fund-raisers** to take place at your event. Examples can be as diverse as a make-your-own-trail-mix station, a beanbag toss with a bike/walk theme, a raffle, or even the ubiquitous bake sale.

Set up a website for your event. Especially if you plan on making this an annual fund-raiser, a web presence is a valuable tool for providing quick information to interested volunteers and sponsors, not to mention parents.

If your group has or knows of someone with computer skills who may like to donate their time, this would be an ideal use of their abilities.

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Check with the school; they may have someone who designs and manages their website who could provide guidelines and assistance.

Offer to place links on your page to potential sponsor's web sites or information as a benefit of sponsorship.

Some online vendors, such as PayPal, have features that allow supporters to click on a link on your webpage and then donate to your cause. Online retailers, such as Amazon, may agree to donate a percentage of all purchases made via your web page back to you.

Event Help

Be sure to recruit a sufficient number of adults to monitor students walking and to take small groups of riders on the bicycle route you've chosen. Provide the *Share the Road Guidelines* (p. 69), *Texas Bicycle Laws* (p. 61), and *Walk Safe Rules* (p. 75) to the leaders and a map of the route, if necessary.

At the central site, you will need volunteers to help hand out water and snacks to students and guests, as well as two people to sit at a table to collect pledges and solicit further donations. Any awards or prizes for students may be placed on this table, as well.

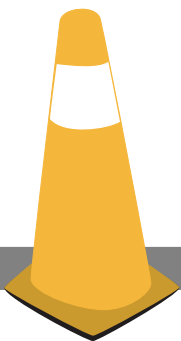
Check that sufficient parking is available for attendees, and if it looks like it may be tight, assign someone to help direct people as they park. Contact law enforcement if your event or parking may affect local streets or other public spaces.

Involving Parents and Students


While all bike/walk events can employ similar strategies to attract parent and student participation, a bike/walk-a-thon has a few extra options that may not be as applicable to the other events. Please see Chapter 2, *Involve Partners*, for ideas and standard forms. Participants will need a pledge/mileage form (p. 107) to keep track of their personal sponsors and miles or laps logged. Also, be sure to have permission slips or liability waivers filled out and signed by participants and their guardians. You may want to accompany these with promotional flyers and an informational letter, samples of which follow in **Chapter 3 – Promote Your Event**.



Notes



Involve Partners

 Partners contribute their time, energy, ideas, and resources to an event. The more involved and organized they are, the more fun and success your event will enjoy. In this chapter, we help you identify and recruit partners from the school and the community.

- **Partners in the School** p. 21
 - **Partners in the Community** p. 22
-

Partners In The School

The key is repetition, so make sure early and often that everyone at school is aware of your event and excited to participate or be involved in some way.

Involving parents, students, and teachers is the most important part of holding a bike/walk safety event. Without all of their full support and enthusiasm, any event will produce mediocre results, at best.

Send informational flyers and/or letters home early in the process to inform parents of the upcoming event, and ask for their assistance and support. Be sure to let them know that their involvement is important for their child's success, and request volunteer assistance if necessary.

Hold an assembly or pep rally to explain the event in a fun way, either as an entire school if time permits, or with individual physical education classes.

If money permits, **create event t-shirts or materials**, like water bottles or shoelaces. These can be distributed early to get students excited and remind them of the event, or on the day of as participation awards.

Hold a bike/walk safety event that would be a precursor to another event, for example, have a Bike/Walk Rodeo prior to conducting a Bike & Walk to School Day or Bike/Walk-A-Thon Fund-raiser.



**Involve
Partners**

Partners in the School continued

Teachers

Although often busy, teachers can support your effort in multiple ways.

- **Classroom teachers** can remind students of the event, distribute flyers, and encourage classroom competitions when applicable.
- **Physical education teachers** may be good contacts for ideas on organizing the logistics of your event and giving tips for keeping students safe and organized during the activities. They can also remind students of the event, and will often be most supportive of the message of safe physical activity.

The key is repetition, so make sure early and often that everyone at school is aware of your event and excited to participate or be involved in some way.

Partners In the Community

Leave no stone unturned when looking for partners, although bear in mind that some groups may be more likely to help than others.

Involving partners in the community not only makes your work easier by providing time and resources to your event, but by inviting new ideas. Partners can provide access to volunteers and sponsors, and can substantially contribute to the success of an event. Events typically need both on-the-ground volunteers as well as sponsors. Sponsors can provide financial and material support, such as offering snacks, prizes, or donations to your group. Leave no stone unturned when looking for partners, although bear in mind that some groups may be more likely to help than others.

**Involve
Partners**



Building A Diverse Coalition

The following list is a starting point for groups to contact for support in either the form of volunteers or sponsorship:

- Parent/Teacher Organizations and Associations
- Police and Fire Departments
- Health Department
- Hospitals and Emergency Medical Services
- County Extension Agents
- Parks and Recreation Department
- Neighborhood Watch Groups
- Chambers of Commerce
- Libraries
- Injury Prevention/Safe Kids Coalitions
- Scouting Organizations
- Boys and Girls Clubs
- Bicycle Clubs
- Church Organizations
- Local Merchants: grocery stores, bicycle shops, health-related businesses, etc.
- Rotary or Optimist Clubs

Law Enforcement

Contact your local law enforcement early in the planning process, both to ensure your route is safe and acceptable, and as a valuable resource for information and support. They can assist with:

Route Planning They know the surfaces, traffic patterns and hazards on the roads you want to walk and ride.

Traffic Control Only uniformed officers can perform a traffic control function. They can assist with difficult transition points in your route.

Controlling the Hazards of a Start Officers can precede the first riders and can stop and/or alert cross traffic.

Emergency Assistance In case of an emergency, they have the experience to handle the situation.



**Involve
Partners**

Partners in the Community continued

To-Do

Take the time right now to brainstorm groups that are potential partners. Try to list one organization you know from each category on the previous page.

Tips for a successful pitch

Decide what you would like from an organization before calling – be specific and realistic.

Speak to owner, manager, or community outreach coordinator.

Suggest in-kind donations if cash donation not an option – and be creative!

Recruiting Volunteers

Prepare a brief statement before calling or visiting potential partners. In a few short sentences, be ready to explain who is putting on which event, when and where it will take place, and why it is important. Also, be sure to tailor each request to your potential sponsor, especially in terms of “what” and “how much.” The sample public service announcements in **Chapter 3 – Promote Your Event** should give you an idea of how to quickly and effectively pitch your event to potential volunteers and sponsors.

Before contacting someone, decide if you will offer benefits to volunteers and sponsors. They may be as simple as mentioning them in community press releases or on your event web page, or printing their names on event t-shirts, brochures, and the like.

Once you know how many volunteers you’ll need and in what capacities, try to find people to fill those slots as soon as possible. Reference the list below for potential sources of volunteers in your community. Have a clear plan for volunteers, and stay in touch with them periodically to ensure they know what is expected of them and that they are following through with any pre-event tasks.

At the event, try to assign someone to greet volunteers and direct them. Having written instructions either for each person or per assignment, such as manning the helmet fitting table, will save a lot of time and keep everyone happily on task. At a minimum, thank each volunteer personally before they leave.

Soliciting Sponsorship

When you contact a business or organization about sponsorship, try to speak with the owner or manager. They will likely be the only people able to decide to assist you with donations. If you leave your information with someone else, make a note to follow up later. Not receiving a return call does not necessarily mean they don’t want to help—it could just mean your message got lost or was not directed properly.

Ask for volunteers from organizations that have knowledgeable or interested members or employees, and solicit appropriate donations from any interested party. Although cash donations are preferable, merchants and

**Involve
Partners**

2

businesses may be more likely to give you in-kind donations: goods or services from their business. Perhaps a local restaurant could provide a snack or gift certificate to use as a prize instead of cash. In-kind donations can be valuable, as well, and create a bond between you and the donor. Don't be discouraged if you contact an organization and they cannot help with time or resources; ask if they can recommend anyone who may be interested in assisting.

Donation Request Letter Template

**[Manager's Name
Name of Business
Street address
Town, TX Zip]**

[Date]

Dear **[Manager's name]:**

[Name of school] will be hosting **[Event Name]** on **[list every day of your school's event]**. We are seeking donations of juice, cups, healthy snacks, and small prizes to reward students who participate in our bike/walk safety event. We believe your business will benefit greatly by contributing to our event, and would like to request **[Specifically list the number and type of items]** from your business.

In exchange for your donation, your business will receive: **[Below are some suggestions for how you can recognize and thank your sponsors]**

- Recognition on the school website.
- Publicity at the event welcome table.
- Recognition in our school newsletter.
- A tax-deductible donation receipt. (on request)

There is a critical need to shift our children from cars back to bicycles and feet. Good nutrition and exercise are great ways to combat the growing obesity and diabetes problems that are affecting the health of our children.

[Event Name] encourages physical fitness and active transportation which contribute to improving the health and safety of our children. This event encourages students and parents to bike and walk, making the community safer and more friendly for all.

Thank you in advance for supporting the health and happiness of your community. I will call you next week to answer any questions you have about this request. You may also contact me at **[your phone number]** or **[your e-mail address]**.

Sincerely,

[Your name]

[Position or Event Title]

Resources Online

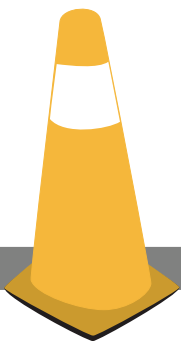
Find the editable
Donation Request
Letter Template
document online at:

[http://www.BikeTexas.org/
SafeRoutesEventHandbook](http://www.BikeTexas.org/SafeRoutesEventHandbook)




**Involve
Partners**

Notes



Promote Your Event

 Promoting your event well and in the right places ensures good participation and success. In this chapter, we show you how to involve students and teachers, secure sponsors, contact the media, and more.

- **Promote in School** p. 27
 - **Promote to the Community** p. 28
 - **Working with the Media** p. 29
-

Once you've chosen and planned a bike/walk safety event, it's time to promote it to both your participants and the community at large. The involvement and enthusiasm of both students and community members is critical for success of an event. Luckily, getting the word out is simple, and the extent of your effort can vary with your available resources.

Promote In School

The involvement and enthusiasm of students and community members is critical for success of an event

The most important place to promote your event will be at school. Students, teachers, and parents need to be notified of the upcoming event, and encouraged to become involved.

At school, **submit loudspeaker announcements** to remind participants of important dates and tasks related to the event. These can be to remind them of the date, to bring in liability waivers, to collect pledges, of team competition status for fund-raisers, etc. See the sample announcement (p. 99).

You can also advertise the event by **sending flyers and informational letters** home



with students describing the event and the advantages of participating. Also, if your school has an e-mail list of parents, **send an e-mail** to them with the event information. This allows you to contact parents directly but quickly, instead of relying on students delivering letters. Similarly, you may want to leave flyers reminding teachers of the event in teacher mailboxes or contact them through their school e-mail accounts. We have included samples of these documents here. See the sample newsletter announcement (p. 99).

Promote to the Community

Getting the news of your event out early and often can help secure sponsors and ensure participation and support from the community.

Getting news of your event out early and often can help secure sponsors and ensure participation and support from the community. Advertising can be as simple as recruiting a talented artist or graphic designer from among your partners to **design a poster, flyer, or brochure**.

Be bold and simple with your text and design to have the most impact on busy public bulletin boards, and post with permission anywhere people who may be interested in your event might see them. If you contact a business or organization for volunteers or sponsorship, remember to ask if they would let you post a flyer or poster, whether they can otherwise help or not.

Harness the power of social media, or promoting through social internet websites.

- Invite students, teachers, or community members with a fun e-invitation through a site like **evite.com** or **eventful.com**. Many schools and community organizations have pages on social networking sites, such as **Facebook.com**, where you can post events and updates for all visitors to see.

Anyone can set up a Facebook or other social media site event page; it's simple, quick, and free. **Many students use social media sites**, even if parents don't. A social media event page is different from a single person's profile page. It has more features akin to a traditional web site, and easily links participants to each other and event announcements.

- Use an internet search engine to look up something like, **"websites where you can post your event."** You can include your city or town in the search, or otherwise narrow it down by putting in keywords like "bike", "walk", "safety", or "school."



- Your local **chamber of commerce** may be able to post your event on their website or include you in event announcements they make.

Working with the Media

Four weeks or more before an event, contact local media, such as radio and television stations and newspapers, newsletters, and magazines, and ask about the possibility of running public service announcements or press releases. Note any format or length requirements, deadlines, and how they would like it sent (preferred computer program, hard copy, etc.). Keep a list of contact persons at each media venue you plan to pursue. The earlier you can do this, the better, since editors may plan their calendars many weeks before actual publication.

When writing, make your full organization and contact information prominent, including all phone numbers and an e-mail address of your media contact person. Write specifics of the event in plain language, and make them the focus of any announcement. Be concise when describing details of the event or listing sponsors and volunteers. Two to four weeks before the event, submit your announcements and press releases. We have included some helpful hints and templates for both public service announcements and press releases.

Public Service Announcements

A public service announcement (PSA) is free advertising published or announced by the media, usually in newspaper event briefs or by radio or television stations. It is a great way to partner with the local media to promote your Bike/Walk Safety Event.

- Fill in the bracketed areas in the template below with your event's information. Remember to clear the formatting in the fill-in sections (i.e. remove the brackets and text effects).
- As early as possible before the event, contact your local radio and television stations and ask to speak to the person responsible for public service announcements. Tell them about the event and ask them to read the PSA on-the-air.
- Other suggestions for securing on-air coverage: Recruit a radio or

To-Do

4+ weeks in advance

Contact media outlets and ask about running PSAs or sending press releases. Record contact info and requirements.

2-4 weeks in advance

Send event specifics in plain-language press releases and PSAs. Include names of sponsors, your contact info, and sources of more information, like a web address.



**Promote
Your
Event**

IMPORTANT:
**Choose a reliable
contact person**

Be sure to choose a contact person who will be available to the media after the release is distributed and during the event. Use the contact phone number that has the greatest likelihood of reaching the person before and during the event.

television personality to promote your event during the morning and afternoon commutes. Call the television and radio stations and offer to give an interview during their early morning shows.

- Send your contacts the scripts on the following page so they have specific event information.

Press Releases

A press release is an announcement to the media of an event that the writer claims to be newsworthy. News outlets have the option of including press releases as space and time permit, and there is no charge for their coverage. We know that your safety event for students is newsworthy, and the local media are likely to agree and provide you with free press.

In addition to sending a written release, include a high-resolution digital photograph of people involved in the event. The more action you can portray, the better. For example, if you have a photo of students on their bicycles outside of your school, it will resonate more with an editor than a head shot of the Event Chair. Editors and readers love photos, and including a good one greatly increases the odds of your event release being published.

To distribute news of your event locally, follow these simple steps:

- Fill in the bracketed areas below with your event's information. Remember to clear the formatting in the fill-in sections (i.e. remove the brackets and text effects).
- Add any pertinent information to the release that may be of interest to your community, making sure to write new paragraphs in the third person.
- If possible, print the press release on your school's or organization's letterhead.
- Find out the contact information for your local media (television, radio and newspaper). E-mail or fax is typically the best way to distribute a press release; check with your local media to find out their preference.
- Several days before the event, distribute the release to the local media. Send the release to the news editor or news department; potential contacts could also include an education or health reporter.
- Have copies of the press release available at the event.

**Promote
Your
Event**



Public Service Announcement Templates

General PSA

Join the **[name of city, county, school]** community in celebrating **[event name]**.

Take some time on **[event date example: Thursday, April 27]**, to promote health and safety by participating in the **[event name]**.

For more information, please contact **[name]** at **[phone number]**.

Health PSA

Looking for a healthy way to start the day? Bike or walk with your child!

Join the **[name of city, county, school]** community in celebrating **[event name]** on **[event date example: Thursday, April 27]**.

Be healthy, stay safe, and have fun! For more information, please contact **[name]** at **[number]**.

Safety PSA

Biking or walking with your child is a great opportunity to help your child learn and practice safe bicycling and walking skills.

Join the **[name of city, county, school]** community in celebrating **[event name]** on **[event date example: Thursday, April 27]**.

Be healthy, stay safe, and have fun! To learn more about **[event name]**, please contact **[name]** at **[number]**.

Resources Online

Find the editable PSA Templates online at:

<http://www.BikeTexas.org/SafeRoutesEventHandbook>



**Promote
Your
Event**

Press Release Template

[Insert School or Organization Logo/Letterhead]

FOR IMMEDIATE RELEASE

[Date of Release]

Media Contact

[Name, reliable phone number, e-mail]

[City/County] School[s] [or Organization] to Celebrate [Event Name]

[CITY, Date] — Families and students from [name of school district(s)] are invited to enjoy a day of learning safe bicycling and walking skills on [event date example: Thursday, April 27].

Bicycling and walking are fun and healthy forms of transportation. With parental, neighborhood and community wide support, [Event Name] is an educational celebration to ensure that children and adults learn the joy of bicycling and walking safely.

Children, their families, neighbors and school staff are encouraged to bike and walk for their health, for the health and safety of their communities and for the fun of it.

(For Bike Rodeo)

The event will start at [time] and end at [time] with kids[, parents and community leaders] learning the laws, helmet fitting, bicycle safety inspection and riding skills. The finale will be a neighborhood bicycle ride or walk in small groups.

(For Bike & Walk to School Day)

The event will start at [time] and end at [time] with kids[, parents and community leaders] making their way to school by foot or bicycle.

Promote
Your
Event



(For Bike/Walk-A-Thon)

The event will start at **[time]** and end at **[time]** with kids, **[parents and community leaders]** walking and riding to raise money for **[cause]**.

Community sponsors who donated items to help make **[Event Name]** a success include: **[name of sponsor(s) and donation(s)]**.

[Paragraph about the group that is hosting the event.]

For copies of the bicycle safety flyers, information and resources featured at **[Event Name]** visit the BikeTexas website at www.BikeTexas.org **[send us your flyers to post, or include your own website address, if you have one]**.

Resources Online

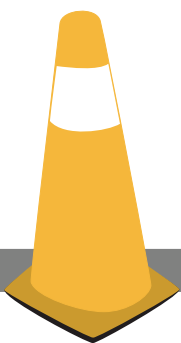
Find the editable Press Release Template online at:

<http://www.BikeTexas.org/SafeRoutesEventHandbook>



**Promote
Your
Event**

Notes



The Big Day – Event Tasks

 In this chapter, we offer some key tips for keeping everyone happy, safe, and on-task during the big event.

- **Taking care of your Volunteers** p. 36
 - **Taking care of your Students / Participants** p. 36
 - **Just in Case** p. 37
-

The Event

Once all the planning is done, it's time for the fun. Event day should go smoothly if you've followed the instructions here and kept up with your event checklist. Remember to take into account any special or unusual situations unique to your school or event, and add tasks related to them to your checklist. Make sure to plan adequate time to set up your event, usually two hours or more before the start time. Also, have all materials gathered and ready to take outside prior to the big day.

Try to remember your original intentions for the event: to help people be active, highlight biking and walking as fun modes of exercise and transportation, and build communities. Keeping these things in mind helps put small (or even large) inconveniences or mishaps in perspective. Above all, relax, take unexpected happenings in stride, and have fun! The following are suggestions for keeping all participants healthy, happy, and learning throughout your event.



How to Keep Your Volunteers Happy and On Task

To respect your volunteers' time and efforts:

- Be clear about what their job is.
- Be clear about the time frame of their task.
- Be clear as to where they go to check in.
- Make sure everyone knows what to do in an emergency.
- Make sure they know who to go to if they need help.
- Don't overbook volunteers, but make it clear if they can't come to let you know a couple of days ahead of time.
- Rather than overbook, plan to use any extra volunteers as rotators that can go around and see if anyone needs help, a break, or to go to the bathroom etc. The rotators are also available if someone does not show up.
- Make it clear as to the environment they will be working in and how to dress.
- Keep them hydrated and fed.

Keep Students Happy, Safe and Hydrated

- Channel students' energy by having your event clearly organized. Stations should be labeled, and students should receive clear instruction on how to navigate the event before beginning any activity.
- Provide a water station, and encourage students to take advantage often, especially on warmer days.
- Discuss in advance how to quickly and calmly redirect students or groups of students who become confused, unruly, or disruptive.
- Consider having small, simple games or activities planned to occupy students if they might have to wait for any length of time. Teachers and gym teachers may be able to give you ideas if you plan to do this.
- If students with disabilities will be participating, try to have an accessible, safe route for them, most likely on school grounds. For ex-



ample, students who take the bus to school can be dropped off one or two blocks from the campus on Bike & Walk to School Day and be accompanied or wheeled by teachers or school officials the rest of the way.

Just In Case...

Sometimes things go awry: supplies disappear, volunteers don't show, or an accident happens. The Event Chair can minimize the potential for errors by having a clear understanding of the course/routes and complete lists of volunteer and emergency contacts. Rarely does everything go exactly as planned! Take it in stride and do the best you can. Try to maintain a sense of humor and simply fix the problem as quickly and calmly as you can.

In the event of an accident or emergency:

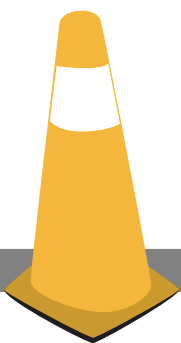
- Keep waivers at hand with students' guardian contact information.
- Brief all volunteers on the location of the first aid box and what to do if something unexpected happens.
- Pre-arrange a plan for ride/walk leaders, if applicable to the event, to get in touch with the Event Chair. This can be as simple as making sure leaders have a cell phone with the Chair's number programmed into the contacts.
- Keep copies of the *Incident Report* available (see p. 109), and develop a standard procedure for who will fill it out and when.

Preparation for Next Time


In order to follow up on the event, you must collect contact information on everyone that contributes in any way. Keep a sheet at the registration table for names, phone numbers, addresses, e-mail addresses, and any other pertinent information of anyone whose contact you may not already have.



Notes



Follow-up

 How to thank participants and partners so they'll come back for the next one!

Following Up On Your Success

After the event, send a thank you to everyone. Try to hand-write notes to sponsors, school officials and teachers, and volunteers who made substantial contributions. Everyone who helped in any capacity should at least receive an e-mail thanking them for their time.

Return everything you have borrowed in as good or better condition that it was when you started, and leave the area you have used clean.

Contact participants by e-mail soon after the event to recap and provide closure. This would be a good chance to share/solicit any photos or video. The e-mail can remind participants of walking and biking resources in their community, as well as notified of any upcoming local cycling events or action steps to promote cycling in the community.

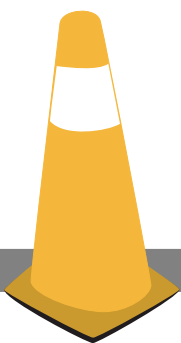
Write about your experience in a post-event press release for newsletters and media. This could include resources your Facebook event/group page, or your website or blog, if applicable. These stories can be used to spark interest in the program and encourage cycling in general.

Plan a follow-up debriefing meeting for Event Chairs and other volunteers, teachers, etc. Discuss what went well, what didn't go well, and what could be done differently in the future. If more than a few people attend, break up into smaller groups to get the most detailed feedback possible. Take notes, and place them in a clearly labeled file with other event documents, ideally marked something like "read me first."


Set the date of your next event, or the next planning meeting.



Notes



Handouts & Materials

 This chapter contains materials to help you through the nitty-gritty of planning a stress-free event and having it go off smoothly.

Bike/Walk Rodeo

- Event Course Cutouts 42

Station A – Registration

- Sample Release Form 46
- Supplies Checklist 47
- Team Leader Checklist 50
- Bike&Walk Report Cards 53

Station C – Bike Safe / Walk Safe Circle Game

- Station Details 55
- Texas Bicycle Laws Activity Cards / Tarjetas de Actividad con Leyes de Bicicleta de Texas 57
- Texas Bicycle Laws Handout / Leyes de Bicicleta de Texas 61
- Share the Road Activity Cards / Tarjetas de Actividad con Guía Comparte el Camino 63
- Share the Road Guidelines Handout / Guía Comparte el Camino 69
- Walk Safe Rules Activity Cards / Tarjetas de Actividad con Reglas de Seguridad al Caminar 71
- Walk Safe Rules Handout / Reglas de Seguridad al Caminar 75

Station D – Helmet Fitting

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- Helmet Sizing & Adjustment / Midiendo y Ajustando el Casco 77
- Protecting the Brain / Protegiendo el Cerebro 79

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- Bicycle Inspection Stations Details 81

- Vehicle Safety Inspection Checklist / Lista de Revisión de Seguridad de Bicicleta 83

Stations G, H, & I – Riding Courses

- Riding Courses Stations Details 85
- Turtle Race Course 86
- Bicycle Skills Course / El Curso de Habilidades 87
- Decision-Making Course / La Decisión que Hace la Ruta 89
- Neighborhood Walk & Roll Details 91
- Kids Fun Race Details 93
- Kids Fun Race Form 95
- Kids Fun Race Sample Numbers 96

Bike & Walk to School Day

- Team Leader Checklist 97
- Sample Newsletter and Loudspeaker Announcements 99
- Become a Team Leader handout 100
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Bike/Walk-A-Thon Fund-raiser

- Event Chair Checklist 103
- Supplies Checklist 106
- Sample Pledge Form 107

Day-of Event Tasks

- Incident Report Form 109



Handouts & Materials

Safety Event Course Cutouts

Page 1



Cut out the **Course Cutouts** on page 53 and use the **Safety Event Space** on page 55 to plan your event layout. Feel free to reverse or flip any of the event cutouts to suit your needs!

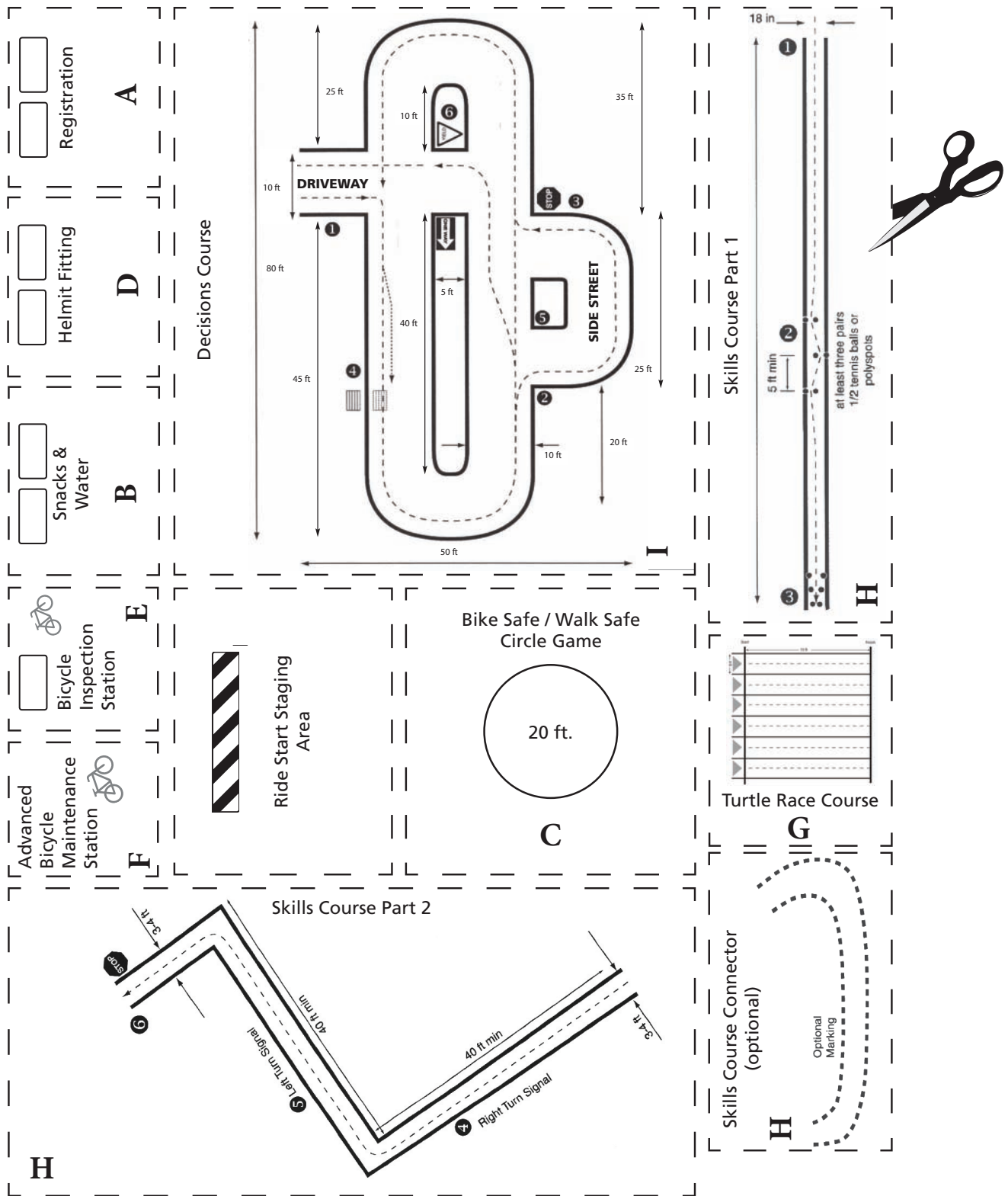
The **Decisions Course Cutout** and **Skills Course Part 2 Cutout** are double-sided to help you see how they can be set up in several ways.

The **Bike Safe / Walk Safe Circle Game Cutout** is double-sided to accommodate either a 20-foot or 40-foot circle in your planning, based on the number of expected participants.



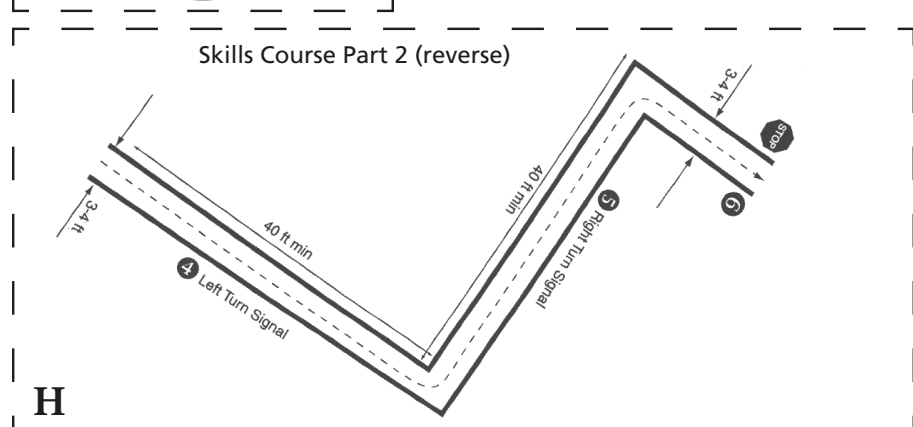
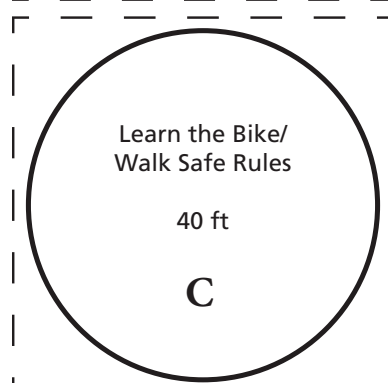
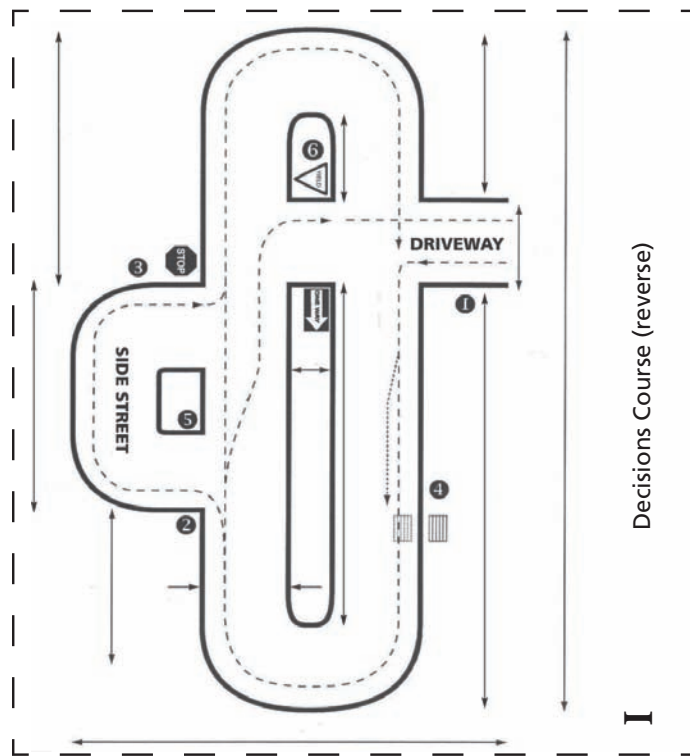
Safety Event Course Cutouts

Page 2



Safety Event Course Cutouts

Page 3



Handouts &
Materials



Recommended Minimum Size Safety Event Space
200'x150' approx. (represented by shaded area)

Use this space to along with the cutouts on the previous pages to plan your event layout.



Sample Release Form

[name of event] /RELEASE FORM

EVENT [Name of Event /Date]

Entrant's First Name

Entrants' Last Name

Street Address and Apt. No.

City

State

Zip Code

STANDARD ATHLETE'S RELEASE FORM

NOTICE: ENTRY BLANK & RELEASE FORM IS A CONTRACT WITH LEGAL CONSEQUENCES. READ CAREFULLY BEFORE SIGNING. I ACKNOWLEDGE THAT BY SIGNING THIS DOCUMENT I AM RELEASING BIKETEXAS AND ITS AGENTS, EMPLOYEES, MEMBERS, SPONSORS, PROMOTER AND AFFILIATES (COLLECTIVELY "RELEASEES") FROM LIABILITY.

The undersigned on behalf of the about-named minor, a prospective entrant in this event, hereby represents that he or she is fully entitled and authorized, as parent or legal guardian of entrant, to sign this Release Form for this event. As a condition of the acceptance of my application for entry in the above event, and as an express term of this agreement, I agree to INDEMNIFY AND HOLD HARMLESS Releasees from any and all losses, claims, actions, causes of actions, or proceedings of any kind which may be initiated by the entrant or by any other person or organization on the entrant's behalf, including but not limited to demands for damages, judgments, costs, loss of services, or expenses arising from the activities contemplated by this agreement, including but not limited to reasonable attorney fees incurred by Releasees and INCLUDING THE RISK OF ANY NEGLIGENCE OF RELEASEES. The undersigned further states, to his or her knowledge, that the entrant has no physical or mental condition which would endanger entrant or others or interfere with entrant's ability to participate in this event.

In signing this Agreement as parent and/or guardian of entrant, on behalf of entrant or yourself, you freely agree to the following.

1. To assume all risk association with participation in this event, including but not limited to: the danger of collision with pedestrians, vehicles including but not limited to bicycles, other racers, fixed or moving objects, dangers arising from surface hazards, equipment failures, inadequate safety equipment, conditions stemming from weather effects and the possibility of serious physical and/or mental trauma or injury associated with a bicycle event.
2. To accept an understanding and awareness that situations may arise during the event which may be beyond the control of the organizers, and that the entrant is required to continually ride in a manner that will neither endanger him/herself or others. Also, entrant and parent or legal guardian are responsible for the condition and adequacy of the entrant's competition and safety equipment, including his or her helmet, which must meet or exceed the CPSA standards.
3. To authorize and consent to the entrant's likeness being used in advertising or promotional materials.
4. To RELEASE, for entrant, yourself, and all heirs, executors, administrators, representatives, assigns and successors, any and all rights and/or claims against the sponsors of this event, the promoter and/or any promoting organization(s), property owners, law enforcement agencies, public entities, special districts and their respective agents, officials, employees or representatives, for any damages which may be sustained by entrant and/or yourself, directly or indirectly, arising out of entrant's participation in or association with the event, or travel to or from the event.

Parent or guardian further agrees that this Release cannot be modified unless such modification is in writing and signed by authorized representatives of both parties, that this document contains the entire agreement between the parties and if any term of provision of this agreement is found invalid or unenforceable, the remaining terms and provisions of this agreement shall remain binding and enforceable. Parent or guardian further agrees that should he/she or his or her successors assert any claim in contravention of this agreement, he/she or his or her successors shall be liable for the expenses (including legal fees) incurred by the other party or parties in defending against such a claim unless they are found liable for willful and wanton negligence.

My signature below is evidence of my understanding of and agreement to the above stated terms.

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Bike/Walk Rodeo Supplies Checklist

page 1

Registration, Questions, Emergency and Awards

- ☐ 3–4 tables
- ☐ Event plan / checklist
- ☐ Phone and numbers of all key people
- ☐ Volunteer check-in sheet
- ☐ Incident Report sheets
- ☐ Waivers on separate table (participants fill them out here then bring to registration table)
- ☐ Incident Report Forms
- ☐ Bike&Walk Report Card
- ☐ Pens, sharpies, paper clips, scissors, tape
- ☐ Loud speaker
- ☐ First Aid Kit
- ☐ Sunscreen
- ☐ Note pad
- ☐ Signs to mark stations
- ☐ Prizes for finish

Station Supplies

- ☐ Snack table: water, drinks and snacks
- ☐ Ice Chest and Ice
- ☐ Trash cans
- ☐ Bike Safe / Walk Safe Circle Game – 42 or 51 laminated rule cards
- ☐ Bike Safe / Walk Safe Circle Game – 41 or 50 poly spots (ask P.E. teacher)
- ☐ Texas Bicycle Laws (cards and handout)
- ☐ Share the Road Guidelines (cards and handout)
- ☐ Walk Safe Rules (cards and handout)
- ☐ Helmet fitting table
- ☐ Spare helmets
- ☐ Helmet Sizing and Adjustment (handout)
- ☐ Protect the Brain (handout)
- ☐ Helmet fitting supplies: scissors, extra helmet pads and hand sanitizer, trash can



**Handouts &
Materials**

Bike/Walk Rodeo Supplies Checklist

page 2

Station Supplies continued

- ☐ Basic Bike Inspection table
- ☐ Vehicle Safety Inspection (handout)
- ☐ Bicycle Parts (handout)
- ☐ Bicycle pump, metric allen/hex wrenches (4, 5, and 6mm), phillips and flat screwdriver, crescent wrench, tire tools and spare tubes.
- ☐ Advanced Bike Inspection table (they bring their own tools and repair stand)

Skills Course Supplies

- ☐ Skills Courses– Instruction cards for set up and use of each course
- ☐ Measuring tape
- ☐ Stop Signs (2)
- ☐ Yield Sign
- ☐ One-way Signs
- ☐ Course marking supplies (Field chalker, OR sidewalk chalk, OR spray chalk, OR 50 tennis balls cut in half (100 halves), OR 100 Poly half cones
- ☐ 24 Large cones for 2 stop signs, 1 yield sign, One-way sign and miscellaneous uses around event.

Neighborhood Walk and Roll Activity

- ☐ Bike Route maps for leaders
- ☐ Loud speaker for start instructions
- ☐ Walkie Talkie for ride (3) Front, Rear, and Home base
- ☐ Walk Plan for leaders
- ☐ Safety vest to identify leaders

**Handouts &
Materials**



Bike/Walk Rodeo Supplies Checklist

page 3

Kids Fun Race

- ☐ Race numbers
- ☐ 6" twist ties
- ☐ Race list on clip board with pen attached
- ☐ Surveyor plastic tape
- ☐ Tent stakes
- ☐ Cones
- ☐ Medallions

Signs

- ☐ Registration/Information/First Aid
- ☐ Bike Safe / Walk Safe Circle Game
- ☐ Helmet Fitting
- ☐ Basic Bike Inspection
- ☐ Advanced Bicycle Repair
- ☐ Turtle Race
- ☐ Skills Course
- ☐ Decision Course
- ☐ Bike Ride Start
- ☐ Walk Start



**Handouts &
Materials**

Rodeo Team Leader Checklist

page 1

Step 1: Location

- ☐ Need a minimum 200' x 150' for all the stations.
- ☐ Parking for ____ available (count possible spaces in area)
- ☐ Porta potties needed for a three-hour event, if no flush toilets are available
- ☐ Permission to use the location and parking
Contact _____ Cell phone _____
- ☐ Contact law enforcement. Discuss your route plans. If police are needed, make necessary arrangements.

Step 2 : Involve Partners

- ☐ Contact the various groups on the list to let them know about the event and enlist their support.
- ☐ Announce the event to your community. Get the word out as soon as you have received permission for the location and date.
- ☐ Solicit donations of healthy treats and/or giveaways from local businesses. Ask early, ask often. See sample donation request letter.
- ☐ Coordinate Station volunteers – numbers based on having approximately 200 participants.
 - **Main Station – Registration, Questions and Emergency, Awards**
 - ☐ Team Leader _____
 - ☐ Nurse/EMS _____
 - ☐ Volunteer _____
 - ☐ Volunteer _____
 - **Snacks, Drinks, and Water**
 - ☐ Volunteer _____
 - ☐ Volunteer _____
 - **Learn the Bike/Walk Safety Rules Game**
 - ☐ Law Leader _____
 - ☐ Volunteer _____
 - **Helmet Fitting – Pick one leader who can teach volunteers how to do it**
 - ☐ Helmet Fitting Expert _____
 - ☐ Volunteer _____
 - ☐ Volunteer _____
 - **Basic bike inspection – airs tires, adjust seats and does Vehicle Safety Checklist**
 - ☐ Basic bike inspection leader _____
 - ☐ Volunteer _____
 - ☐ Volunteer _____

Rodeo Team Leader Checklist

page 2

- **Advanced Bike Preparation – manned by expert mechanic with tools**
 - ☐ Mechanic _____
 - ☐ Mechanic _____
- **Skills Courses**
 - ☐ Course Leader – Sets up courses and instructs volunteers _____
 - ☐ Course Leader Assistant _____
- **Turtle Race Course**
 - ☐ Volunteer _____
- **Bicycle Skills Course**
 - ☐ Volunteer _____
 - ☐ Volunteer _____
 - ☐ Volunteer _____
- **Bicycle Decision Course**
 - ☐ Volunteer _____
 - ☐ Volunteer _____
 - ☐ Volunteer _____
 - ☐ Volunteer _____
- **Neighborhood Roll**
 - ☐ Ride Leader _____
 - ☐ Volunteer middle monitor _____
 - ☐ Volunteer rear _____
 - ☐ Volunteer rear _____
- **Neighborhood Walk**
 - ☐ Walk Leader _____
 - ☐ Volunteer middle _____
 - ☐ Volunteer rear _____
 - ☐ Volunteer rear _____



**Handouts &
Materials**

Rodeo Team Leader Checklist

page 3

Step 3. Promote the Event — Part 1

- ☐ Contact the media. Learn deadlines for submission. Typically radio and TV public service announcements and calendar listings must be submitted four weeks in advance. Radio, TV, and print news stories must be submitted one or two weeks in advance. See sample PSA's and press releases (pp. 31–33).
- ☐ Invite local officials, law enforcement, emergency responders, dignitaries, and celebrities. Contact them two or three weeks in advance. Leaders should be involved in their communities. Encourage them to participate.
- ☐ Print and distribute traffic safety information, event flyers and posters at least two weeks before the event.
- ☐ Submit newsletter article to school or to target audience for publication two to four weeks before the event.
- ☐ If at a school, request info to be included in the daily loudspeaker announcement the week of the event (p. 99).

Step 4. Promote the Event — Part 2

- ☐ Print handouts for event well in advance. Remember to bring paper weights to the event in case it's a windy day.
- ☐ If at a school, send home the backpack mail flyer with safety information, inviting parents and children.
- ☐ Make sure you have enough tables for the event.
- ☐ Trash containers — make sure you have enough for the event.

Step 5. Promote the Event — Part 3

- ☐ If at school, make loudspeaker announcements that week (p. 99).
- ☐ Do an inventory. See supplies checklist.

Step 6. Event Day!


- ☐ Set up event two hours before event starts.
- ☐ Have leaders instruct their volunteers.
- ☐ Welcome guests.
- ☐ Enjoy the Day!

**Handouts &
Materials**



Bike&Walk Report Cards

see opposite page


1. **Cut out these cards punch at hole where you see this symbol** 
2. **Using pipe cleaners, large twisty ties, or string, attach to bicycles, backpacks, or wrists of participants.**
3. **As they pass each station, volunteers mark the card. This ensures adequate preparation for the Neighborhood Walk And Roll and/or Kids Fun Race at the end of the event.**

Resources Online


All the handouts and materials in this section, including the Bike&Walk Report Cards, are available for download and printing online at:
<http://www.BikeTexas.org/SafeRoutesEventHandbook>



**Handouts &
Materials**

<h1>Bike & Walk</h1> <h2>— Report Card —</h2>	
<p>Name</p>	<p>2 Complete these stations in order:</p> <p>G. Turtle Race Course</p> <p><input type="checkbox"/> Passed <input type="checkbox"/> Needs more practice</p> <p>H. Skills Course</p> <p><input type="checkbox"/> Passed <input type="checkbox"/> Needs more practice</p> <p>I. Decisions Course</p> <p><input type="checkbox"/> Passed <input type="checkbox"/> Needs more practice</p>
<p>1 Complete these stations in any order:</p> <p>C. Safety Rules, Signalling, Signs</p> <p><input type="checkbox"/> Complete</p> <p>D. Helmet Fitting</p> <p><input type="checkbox"/> Complete</p> <p>E. ABCD Basic Bike Check</p> <p><input type="checkbox"/> Passed <input type="checkbox"/> Not Passed, go to Advanced</p> <p>F. Advanced Bike Check (if needed)</p> <p><input type="checkbox"/> Passed <input type="checkbox"/> Not Passed</p>	<p></p>

<h1>Bike & Walk</h1> <h2>— Report Card —</h2>	
<div> <div></div> <div>Name</div> </div>	<div> <div> <div>1</div> <div>Complete these stations in any order:</div> </div> <div> <div>C. Safety Rules, Signalling, Signs</div> <div> <input type="checkbox"/> Complete </div> </div> <div> <div>D. Helmet Fitting</div> <div> <input type="checkbox"/> Complete </div> </div> <div> <div>E. ABCD Basic Bike Check</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Not Passed, go to Advanced </div> </div> <div> <div>F. Advanced Bike Check (if needed)</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Not Passed </div> </div> </div>
	<div> <div> <div>2</div> <div>Complete these stations in order:</div> </div> <div> <div>G. Turtle Race Course</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Needs more practice </div> </div> <div> <div>H. Skills Course</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Needs more practice </div> </div> <div> <div>I. Decisions Course</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Needs more practice </div> </div> </div>

Bike & Walk — Report Card —	
<p>Name _____</p>	<p>1 Complete these stations in any order:</p> <p>C. Safety Rules, Signalling, Signs</p> <p><input type="checkbox"/> Complete</p> <p>D. Helmet Fitting</p> <p><input type="checkbox"/> Complete</p> <p>E. ABCD Basic Bike Check</p> <p><input type="checkbox"/> Passed <input type="checkbox"/> Not Passed, go to Advanced</p> <p>F. Advanced Bike Check (if needed)</p> <p><input type="checkbox"/> Passed <input type="checkbox"/> Not Passed</p>
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<h1>Bike & Walk</h1> <h2>— Report Card —</h2>	
<div> <div></div> <div>Name</div> </div>	<div> <div>2</div> <div>Complete these stations in order:</div> <div> <div>G. Turtle Race Course</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Needs more practice </div> </div> <div> <div>H. Skills Course</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Needs more practice </div> </div> <div> <div>I. Decisions Course</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Needs more practice </div> </div> </div>
<div> <div>1</div> <div>Complete these stations in any order:</div> <div> <div>C. Safety Rules, Signalling, Signs</div> <div> <input type="checkbox"/> Complete </div> </div> <div> <div>D. Helmet Fitting</div> <div> <input type="checkbox"/> Complete </div> </div> <div> <div>E. ABCD Basic Bike Check</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Not Passed, go to Advanced </div> </div> <div> <div>F. Advanced Bike Check (if needed)</div> <div> <input type="checkbox"/> Passed <input type="checkbox"/> Not Passed </div> </div> </div>	<div> <div>X</div> </div>

Bike Safe / Walk Safe Circle Game

Station Details

page 1

VOLUNTEERS

Leader _____

Volunteer _____

SUPPLIES

- ☐ Activity Cards Laminated (at most 42 cards if using Texas Bicycle Laws, 51 if using Share the Road Guidelines)
- ☐ Activity Card Rule list for leader to read
- ☐ Poly Spots (at most 41 for Texas Bicycle Laws, or 50 for Share the Road)

INSTRUCTIONS

Pre Event — Make Activity Cards

Make two-sided copies (English on one side and Spanish on the other) of the *Share the Road Activity Cards* (p. 63) or the *Texas Bicycle Laws Activity Cards* (p. 57), in addition to the *Walk Safe Rules Activity Cards* (p. 71). Cut and laminate, if possible, into individual cards. Make three sets, ideally with each set copied onto a different colored card stock.

Set Up

This is a circle running game. Players stand on poly spot markers (ask your P.E. Teachers if they can supply these) that reduce confusion by indicating specific positions around a circle. The number of poly spots in the circle matches the number of players, minus one. That person is “in the middle,” or “it.” Play the game briskly so that all participants have a chance to be active. This is a no contact game, so remind everyone to be aware of those around them.



**Handouts &
Materials**

Bike Safe / Walk Safe Circle Game

Station Details

page 2

How to Play

Distribute an Activity Card to each participant. Select one person to be “in the middle” or “it.” The leader has a list of the activity card rules as a reference as he/she calls out the rules randomly.

The object of the game is for the player in the middle to secure a spot in the circle, leaving someone else to be in the middle. This is accomplished as follows: the leader calls out two rules at a time and when the leader says, “GO,” all of the players who hold that rule must run from their spot to a vacated spot. The player in the middle seeks to steal one of the vacated spots, regardless of the activity card they are holding. The player “left over,” that is, the one who is not successful in securing a new spot in the circle, becomes the one “in the middle” or “it.”

At random times during the game, the leader asks each player to pass their card to the person to their right, thus enabling the players to read several safety rules in addition to hearing all of them repeatedly. The person in the middle who is “it” must swap his or her card with someone, though he/or she is still “it.”

After six rounds, when everyone is energized and alert, stop, read each card, and briefly discuss the rule. Involve the participants in the discussion. The game has no specified end point, but can be played until the cards have been swapped several times.

Before the circle breaks up, have participants **practice hand signals**. See *Texas Bicycle Laws Handout* (p. 61) or *Share the Road Guidelines Handout* (p. 69) for hand signal illustrations.

Use hand and arm signals to show when you want to turn or stop. “**Stop**” is signaled by bending the left arm down with the hand flat and backwards. (This signal can also be used to signal that the rider is slowing the bicycle.) Students should call out “stopping” or “slowing” when riding with other cyclists.

A **Left Turn** is signaled by holding the left arm straight out from the body.

A **Right Turn** is signaled either by bending the left arm straight up OR, in some states, by holding out the right arm straight out from the body.



Texas Bicycle Laws Activity Cards

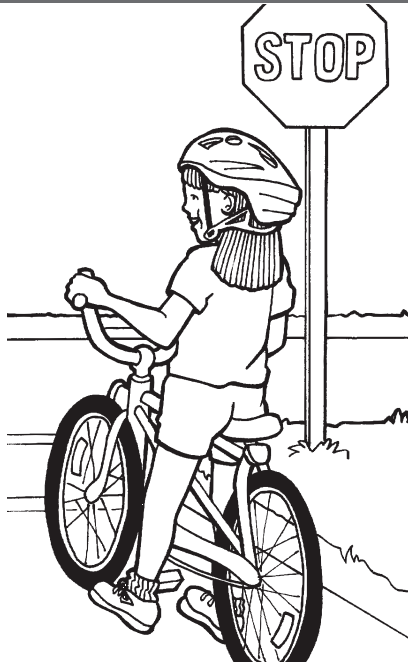
page 1

STATE OF TEXAS

BICYCLE LAW

1

OBEY
ALL
TRAFFIC
SIGNS
AND
SIGNALS



SafeCyclist Deck - Texas Law Card 1

STATE OF TEXAS

BICYCLE LAW

2

RIDE IN
THE SAME
DIRECTION
AS OTHER
TRAFFIC



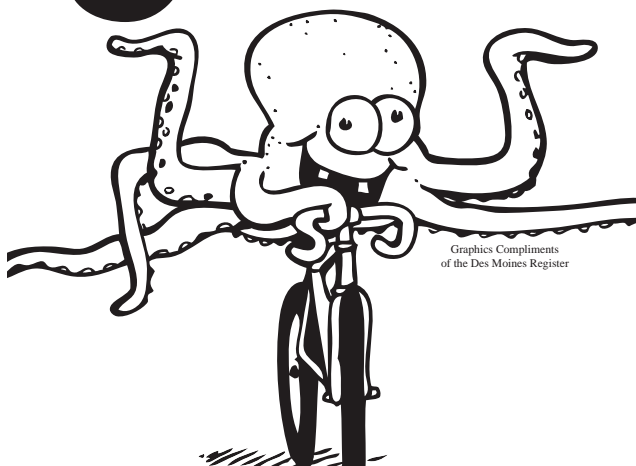
SafeCyclist Deck - Texas Law Card 2

STATE OF TEXAS

BICYCLE LAW

3

USE HAND AND
ARM SIGNALS



SafeCyclist Deck - Texas Law Card 3

STATE OF TEXAS

BICYCLE LAW

ONE RIDER
PER SADDLE

4



SafeCyclist Deck - Texas Law Card 4

Tarjetas de Actividad con Leyes de Bicicleta de Texas

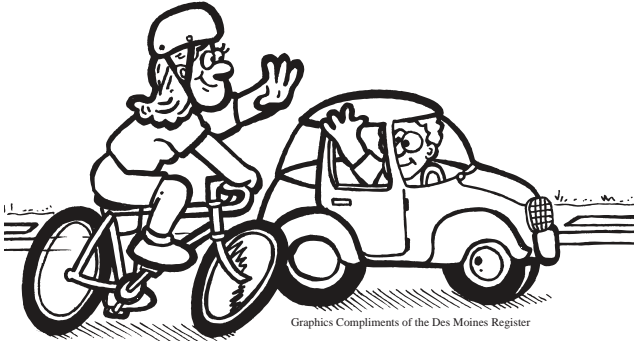
page 2

ESTADO DE TEXAS

LEY DE BICICLETAS

2

MONTA EN
LA MISMA
DIRECCIÓN
QUE EL
TRÁFICO.



Baraja SafeCyclist - Tarjeta de Leyes de Texas 2

ESTADO DE TEXAS

LEY DE BICICLETAS

OBEDECE TODAS
LAS SEÑALES
Y SIGNOS
DE TRÁFICO

1



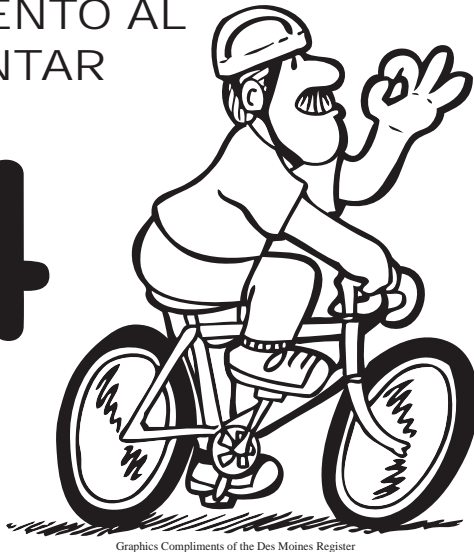
Baraja SafeCyclist - Tarjeta de Leyes de Texas 1

ESTADO DE TEXAS

LEY DE BICICLETAS

UN CICLISTA POR
ASIENTO AL
MONTAR

4



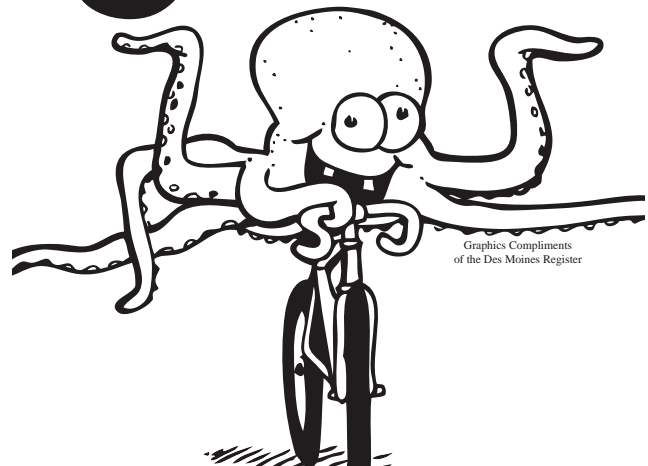
Baraja SafeCyclist - Tarjeta de Leyes de Texas 4

ESTADO DE TEXAS

LEY DE BICICLETAS

3

USA SIGNOS
CON EL BRAZO
Y LAS MANOS



Baraja SafeCyclist - Tarjeta de Leyes de Texas 3

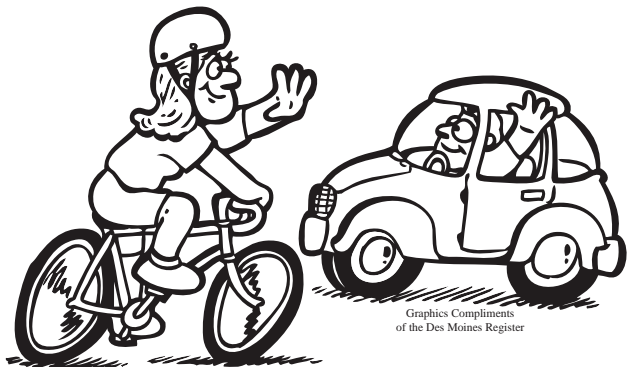
Texas Bicycle Laws Activity Cards

page 3

STATE OF TEXAS

BICYCLE LAW

5 KEEP AT LEAST ONE HAND ON THE HANDLEBARS

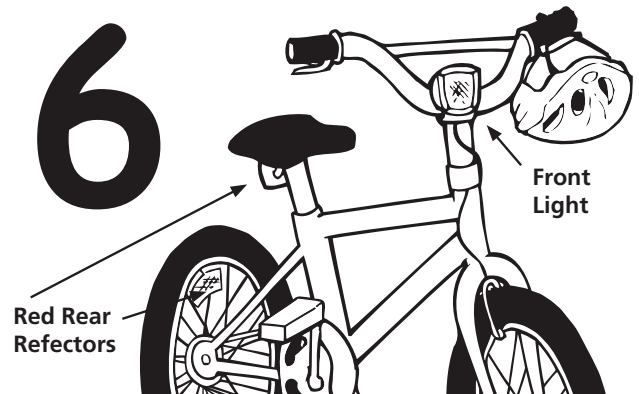


SafeCyclist Deck - Texas Law Card 5

STATE OF TEXAS

BICYCLE LAW

BICYCLES MUST HAVE A WHITE LIGHT ON THE FRONT AND A RED REFLECTOR OR RED LIGHT ON THE REAR (FOR RIDING AT NIGHT)



SafeCyclist Deck - Texas Law Card 6

STATE OF TEXAS

BICYCLE LAW

USE EFFECTIVE BRAKES CAPABLE OF MAKING THE BRAKED WHEEL SKID



SafeCyclist Deck - Texas Law Card 7

STATE OF TEXAS BICYCLE LAWS

Master Card

- 1** Obey All Traffic Signs and Signals
- 2** Ride in the Same Direction as Other Traffic
- 3** Use Hand and Arm Signals
- 4** One Rider per Saddle
- 5** Keep at Least One Hand on the Handlebars
- 6** Bicycle Must have a White Light on the Front and a Red Reflector or Red Light on the Rear (For Riding at Night)
- 7** Use Effective Brakes Capable of Making the Braked Wheel Skid

SafeCyclist Deck - Master Card

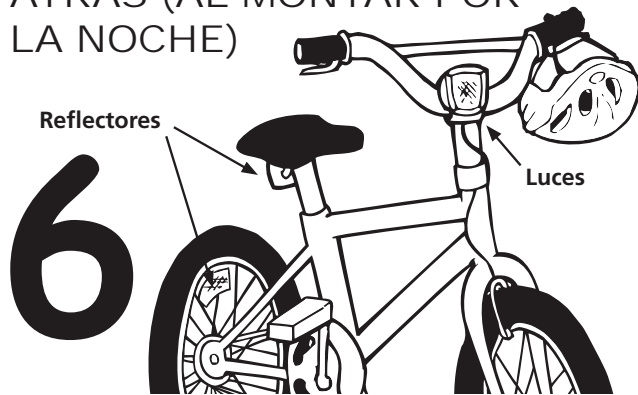
Tarjetas de Actividad con Leyes de Bicicleta de Texas

page 4

ESTADO DE TEXAS

LEY DE BICICLETAS

LAS BICICLETAS DEBEN TENER UNA LUZ BLANCA EN EL FRENTE Y UN REFLECTOR ROJO O UNA LUZ ROJA EN LA PARTE DE ATRÁS (AL MONTAR POR LA NOCHE)



Baraja SafeCyclist - Tarjeta de Leyes de Texas 6

ESTADO DE TEXAS

LEY DE BICICLETAS

5 MANTÉN POR LO MENOS UNA MANO EN EL MANUBRIO



Baraja SafeCyclist - Tarjeta de Leyes de Texas 5

ESTADO DE TEXAS LEY DE BICICLETAS Tarjeta Maestra

- 1 Obedece Todas Las Señales y Signos de Tráfico
- 2 Monta en la Misma Dirección que el Tráfico
- 3 Usa Signos con el Brazo y las Manos
- 4 Un Ciclista por Asiento al Montar
- 5 Mantén por lo Menos Una Mano en el Manubrio
- 6 Las Bicicletas Deben Tener una Luz Blanca en el Frente y un Reflector Rojo o una Luz Roja en la Parte de Atrás (al Montar por la Noche)
- 7 Usa Frenos Eficaces Capaces de Hacer que la Rueda Derrape al Frenar

SafeCyclist Deck - Master Card

ESTADO DE TEXAS

LEY DE BICICLETAS

USA FRENOS EFICACES CAPACES DE HACER QUE LA RUEDA DERRAPE AL FRENAR



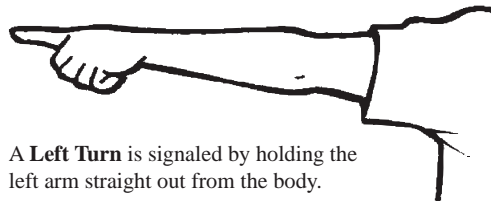
Baraja SafeCyclist - Tarjeta de Leyes de Texas 7

Texas Bicycle Laws Handout

page 1

Texas Bicycle Laws

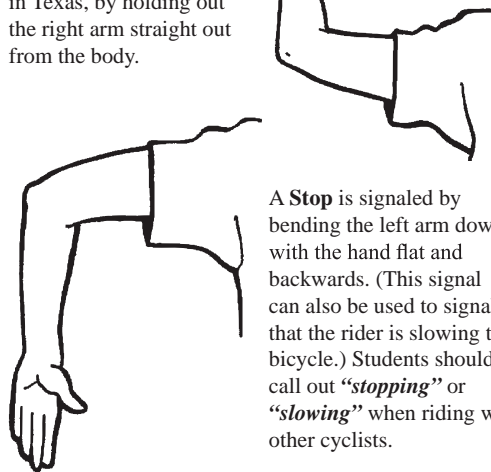
1. Obey all traffic signs and signals.
2. Ride to the right and go in the same direction as other traffic. Avoid hugging the curb.
3. Use hand and arm signals.
4. One rider per saddle (seat).
5. Keep at least one hand on the handlebars.
6. Bicycles must have a white light on the front and a red reflector or red light on the rear (for riding at night).
7. Use effective brakes capable of making the braked wheel skid.



A **Left Turn** is signaled by holding the left arm straight out from the body.



A **Right Turn** is signaled either by bending the left arm straight up **OR**, in Texas, by holding out the right arm straight out from the body.



A **Stop** is signaled by bending the left arm down with the hand flat and backwards. (This signal can also be used to signal that the rider is slowing the bicycle.) Students should call out "**stopping**" or "**slowing**" when riding with other cyclists.

IMBA Rules of the Trail

The way we ride today shapes mountain bike trail access tomorrow. Do your part to preserve and enhance our sport's access and image by observing the following rules of the trail, formulated by IMBA, the International Mountain Bicycling Association. These rules are recognized around the world as the standard code of conduct for mountain bikers. Keep trails open by setting a good example of environmentally sound and socially responsible off-road cycling.

1. Ride On Open Trails Only

Respect trail and road closures (ask if uncertain); avoid trespassing on private land; and obtain permits or other authorization as may be required. Federal and state Wilderness areas are closed to cycling. The way you ride will influence trail management decisions and policies.

2. Leave No Trace

Be sensitive to the dirt beneath you. Recognize different types of soils and trail construction; practice low-impact cycling. Wet and muddy trails are more vulnerable to damage. When the trail bed is soft, consider other riding options. This also means staying on existing trails and not creating new ones. Don't cut switchbacks. Be sure to pack out at least as much as you pack in.

3. Control Your Bicycle

Inattention for even a second can cause problems. Obey all bicycle speed regulations and recommendations.

4. Always Yield Trail

Let your fellow trail users know you're coming. A friendly greeting or bell is considerate and works well; don't startle others. Show your respect when passing by slowing to a walking pace or even stopping. Anticipate other trail users around corners or in blind spots. Yielding means slowing down, establishing communication, being prepared to stop if necessary, and passing safely.

5. Never Scare Animals

All animals are startled by an unannounced approach, a sudden movement, or a loud noise. This can be dangerous for you, others, and the animals. Give animals extra room and time to adjust to you. When passing horses, use special care and follow directions from the horseback riders (ask if you are uncertain). Running cattle and disturbing wildlife are serious offenses. Leave gates as you found them, or as marked.

6. Plan Ahead

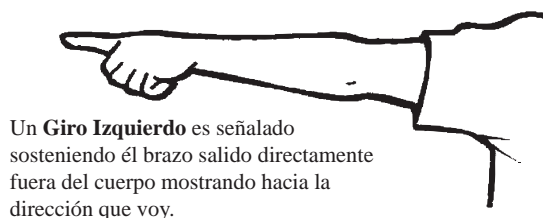
Know your equipment, your ability, and the area in which you are riding - and prepare accordingly. Be self-sufficient at all times, keep your equipment in good repair, and carry necessary supplies for changes in weather or other conditions. A well-executed trip is a satisfaction to you and not a burden to others. Always wear a helmet and appropriate safety gear.

**Protect Yourself!
Wear a Helmet!**



Leyes de Bicicleta de Texas

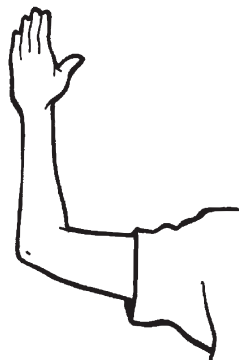
1. Obedece todas las señales y signos de tráfico.
2. Monte a su derecha y siga en la misma dirección que el tránsito. Trate de no montar muy pegado a la acera.
3. Usa signos con el brazo y las manos.
4. Un ciclista por asiento al montar.
5. Mantén por lo menos una mano en el manubrio.
6. Las bicicletas deben tener una luz blanca en el frente y un reflector rojo o una luz roja en la parte de atrás (al montar por la noche).
7. Usa frenos eficaces capaces de hacer que la rueda derrape al frenar.



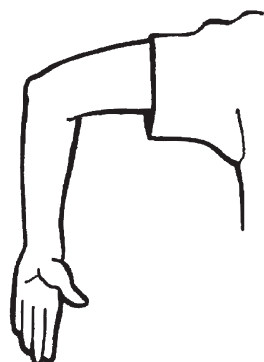
Un **Giro Izquierdo** es señalado sosteniendo el brazo salido directamente fuera del cuerpo mostrando hacia la dirección que voy.



Un **Giro a la derecha** es señalado doblando el brazo hacia arriba. O en Texas es sosteniendo el brazo salido directamente fuera del cuerpo mostrando hacia la dirección que voy.



Una **Parada** es señalado doblando el brazo izquierdo abajo con la mano abierta, apuntando al revés. (Este signo también puede usarse para señalar que el ciclista está frenando la bicicleta) Los estudiantes deberían gritar "**alto**" o "**frenando**" al montar con otros ciclistas.



Reglas del Camino IMBA

La manera que montamos hoy en día permite el acceso a la bicicleta al camino en la montaña el día de mañana. Haz tu parte conservando y reforzando el acercamiento a nuestro deporte e imagen observando las siguientes reglas del sendero, formuladas por IMBA, International Mountain Bicycling Association. Estas reglas se reconocen alrededor del mundo como el código estándar de conducta para los ciclistas de montaña. Mantén las vías abiertas poniendo un buen ejemplo legítimo y socialmente responsable para el medioambiente del ciclismo de ruta o montaña.

1. Monta Solamente en Caminos Abiertos.

Respetas las vías y caminos cerrados (pregunta si tienes dudas); evita entrar ilegalmente a terrenos privados; y obtén permiso u otra autorización que sea requerida. Recuerda que Áreas Federales y Estatales desérticas o de preservación están cerradas al ciclismo. La manera que tu montes influirá en las decisiones y políticas de las personas que dirigen o llevan la ruta.

2. No dejes Ningún Rastro

Sé sensible con la tierra que esta debajo de ti. Reconoce la composición de los diferentes tipos de tierras y caminos; práctica el ciclismo de bajo-impacto. Los caminos mojados y lodosos son más vulnerables y se pueden dañar. Cuando la tierra del camino es suave, considera otras opciones para montar. Esto quiere decir que uses las vías existentes no creando nuevas. No cortes caminos en zigzag.

3. Controla tu Bicicleta

La falta de atención, por incluso un segundo, puede causar problemas. Obedece todas las regulaciones de velocidad y recomendaciones del uso de la bicicleta.

4. Siempre Sede el Paso en el Camino

Hazle saber a tus compañeros usuarios del camino que estás pasando. Un saludo amistoso o el sonido de un timbre es considerable y funciona; procura no espantarlos. Muestra tu respeto al pasar despacio o incluso detente. Anticípate a otros usuarios cuando llegues a una esquina en lugares que no es fácil la visibilidad. Permitir el paso significa bajar la velocidad, establecer comunicación, prepararte para detenerte si necesario, y pasar con precaución.

5. Nunca espantes a los Animales

Todos los animales se sobresaltan al haber un acercamiento sin ser anunciado, un movimiento rápido, o un ruido fuerte. Esto puede ser peligroso para ti, para otros y para los animales. Dale a los animales espacio y tiempo para que se adapten a ti. Cuando pases junto a los caballos, ten cuidado y sigue las direcciones de los jinetes (pregunta si es necesario). Correr y perturbar la fauna son delitos serios. Deja las rejas como las encontraste.

6. Planea a Futuro

Conoce tu equipo, tu habilidad y el área en la que estás montando - y prepárate. Sé en todo momento autosuficiente, mantén tus equipos en buenas condiciones y lleva suministros necesarios para los cambios en el clima u otras condiciones. Un viaje bien planeado y ejecutado es una satisfacción personal y no una carga para otros. Siempre usa un casco y vestimenta de seguridad apropiada.

¡Protégete! ¡Usa Casco!

Share the Road Guidelines Activity Cards

page 1

SHARE THE ROAD GUIDELINES

1

OBEY ALL TRAFFIC SIGNS AND SIGNALS



PROTECT YOURSELF! WEAR A HELMET!

SHARE THE ROAD GUIDELINES

2

RIDE TO THE RIGHT AND GO IN THE SAME DIRECTION AS OTHER TRAFFIC

Avoid “hugging” the curb. Ride at least **three feet** or **one arm length** from the curb or parked cars. Ride in a single file with other cyclists.

PROTECT YOURSELF! WEAR A HELMET!

SHARE THE ROAD GUIDELINES

3

CONTROL YOUR BICYCLE

Practice so you can ride your bicycle in a straight line on the road, and start and stop smoothly.

PROTECT YOURSELF! WEAR A HELMET!

SHARE THE ROAD GUIDELINES

4

USE HAND AND ARM SIGNALS TO SHOW WHEN YOU WANT TO TURN OR STOP

PROTECT YOURSELF! WEAR A HELMET!

Tarjetas de Actividad con Guía Comparte el Camino

page 2

GUÍA COMPARTE EL CAMINO

2

MANTENTE HACIA EL LADO DERECHO DE LA CALLE Y AVANZA EN LA MISMA DIRECCIÓN CON EL TRÁFICO

Evita acercarte a la orilla. Rueda por lo menos a 3 pies de distancia o a la longitud de un brazo, de la orilla o coches estacionados. Rueda en una sola línea con otros ciclistas.

¡PROTÉGETE! ¡USA UN CASCO!

GUÍA COMPARTE EL CAMINO

1

OBEDECE LAS SEÑALES Y LOS LETREROS DE TRÁNSITO



¡PROTÉGETE! ¡USA UN CASCO!

GUÍA COMPARTE EL CAMINO

4

USA SEÑALES MANUALES PARA MOSTRAR CUANDO DESEAS DOBLAR O PARAR

¡PROTÉGETE! ¡USA UN CASCO!

GUÍA COMPARTE EL CAMINO

3

CONTROLA TU BICICLETA

Practica para poder montar tu bicicleta en línea recta en el camino. Comienza y para con control.

¡PROTÉGETE! ¡USA UN CASCO!

Share the Road Guidelines Activity Cards

page 3

SHARE THE ROAD GUIDELINES

5

BE VISIBLE

Use a white front light and a red rear light or reflector when you ride at night. Wear bright clothing on your bike even during the day.

PROTECT YOURSELF! WEAR A HELMET!

SHARE THE ROAD GUIDELINES

6



STOP, LOOK LEFT, RIGHT, AND LEFT AGAIN BEFORE YOU RIDE INTO A ROAD

Move slowly forward until you can see around buildings or parked cars that may block the view at an intersection.

PROTECT YOURSELF! WEAR A HELMET!

SHARE THE ROAD GUIDELINES

7



YIELD TO PEDESTRIANS IF CROSSING SIDEWALKS OR CROSSWALKS

PROTECT YOURSELF! WEAR A HELMET!

SHARE THE ROAD GUIDELINES

8

AVOID HAZARDS BY LOOKING AHEAD AND TO THE SIDES

Before you move out of your lane, scan over your left shoulder to look for traffic approaching from behind, use hand signal then move over when traffic is clear.

PROTECT YOURSELF! WEAR A HELMET!

Tarjetas de Actividad con Guía Comparte el Camino

page 4

GUÍA COMPARTE EL CAMINO



6

PARA, VOLTEA A
TU IZQUIERDA, A TU
DERECHA, Y OTRA VEZ A
TU IZQUIERDA ANTES DE
MONTAR EN LA CALLE

Muévete lentamente hacia el frente hasta que puedas
ver alrededor de los edificios o coches estacionados que
bloquean tu vista en un cruce.

¡PROTÉGETE! ¡USA UN CASCO!

GUÍA COMPARTE EL CAMINO

5

MANTENTE VISIBLE

Usa una luz blanca al frente y una luz
roja o reflector atrás cuando montes en la
noche. Usa ropa brillante cuando montes
tu bicicleta aún durante el día.

¡PROTÉGETE! ¡USA UN CASCO!

GUÍA COMPARTE EL CAMINO

8

EVITA PELIGROS MIRANDO ADELANTE Y A LOS LADOS

Antes de que cambies de línea, mira sobre tu hombro
izquierdo buscando coches que se acerquen, usa señales de
mano antes de cambiar de línea, muévete de línea cuando
el tráfico no pase.

¡PROTÉGETE! ¡USA UN CASCO!

GUÍA COMPARTE EL CAMINO



7

CEDE EL PASO A PEATONES SI ESTAS CRUZANDO BANQUETAS O PASOS PEATONALES

¡PROTÉGETE! ¡USA UN CASCO!

Share the Road Guidelines Activity Cards

page 5

SHARE THE ROAD GUIDELINES

9

ALWAYS WEAR A PROPERLY FITTED HELMET

A helmet can only help protect your head
if it fits, and is positioned, properly.

PROTECT YOURSELF! WEAR A HELMET!

SHARE THE ROAD GUIDELINES

10

Some laws differ from state to state.

KNOW THE BICYCLE LAWS FOR THE STATE AND TOWN WHERE YOU RIDE

PROTECT YOURSELF! WEAR A HELMET!

SHARE THE ROAD GUIDELINES

- 1 OBEY ALL TRAFFIC SIGNS AND SIGNALS
- 2 RIDE TO THE RIGHT AND GO IN THE SAME DIRECTION AS OTHER TRAFFIC
- 3 CONTROL YOUR BICYCLE
- 4 USE HAND AND ARM SIGNALS TO SHOW WHEN YOU WANT TO TURN OR STOP
- 5 BE VISIBLE
- 6 STOP, LOOK LEFT, RIGHT, AND LEFT AGAIN BEFORE YOU RIDE INTO A ROAD
- 7 YIELD TO PEDESTRIANS IF CROSSING SIDEWALKS OR CROSSWALKS
- 8 AVOID HAZARDS BY LOOKING AHEAD AND TO THE SIDES
- 9 ALWAYS WEAR A PROPERLY FITTED HELMET
- 10 KNOW THE BICYCLE LAWS FOR THE STATE AND TOWN WHERE YOU RIDE

PROTECT YOURSELF! WEAR A HELMET!



**Handouts &
Materials**

Tarjetas de Actividad con Guía Comparte el Camino

page 6

GUÍA COMPARTE EL CAMINO

10

Algunas leyes son diferentes de un estado a otro.

CONOCE LAS
LEYES DE BICICLETA
DEL ESTADO O
CIUDAD EN DONDE
MONTAS TU BICI.

¡PROTÉGETE! ¡USA UN CASCO!

GUÍA COMPARTE EL CAMINO

9

SIEMPRE USA
UN CASCO QUE
TE QUEDE
CORRECTAMENTE

El casco sólo puede ayudar a proteger tu cabeza si te queda y si esta posicionado, apropiadamente.

¡PROTÉGETE! ¡USA UN CASCO!

GUÍA COMPARTE EL CAMINO

- 1 OBEDECE LAS SEÑALES Y LOS LETREROS DE TRÁNSITO
- 2 MANTENTE HACIA EL LADO DERECHO DE LA CALLE Y AVANZA EN LA MISMA DIRECCIÓN CON EL TRÁFICO
- 3 CONTROLA TU BICICLETA
- 4 USA SEÑALES MANUALES PARA MOSTRAR CUANDO DESEAS DOBLAR O PARAR
- 5 MANTENTE VISIBLE
- 6 PARA, VOLTEA A TU IZQUIERDA, A TU DERECHA, Y OTRA VEZ A TU IZQUIERDA ANTES DE MONTAR EN LA CALLE
- 7 CEDE EL PASO A PEATONES SI ESTAS CRUZANDO BANQUETAS O PASOS PEATONALES
- 8 EVITA PELIGROS MIRANDO ADELANTE Y A LOS LADOS
- 9 SIEMPRE USA UN CASCO QUE TE QUEDE CORRECTAMENTE
- 10 CONOCE LAS LEYES DE BICICLETA DEL ESTADO O CIUDAD EN DONDE MONTAS TU BICI

¡PROTÉGETE! ¡USA UN CASCO!

Handouts &
Materials



Share the Road Guidelines Handout

page 1

Share the Road Guidelines

A bicycle is a vehicle on the road, and cyclists, like other “drivers” on the road, have rights and responsibilities. If you follow these basic principles of traffic, you can share the road safely with other vehicles.

1. Obey all traffic signs and signals.



Stop Sign

Come to a complete stop. Put a foot down and look left, look right, then look left again, and go when the traffic is clear.



Yield Sign

Slow down (younger children should stop) and look left-right-left before moving.



Railroad Sign

Slow down, look and listen. Stop if you see or hear a train.



One Way

Shows which way traffic is traveling on that street. Always travel in the same direction as traffic.



Traffic Signals

Red = Stop

Yellow = Stop unless you are already in the intersection

Green = Go



Railroad Crossing Signal

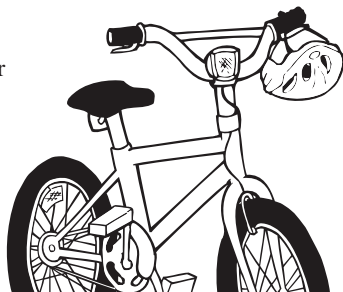
Stop if the light is flashing at railroad crossings.

2. Ride to the right and go in the same direction as other traffic.

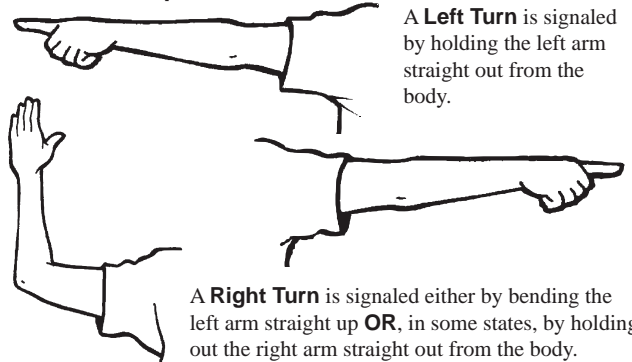
Avoid “hugging” the curb. Ride at least three feet or one arm length from the curb or parked cars. Ride in a single file with other cyclists.

3. Control your bicycle.

Practice so you can ride your bicycle in a straight line on the road, and start and stop smoothly.



4. Use hand and arm signals to show when you want to turn or stop.



A **Stop** is signaled by bending the left arm down with the hand flat and backwards. (This signal can also be used to signal that the rider is slowing the bicycle.) Students should call out “**stopping**” or “**slowing**” when riding with other cyclists.



5. Be visible.

Use a white front light and a red rear light or reflector when you ride at night. Wear bright clothing on your bike even during the day.

6. Stop, look left, right, and left again before you ride into a road.

Move slowly forward until you can see around buildings or parked cars that may block the view at an intersection.

7. Yield to pedestrians if crossing sidewalks or crosswalks.

8. Avoid hazards by looking ahead and to the sides.

Before you move out of your lane, scan over your left shoulder to look for traffic approaching from behind, use hand signal then move over when traffic is clear.

9. Always wear a properly fitted helmet.

A helmet can only help protect your head if it fits, and is positioned, properly.

**Protect Yourself!
Wear a Helmet!**

10. Some laws about bicycling differ from state to state. Know the laws for the state and town where you ride.

Guía Comparte La Calle

Una bicicleta es un vehículo en cualquier calle o carretera. Los ciclistas, como otros chóferes en las calles, tienen derechos y responsabilidades. Si tú observas las siguientes reglas básicas de tránsito, podrás compartir el camino seguro con otros vehículos.

1. Obedece las señales y los letreros de tránsito.



Señal de Alto

Para completamente. Pon un pie abajo, voltea a la izquierda, a la derecha, y voltea a la izquierda nuevamente y avanza si no viene tráfico.



Señal de Seda el Paso

Baja la velocidad (niños deben parar) y voltea a la izquierda, a la derecha –y voltea a la izquierda de nuevo antes de moverte.



Señal del Tren (RR)

Baja la velocidad, mira y escucha. Para si ves o escuchas un tren.



Señal de Un Solo Sentido

Muestra que dirección lleva el tráfico en esa calle. Siempre viaja en la misma dirección que el tráfico.



Señales de Transito

Rojo = Alto

Amarillo = Para al menos que estés cruzando.

Verde = Siga



Señal de Cruce de Ferrocarril

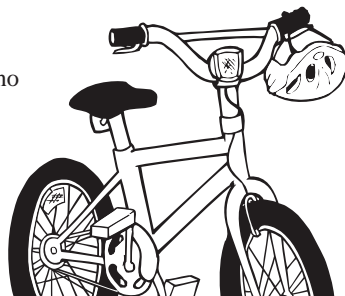
Para si la luz enciende y apaga en el cruce del ferrocarril.

2. Mantente hacia el lado derecho de la calle y avanza en la misma dirección con el tráfico.

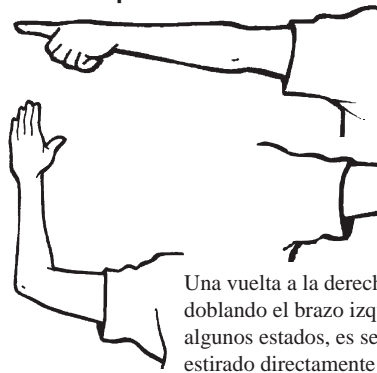
Evita acercarte a la orilla. Rueda por lo menos a 3 pies de distancia o a la longitud de un brazo, de la orilla o coches estacionados. Rueda en una sola línea con otros ciclistas. Practica para que en el camino puedas rodar con tu bicicleta en línea recta.

3. Controla tu bicicleta.

Practica para que en el camino puedas montar tu bicicleta en línea recta. Comienza y para con control.



4. Usa señales manuales para mostrar cuando deseas doblar o parar.



Un Giro Izquierdo es señalado sosteniendo el brazo salido directamente fuera del cuerpo mostrando hacia la dirección que voy.

Una vuelta a la derecha es señalada ya sea, doblando el brazo izquierdo hacia arriba O, en algunos estados, es señalado sosteniendo el brazo estirado directamente fuera del cuerpo mostrando hacia la dirección que voy.

Una Parada es señalado doblando el brazo izquierdo abajo con la mano abierta, apuntando al revés. (Este signo también puede usarse para señalar que el ciclista está frenando la bicicleta) Los estudiantes deberían gritar “alto” o “frenando” al montar con otros ciclistas.



5. Mantente visible.

Usa una luz blanca al frente y un reflector o luz roja. Atrás cuando montes de noche. Usa ropa brillante aún cuando montes tu bicicleta durante el día.

6. Para, voltea a tu izquierda, voltea a tu derecha, y otra vez a tu izquierda antes de montar en la calle.

Muévete lentamente hacia adelante hasta que puedas ver alrededor de los edificios o coches estacionados que pueden bloquear la vista en un cruce.

7. Cede el paso a peatones si estas cruzando banquetas o pasos peatonales.

8. Evita peligros mirando adelante y a los lados.

Antes de que cambies de línea, mira sobre tu hombro izquierdo buscando coches que se acerquen, usa señales de mano antes de cambiar de línea, muevete de línea cuando el tráfico no pase.

9. Siempre usa un casco que te quede correctamente.

El casco sólo puede ayudar a proteger tu cabeza si te queda y si esta posicionado, apropiadamente.

10. Algunas leyes sobre tránsito de bicicletas son distintas de un estado a otro. Conoce las leyes de la ciudad y el estado donde vives.

Walk Safe Rules Activity Cards

page 1

RULES FOR WALKING SAFELY

1

STOP, LOOK, AND LISTEN BEFORE CROSSING



Look left, look right, and look left again before crossing any road, even with a walk signal. Cross when there are no cars coming.

PROTECT YOURSELF! BE ALERT!

RULES FOR WALKING SAFELY

2

CROSS AT CROSSWALK OR CORNER



PROTECT YOURSELF! BE ALERT!

RULES FOR WALKING SAFELY

3

WALK ON THE SIDEWALK

If there's no sidewalk, walk facing traffic.

PROTECT YOURSELF! BE ALERT!

RULES FOR WALKING SAFELY

4

BE SEEN!

Wear bright clothes in the day.
Carry a light and wear reflective
clothes at night.

PROTECT YOURSELF! BE ALERT!

GUÍA CAMINANDO EN SEGURIDAD

2

CRUZA EN EL PASO
PEATONAL O EN
LAS ESQUINAS

¡PROTÉGETE! ¡ESTAR VIGILANTE!

GUÍA CAMINANDO EN SEGURIDAD

1

PARA EN LA
ESQUINA DE LA
ACERA O EN LA
ORILLA DE LA
CALLE

Voltea a la izquierda, a la derecha y
otra vez a la izquierda. Cruza cuando
no vengam carros.

¡PROTÉGETE! ¡ESTAR VIGILANTE!

GUÍA CAMINANDO EN SEGURIDAD

4

¡SE VISIBLE!

Usa ropa colorida durante el día. Usa
una luz y ropa reflectiva de noche.

¡PROTÉGETE! ¡ESTAR VIGILANTE!

GUÍA CAMINANDO EN SEGURIDAD

3

CAMINA EN LA
BANQUETA

Si no hay banqueta, camina de frente
al tráfico.

¡PROTÉGETE! ¡ESTAR VIGILANTE!

Walk Safe Rules Activity Cards

page 3

RULES FOR WALKING SAFELY

5

PAY ATTENTION

Do not talk or text on cell phone or
listen to music.

PROTECT YOURSELF! BE ALERT!

RULES FOR WALKING SAFELY

6

WALK

Don't run when crossing the street.

PROTECT YOURSELF! BE ALERT!

RULES FOR WALKING SAFELY

7

MAKE EYE CONTACT WITH DRIVERS

Are they paying attention to you?

PROTECT YOURSELF! BE ALERT!

RULES FOR WALKING SAFELY

Master Card

- 1 Stop, Look, and Listen Before Crossing.
- 2 Cross at Crosswalk or Corner.
- 3 Walk on the Sidewalk; If there's no sidewalk, walk facing traffic.
- 4 Be Safe Be Seen; Wear bright clothes carry a light if walking at night.
- 5 Pay attention; No cell phone, texting, or music.
- 6 Walk. Don't run when crossing the street.
- 7 Make eye contact with drivers.

SafeCyclist Deck - Master Card

GUÍA CAMINANDO EN SEGURIDAD

6

CAMINA

No corras al cruzar la calle.

¡PROTÉGETE! ¡ESTAR VIGILANTE!

GUÍA CAMINANDO EN SEGURIDAD

5

PON ATENCIÓN

No hables, escribas o leas mensajes desde el teléfono celular, ni escuches música cuando hay tráfico a tu alrededor.

¡PROTÉGETE! ¡ESTAR VIGILANTE!

RULES FOR WALKING SAFELY

Master Card

- 1 Para en la esquina de la acera o en la orilla de la calle.
- 2 Cruza en el paso peatonal o en las esquinas.
- 3 Camina en la banqueta. Si no hay banqueta, camina de frente al tráfico.
- 4 ¡Se visible! Usa ropa colorida durante el día y luz y ropa reflectiva de noche.
- 5 Pon atención. No use el teléfono celular, ni escuches música.
- 6 Camina. No corras al cruzar la calle.
- 7 Haz contacto visual con los conductores. ¿Te están poniendo atención?

SafeCyclist Deck - Master Card

GUÍA CAMINANDO EN SEGURIDAD

7

HAZ CONTACTO VISUAL CON LOS CONDUCTORES

¿Te están poniendo atención?

¡PROTÉGETE! ¡ESTAR VIGILANTE!

Walk Safe Rules / Reglas de Seguridad al Caminar

page 1

Remember:

Always walk with a parent or friend.

Walk on the sidewalk. If there is no sidewalk, walk facing traffic.

Be Seen! Wear bright clothes in the day. Carry a light and wear reflective clothes at night.



Crossing the Street:

Stop at curb or street edge. Look left, right and left again. Cross when there are no cars coming.

Cross at crosswalk or corner.

Keep looking for traffic as you are crossing.

Walk; don't run, when crossing the street.

Say no if it's not your turn to go. If a driver waves for you to go, don't go unless you are certain all cars have stopped in all the lanes before you cross.

Pay Attention:

Pay attention. No cell phone, texting or music.

Watch for cars backing or pulling out of drive-ways or alleys.

Make eye contact with drivers. Are they paying attention to you?

Watch for vehicles turning right at stop signs and red lights, even when you have the walk signal.

Recuerda:

Siempre camina con tus padres o amigos.

Camina en la banqueta. Si no hay banqueta, camina de frente al tráfico.

¡Se Visible! - Usa ropa colorida durante el día. Usa una luz y ropa reflectiva drante la noche.

Cruzando la Calle:

Para en la esquina de la acera o en la orilla de la calle. Voltea a la izquierda, a la derecha y otra vez a la izquierda. Cruza cuando no vengan carros.

Cruza en el paso peatonal o en las esquinas.

Siempre ve en la dirección del tráfico que viene cuando cruzas.

Camina. No corras al cruzar la calle.

No sigas si no es tu turno. Si el conductor te señala para que continúes, no sigas a menos que estés completamente seguro que todos los carros han parado en todas las líneas y direcciones antes de que cruces.

Pon Atención:

Pon atención. No hables, escribas o leas mensajes desde el teléfono celular, ni escuches música cuando hay tráfico a tu alrededor.

Fíjate de que algún carro no vengan en reversa o estén saliendo de sus cocheras, de los accesos a ellas o de los callejones.

Has contacto visual con los conductores. ¿Te están poniendo atención?

Fíjate por vehículos que voltean a la derecha en los altos o semáforos en rojo, aún tu teniendo la señal de camina.



Handouts & Materials

Helmet Fitting Station Details

VOLUNTEERS

Helmet Fitting Expert _____

Volunteer _____

Volunteer _____

Volunteer _____

SUPPLIES

- ☐ Helmet Sizing and Adjustment (Handout)
- ☐ Table
- ☐ Scissors
- ☐ Measuring tape if giving new helmets
- ☐ Spare Helmet Pads (ask bicycle shop)
- ☐ Hand sanitizer
- ☐ Trash can

INSTRUCTIONS

Before the event starts or in the weeks before the event, the Helmet Fitting Expert will demonstrate the steps to fitting the helmets with the volunteers. Let them practice on each other.

When giving new helmets, one or two volunteers can help pick the correct size and the Expert and volunteer can do the final adjustments.



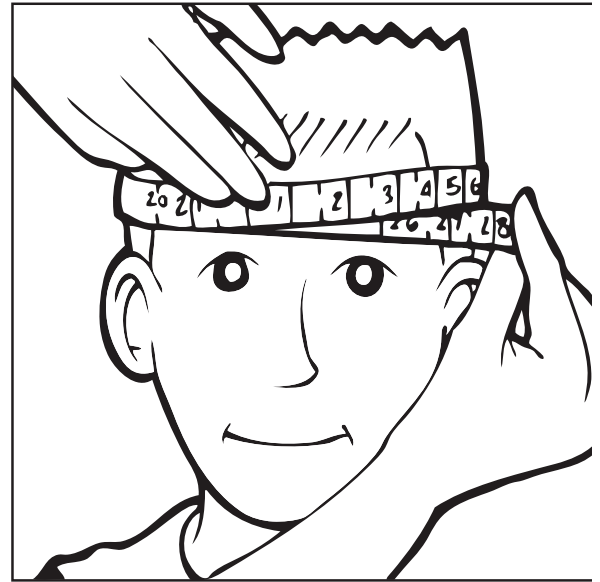
Helmet Sizing & Adjustment

page 1

Helmet Sizing

Bicycle helmets come in five sizes to fit heads with different circumferences. A bicycle safety helmet that doesn't fit or isn't adjusted properly is not safe. There are five standard sizes of certified helmets readily available. The size measure depends on the circumference of the head.

Compare the circumference of your head to this chart to determine what size your helmet should be. Most helmets come with sizing pads. A helmet should fit snugly. Use the different thickness pads to adjust the fit. Some heads are not the same shape as the standard helmets and in these cases a mixture of thick and thin pads in front and back or on the sides can be used to get the proper fit.



Helmet Adjustment

Eyes

The helmet is flat on the head and the front of the helmet can be seen by the wearer. Some people suggest that the helmet should be worn so that one or two fingers can be placed between the helmet and the eyebrows.

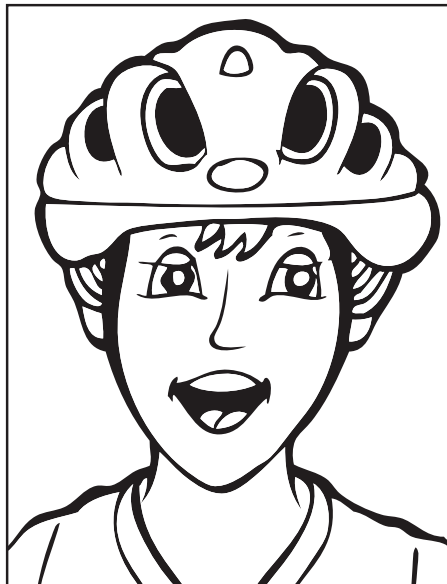
Ears

The side adjustment buckles should form a "V" shape under, and slightly in front of the ears and lock if possible. When properly fitted, the helmet should not be able to be pushed backwards or forwards.

Mouth

Always buckle the strap under the chin. The chin straps should be buckled on every ride. It should be snug but not uncomfortably tight. One should feel the strap tugging on the helmet when the mouth is opened.

Extra Small (18.9" - 20")
Small (20 " - 21 1/4")
Child (20 1/2" - 22")
Youth (21 3/4" - 22 3/4")
Adult S/M (22 1/2" - 23 3/8")
Adult M/L (23 1/8" - 23 7/8")



Remember These Tips

Wear a helmet straight and level on the head. The helmet must rest straight on the top of the head. The rim of the helmet should be level from front to back. It should be worn low on the forehead, just above the eyebrows. If the helmet is tipped back, it will not protect the front of the head.

To be effective, adjust the helmet for a snug fit. With the helmet correctly positioned on the head, gently rotate the helmet from left to right and from front to back. If the skin of the brow moves with the helmet, then the fit is correct. If the skin of the brow does not move when the helmet is rotated, the fit may be too loose.

Replace a helmet after a crash. Crash impacts will cause the foam of the helmet to crush. Even though the damage may not be visible, the helmet should be replaced.



Handouts & Materials

Midiendo y Ajustando el Casco

page 2

Midiendo el Casco

Hay cinco tamaños de cascos de bicicleta que le quedan a las cabezas con diferentes circunferencias. Un casco de bicicleta que no queda o no ajusta propiamente no es seguro. Hay cinco tamaños normales disponibles de cascos certificados. El tamaño y la medida dependen de la circunferencia de la cabeza, tomando la medida en la frente.

Compara la circunferencia de tu cabeza con esta tabla para determinar de qué tamaño debe ser tu casco. La mayoría de los cascos vienen con almohadillas. Un casco debe quedarte cómodamente. Usa las almohadillas con diferentes groesores para ajustarlo. Algunas cabezas no son de la misma forma que los cascos normales y en estos casos una mezcla de almohadillas gruesas y delgadas adelante y atrás o en los lados consiguen poder ajustarlo apropiadamente.

Ajuste del Casco

Ojos

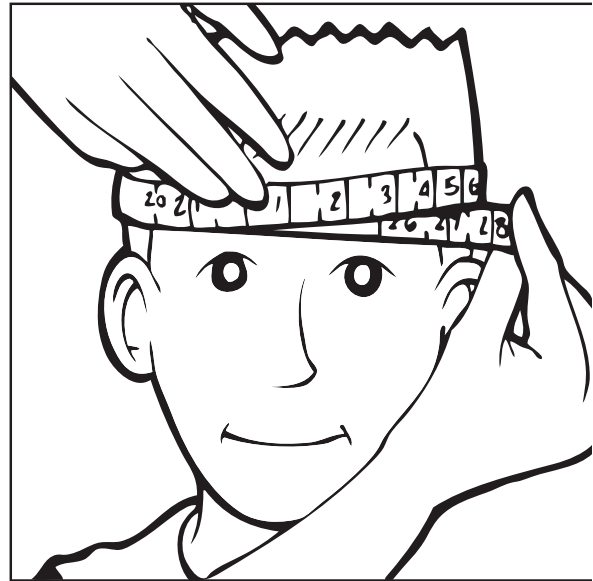
El casco es plano en la cabeza y en el frente del casco puede verse por el usuario. Algunas personas sugieren que el casco debe usarse de tal forma que uno o dos dedos puedan ponerse entre el casco y las cejas.

Orejas

Las correas de ajuste con las hebillas en el lado deben formar un “V” debajo de las orejas y ligeramente frente de los oídos y si es posible asegúrenlo. Cuando se ajustó apropiadamente, el casco no debe poderse empujar para atrás o jalar para el frente.

Boca

Siempre abroche la correa bajo la barbilla. Las correas de la barbilla deben abrocharse encada paseo. Debe ser cómodo pero no incómodamente apretado. Uno debe sentir la correa que arrastra el casco cuando la boca se abre.



Extra Chico (18.9" - 20")

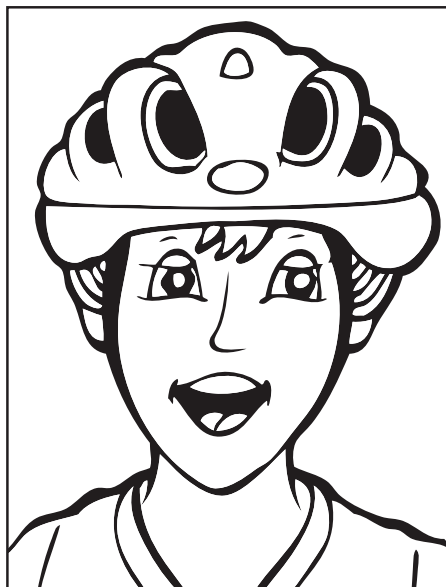
Chico (20 " - 21 1/4")

Niño (20 1/2" - 22")

Juvenil (21 3/4" - 22 3/4")

Adulto S/M (22 1/2" - 23 3/8")

Adulto M/L (23 1/8" - 23 7/8")



Recuerda Estos Tips

Usa un casco recto y nivelado en la cabeza.

El casco debe descansar derecho en el tope de la cabeza. El margen del casco debe estar nivelado del frente y atrás. Debe llevarse más bajo en la frente, sobre las cejas. Si el casco se ladea hacia atrás, no protegerá la frente.

Para ser eficaz, ajusta el casco para que quede cómodo. Con el casco correctamente colocado en la cabeza, suavemente rueda el casco de izquierda a derecha y del frente hacia atrás. Si la piel de la frente se mueve con el casco, entonces esta correcto. Si la piel de la frente no se mueve cuando el casco se rueda, puede estar demasiado flojo.

Reemplaza el casco después de una caída. Impactos de la caída causan que la espuma del casco se aplaste o rompa. Incluso aunque el daño no pueda ser visible, el casco, debe reemplazarse.



Handouts &
Materials

Protecting the Brain

page 1

Protecting one's brain from injury is one of the most important considerations when cycling. Head protection is a greater concern when cycling than when riding in a vehicle. Notice how the skull serves as a protective covering for the brain. Note the thickness of the skull. Look at common objects in the classroom and compare the thickness of the skull to these. For example:

Is the skull as thick as, thicker than, or less thick than, a piece of paper?

Is the skull as thick as, thicker than, or less thick than, a desk top?

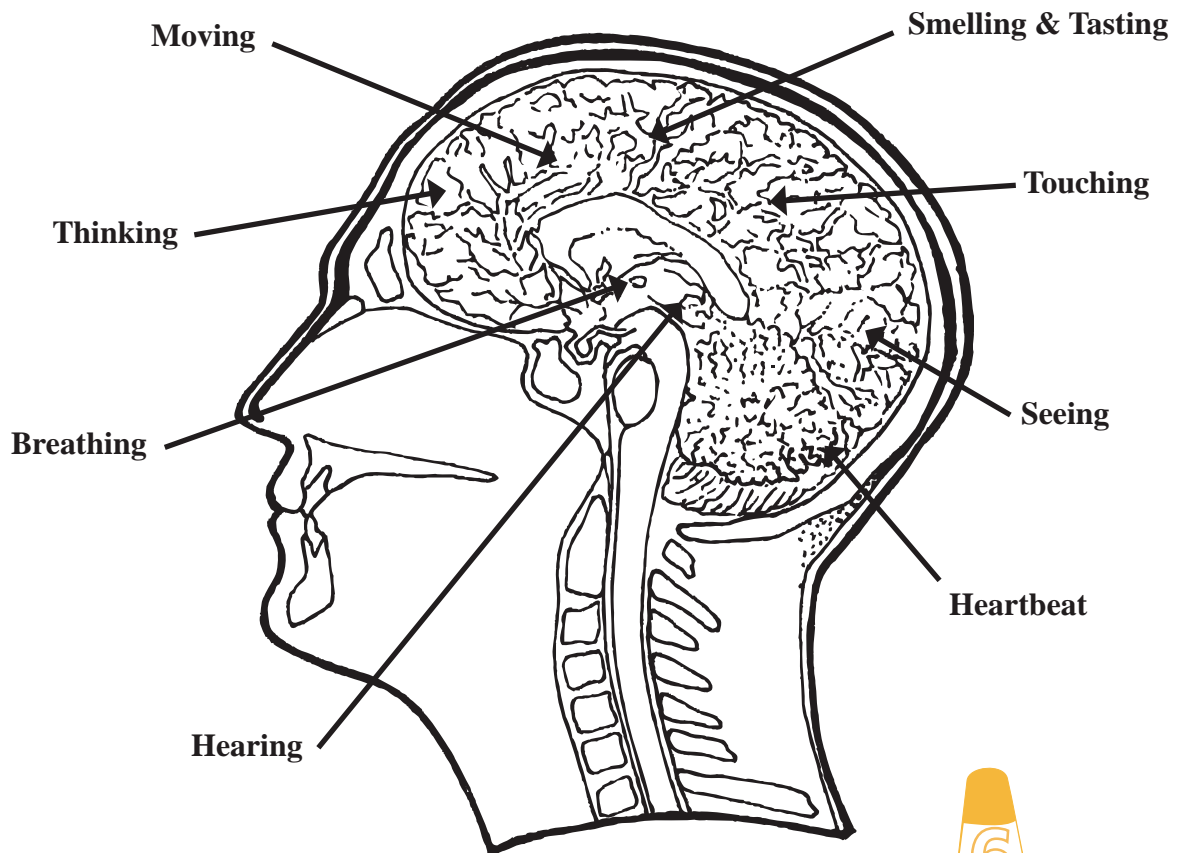
Is the skull as thick as, thicker than, or less thick than, the wall?

Is the skull as thick as, thicker than, or less thick than, a book?

Is the skull as thick as, thicker than, or less thick than, a pencil?

Like other bones in the body, the skull can be broken or fractured with moderate ease. When this happens, the soft brain tissue inside the skull can be seriously injured. Even if the skull bone is not broken, the brain can be badly injured when the head receives a hard blow because the brain moves around inside the skull and can be damaged by this kind of trauma.

An injury that breaks the skull is called an "open-head" injury; one that does not is called a "closed head" injury. Both types of injuries are very, very serious. Sometimes brain injuries are fatal; other times brain injuries can cause problems that never go away - they are permanent. Depending upon what part of the brain is injured in a crash, a person may have very serious problems with activities such as seeing, walking, talking, reading, and so on. That is why it is important to ALWAYS wear a helmet when riding a bicycle or doing other activities which could result in a fall or injury to the head.



6

Handouts &
Materials

Protegiendo el Cerebro

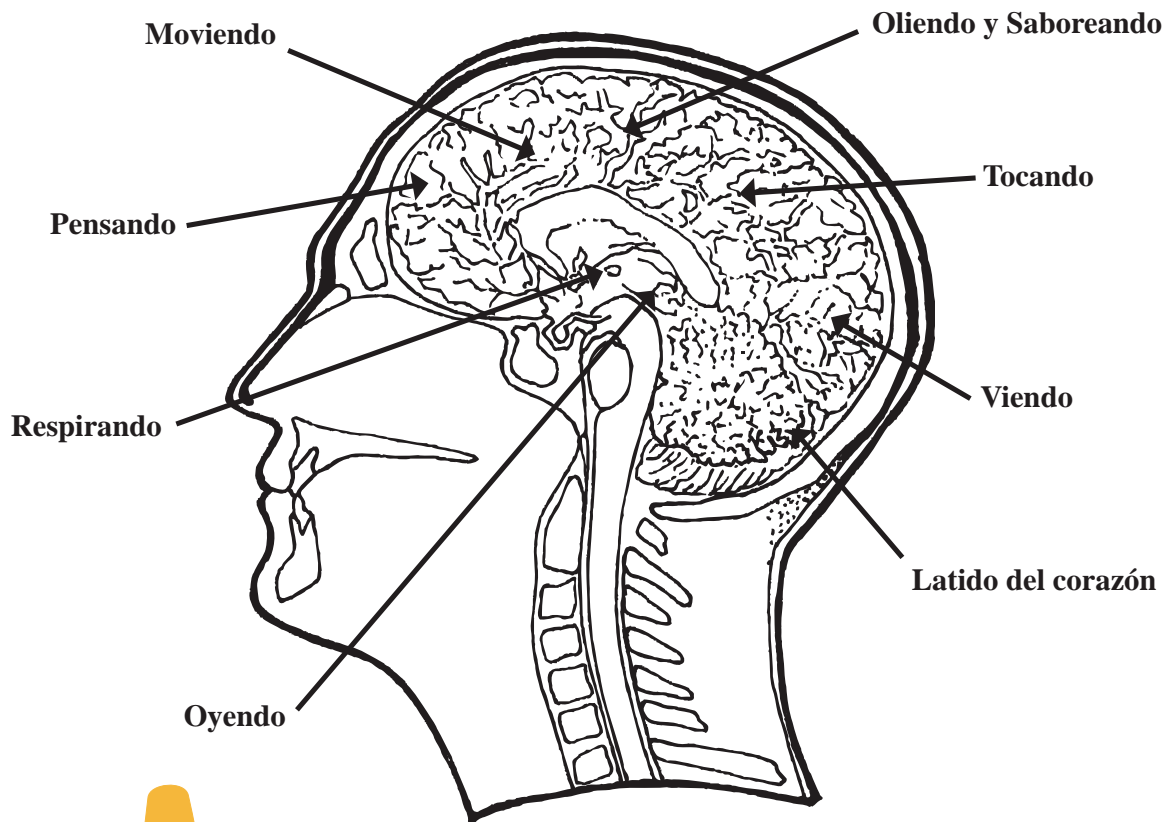
page 2

Proteger el cerebro de una lesión es una de las consideraciones más importantes cuando practiques el ciclismo. La protección de la cabeza es una preocupación mayor cuando practicas el ciclismo que al ir en un vehículo. Fíjate cómo el cráneo sirve como una cubierta protectora para el cerebro. Nota el espesor del cráneo. Mira objetos comunes en el salón de clase y compara el espesor del cráneo con éstos. Por ejemplo:

- ¿Es el cráneo tan grueso como, más grueso que, o menos grueso que, un pedazo de papel?*
- ¿Es el cráneo tan grueso como, más grueso que, o menos grueso que, la parte de arriba del escritorio?*
- ¿Es el cráneo tan grueso como, más grueso que, o menos grueso que, la pared?*
- ¿Es el cráneo tan grueso como, más grueso que, o menos grueso que, un libro?*
- ¿Es el cráneo tan grueso como, más grueso que, o menos grueso que, un lápiz?*

Como otros huesos en el cuerpo, el cráneo puede romperse o fracturarse con cierta facilidad. Cuando esto pasa, el tejido suave del cerebro dentro del cráneo puede dañarse en serio. Aun cuando el hueso del cráneo no este roto, el cerebro puede ser dañado cuando la cabeza recibe un golpe duro, porque el cerebro se mueve de un lado a otro dentro del cráneo y puede dañarse por este tipo de traumas.

A una lesión que rompe el cráneo se le llama “lesión de cabeza abierta”; a una lesión que no se abre se le llama “lesión de cabeza cerrada”. Ambos tipos de lesiones son muy, pero muy serias. A veces las lesiones del cerebro son fatales; otras veces las lesiones de cerebro pueden causar problemas que nunca desaparecen-estas son permanentes. Dependiendo qué parte del cerebro se daña en una caída, una persona puede tener problemas muy serios con actividades como ver, caminar, hablar, leer, y así sucesivamente. Es por eso que es importante SIEMPRE usar un casco al montar una bicicleta o hacer otras actividades que podrían producir una caída o lesión a la cabeza.



Handouts &
Materials

Bicycle Inspection Stations Details

page 1

Basic Bicycle Inspection

Leader _____

Volunteer _____

Volunteer _____

Advanced Bicycle Preparation

Mechanic _____

Mechanic _____

SUPPLIES

- ☐ Table (2)
- ☐ Bicycle Pump (2)
- ☐ Metric allen wrenches 4, 5, and 6mm
- ☐ Phillips screwdriver
- ☐ Flat Screwdriver
- ☐ Crescent (adjustable) wrench
- ☐ Tire tools
- ☐ Spare tubes
- ☐ Hand cleaner
- ☐ Advanced mechanics will bring their own tools and repair stand.
- ☐ Spare bicycles (if possible)

The leader and volunteers will need to have basic bicycle repair knowledge. They will air tires, fix flats, adjust seats and perform a basic safety check on each bike. If there is anything wrong with the bike beyond air in tires, basic bolt adjustment or seat height adjustment, they will send the bike on to the Advanced Bicycle Preparation for more extensive repairs.

If the mechanics at the Advanced Bicycle Preparation Station deem that a bicycle is not safe to ride, the bicycle will not be allowed to be used. If spare bicycles are available, participants may check one out for use with a waiver signed by parent and the parent's driver's license for collateral. This is best done at the Main Station.



Handouts & Materials

Bicycle Inspection Stations Details

page 2

Optional Activity: Learn the Bicycle Parts Game.

Bicycle Parts Relay Set-up

CREATE HANG TAGS

Prior to this activity, create two card sets (depending upon class size) of the parts of a bicycle on three by five inch color index cards, with each set being on different color card, (2 sets, 2 colors). Cut (and laminate, if possible) each card, punch a hole in the card and provide a method of attaching it to a bicycle. Rubber bands, string and pipe cleaners all work well. Chenille pipe cleaners are a favorite and can be purchased in many hobby departments.

DEFINE A START/FINISH LINE

Define a Start/Finish Line at one end of the gym. Set up one or two bicycles and a helmet approximately 25 yards from the starting line. Divide students into two teams. Station volunteers behind the bicycles to assist students when necessary.

DISTRIBUTE HANG TAGS TO STUDENTS

INDOOR METHOD

Spread one full color set of cards out on the floor approximately five feet in front of one team and the other color set approximately five feet in front of the other team.

OUTDOOR METHOD

Hand a full set of cards to each team and have them divide them up as evenly as possible between them. If the number of students is less the number of cards, some students will have more than one card. During the activities described, instruct them to play only one card at a time.

How to Play

On the go signal, the first student from each team either picks a card off the floor or uses the card in their hand and runs to a bicycle and “tags” that part by attaching the card to the part. The card must stay on. Having to manipulate the pipe cleaner to wrap around the parts requires the student to focus on the finer details of those parts and encourages retention, while at the same time helps them to develop eye and hand coordination.

After tagging the part, the student runs back to their team line, high fives the next student in line to run, and then moves to the end of his/her team line.

The first team to finish gets one point. When both teams are finished, have all the students gather around the bicycles. The teacher calls out the parts to see if they are tagged correctly. For each incorrect tag or card that falls off, it's minus one point for that color team. The winning team has the highest score.



Vehicle Safety Inspection Checklist

page 1

Check all boxes that apply when inspecting a bicycle.

Handlebars

- ☐ Move Sideways
- ☐ Move Front to Back
- ☐ OK Cannot Move

Saddle Position

- ☐ Too High
- ☐ Too Low
- ☐ Too Loose
- ☐ Correct Height
- ☐ OK Cannot Move

Tires

- ☐ Low Pressure
- ☐ Worn
- ☐ OK

Brakes

- ☐ Front Pads Worn
- ☐ Levers Need Adjustment
- ☐ Rear Pads Worn
- ☐ Cable Ends Frayed
- ☐ Cable Ends Capped
- ☐ OK Brakes Are Effective

Coaster Brakes

- ☐ Do Not Stop
- ☐ OK Brakes Are Effective

Hand Grips

- ☐ Hand Grips Uncovered
- ☐ OK Grips Don't Twist
- ☐ OK Ends Plugged & Protected

Frame / Fork

- ☐ Bent
- ☐ Cracked
- ☐ OK

Reflectors & Lights

- ☐ Front Light Missing
- ☐ Rear Red Reflector Missing
- ☐ Reflector Hanger Bent
- ☐ OK Reflector Attached
- ☐ OK Front Light Attached & Working
- ☐ OK Rear Light Attached & Working

Quick Release Levers

- ☐ Closed
- ☐ Facing Backward

Chain

- ☐ Dirty
- ☐ Rusty
- ☐ Too Loose
- ☐ OK

Frame Size

- ☐ Too Big
- ☐ Too Small
- ☐ OK

ABCD Quick Check

A. Air / Wheels:

*Is the air pressure in the tires correct?
Are the tires in good shape?
Do the wheels spin freely on the hub?
Are all the spokes tight?*

B. Brakes:

*Do the brakes make the wheels skid?
Are the pads in good shape?
Spin both wheels; do the brake pads rub?*

C. Chain / Crank / Pedal:

*Is the chain straight?
Is the chain clean and lightly oiled?
Is the chain free of rust?
Is the crank tight and secure?
Are the pedals tight and secure?*

D. Drop:

*Raise the bike about two inches and drop it.
Does it make noise? Something may be loose.*

Quick / Check:

Quick; If the bike is equipped with quick release fittings, are they properly adjusted?

Check; Ride around slowly, does the bike appear to operate properly?

Handlebars

With front wheel between legs, try to twist and then rotate handlebars. Tighten as needed to secure and tighten in a straight position. Bounce bike a few inches off the ground. Loose nuts, bolts, and spokes will be revealed.

Saddle Position

Try to twist the saddle. It should be tight and not move. The seat should be level with the ground. The seat height is adjusted so that your knee has a slight bend when you are sitting on the saddle with your foot level on the pedal at the bottom of the stroke. This will be uncomfortable for the novice rider because the toes just touch the ground when seated on the saddle. A seat post has a line on it showing the maximum extension. You need a longer seat post if that line is exposed.

Tires

Thumb test by pushing down on each tire. Too much indent could require additional air. Make sure that tires are not cracked or worn. The PSI is the air pressure that a tire is designed to hold, and is printed on the tire for reference. To

exceed recommended PSI could result in a tire blow out which often occurs when utilizing a gas station air compressor.

Brakes

Depress levers and place fingers between lever and handlebar. At least one inch of space must remain between depressed lever and handlebar.

Coaster Brakes (if there is one)

Ability to leave a skid mark. Either have cyclist do a skid or push forward and push pedal to apply brake. Is the brake arm attached to the frame near the rear wheel?

Hand Grips

Must not twist easily. They must cover the handlebar ends with no protrusion of metal allowed.

Frame / Fork

Sturdy, straight, and secure with no evident damage.

Reflectors & Lights

Check that all lights and reflectors are mounted securely on the bike and are visible from a distance. Some state laws require a white light (not a reflector) in front and a red light or red reflector in back when riding at night.

Frame Size

Straddle the bicycle with the top tube between the legs. Lifting handlebars and front wheel, the cyclist must have 1-3 inches of space. A young cyclist cannot adequately control a bike that is too big and lack of control leads to dangerous riding habits.

Chain

No excessive looseness. Taut with some play.

**Protect Yourself!
Wear a Helmet!**

Lista de Revisión de Seguridad de Bicicleta

page 2

Marca todas las cajas que se usan al revisar una bicicleta.

Manubrio

- ☐ Se Mueve de Lado a Lado
- ☐ Se Mueve de Frente hacia Atrás
- ☐ OK No se Puede Mover

Posición del Asiento

- ☐ Demasiado Alto
- ☐ Demasiado Bajo
- ☐ Demasiado Flojo
- ☐ Altura Correcta
- ☐ OK No se Puede mover

Llantas

- ☐ Presión baja
- ☐ Desgastadas
- ☐ OK

Frenos de Mano

- ☐ Zapatas del Frente Desgastadas
- ☐ Las palancas Necesitan Ajuste
- ☐ Zapatas Traseras Desgastadas
- ☐ Extremos del Cable Frayed
- ☐ Extremos del Cable Abiertos
- ☐ OK Los Frenos son Eficaces

Frenos de Pie (Contra Pedal)

- ☐ No Frenan
- ☐ Ok Los Frenos son Eficaces

Puños / Grips

- ☐ Grips Descubiertos
- ☐ Extremos Tapados y Protegidos
- ☐ OK. Grips No se Tuercen

Cuadro / Tijera

- ☐ Torcidos
- ☐ Rotos / Cuarteados
- ☐ OK

Reflectores y Luces

- ☐ Luz Delantera Perdida
- ☐ Reflector Rojo Trasero Perdido
- ☐ Base del Reflector Torcida
- ☐ OK Reflector Sujeto
- ☐ OK Luz Delantera Sujeta y Trabajando
- ☐ Luz Trasera Sujeta y Trabajando

Bloqueos

- ☐ Cerrados
- ☐ Viendo hacia atrás

Cadena

- ☐ Sucia
- ☐ Oxidada
- ☐ Demasiado Floja
- ☐ OK

Tamaño del Cuadro

- ☐ Demasiado Grande
- ☐ Demasiado Pequeño
- ☐ OK

ABCD Revisión Rápida

A. Aire / Ruedas:

- ¿Es correcta la presión en las llantas?*
- ¿Las llantas están en buenas condiciones?*
- ¿Las ruedas giran fácilmente?*
- ¿Todos los rayos están apretados?*

B. Frenos:

- ¿Los frenos hacen que las ruedas derrapen?*
- ¿Las zapatas están en buenas condiciones?*
- Gira las dos ruedas; los frenos rosan en el rin?

C. Cadena / Multiplicación / Pedales:

- ¿La cadena esta derecha?*
- ¿Esta limpia y ligeramente lubricada?*
- La cadena está libre de oxido?*
- La palanca de multiplicación esta apretada y segura?*
- Los pedales están apretados y seguros?*

D. Déjala Caer:

- Levanta la bicicleta aproximadamente dos pulgadas y déjala caer sobre las llantas.*
- ¿Hace ruido? Algo puede estar suelto.*

Revisión Rápida:

Rápido; ¿Si la bicicleta está equipada con bloqueos, están apretados?

Chequeo; Maneja la bicicleta despacio, la bicicleta se ve que opera apropiadamente?

Manubrios

Con la rueda delantera entre las piernas, intenta torcer y entonces gira el manubrio. Apriétalo como sea necesario para asegurar y apriétalo en posición recta. Deja caer la bicicleta sobre las llantas a unas pulgadas del suelo. Aparecerán las partes sueltas, tuercas, tornillos, y rayos.

Posición del Asiento

Intenta voltear el asiento. Debe estar firme y no tener movimiento. El asiento debe estar nivelado con el suelo. La altura del asiento debe estar ajustada, para que tu rodilla tenga un doble ligero cuando estés sentado en el asiento, con tu pie nivelado en el pedal, al final del pedaleo. Esto será incómodo para el ciclista principiante porque los dedos del pie apenas tocan el suelo cuando estas sentado en el asiento. El poste de asiento tiene una línea que muestra la extensión máxima. Necesitarás un poste de asiento más largo si esa línea es expuesta.

Llantas

Prueba la presión con el dedo pulgar empujando hacia abajo en cada llanta. Demasiado floja podría requerir aire adicional. Las llantas no deben estar cortadas o cuarteadas.

El PSI es la medida de presión de aire que una llanta está diseñada a aguantar, y está impresa en la llanta como referencia. El exceder la presión recomendada podría tener como resultado que la llanta explote, esto es común que ocurra cuando se utiliza un compresor de aire en una estación de gasolina.

Frenos de Mano

Oprime las palancas y pon los dedos entre la palanca y manubrio Por lo menos una pulgada de espacio debe permanecer entre palanca oprimida y el manubrio.

Frenos de Pie (Contra Pedal)

Habilidad para dejar una marca de derrapon. Deja que un ciclista hacer (haga) un derrapon o empuja hacia adelante y empuja el pedal para frenar. ¿El brazo del freno esta sujeto al cuadro por la rueda trasera?

Grips / Puños

No deben torcerse fácilmente. Deben cubrir los extremos del manubrio sin permitir que el metal sobresalga.

Cuadro / Tijera

Fuerte, recto, y seguro sin daño evidente.

Reflectores y Luces

Verifica que las luces y reflectores estén montados y asegurados en la bicicleta y que sean visibles a distancia. Las leyes de algunos estados requieren una luz blanca (no reflector) en el frente y una luz roja o reflector en la parte de atrás de la bicicleta para montar de noche.

Tamaño del Cuadro

Monta la bicicleta con el tubo de encima entre las piernas. Levantando el manubrio y la rueda del frente, el ciclista debe tener de 1 - 3 pulgadas de espacio. Un joven ciclista no puede controlar una bicicleta adecuadamente cuando esta es demasiado grande, un mal control te lleva a una situación peligrosa.

Cadena

Sin soltura excesiva. Tensio con algo de juego.

Riding Courses Stations Details

VOLUNTEERS

Course Leader (Sets up courses, instructs volunteers, and oversees the safety of all the courses)

Course Leader Assistant _____

Turtle Race Course

Volunteer _____

Skills Course

Volunteer _____

Volunteer _____

Decisions Course

Volunteer _____

Volunteer _____

Volunteer _____

Volunteer _____

Course Leader will oversee the set up of the courses. Previous experience or practice setting up the courses before the event is highly recommended. This person also needs to be involved with the entire event setup. The flow and logistics of the entire event is important, and since the riding courses are so large, they are an important part of the flow.

The course leader will also work with the volunteers to ensure the safety of all riders and pull a rider who is out of control. The course leader will help the volunteers to understand how to gauge the timing of the riders entering the course and how many should be on the course at one time.

Volunteers will be stationed at each point where there is a number with an instruction.

They will encourage the riders to learn that skill at those points. See course handouts.

SUPPLIES

- ☐ Instruction cards for each course set up
- ☐ Measuring tape
- ☐ Course marking supplies. Choose from:
 - ☐ field chalker
 - ☐ spray chalk
 - ☐ sidewalk chalk
 - ☐ water bottle with flour
- ☐ 100 tennis balls, cut in half
- ☐ 100 poly half cones
- ☐ Large cones (24) to hold 2 stop signs, 1 yield sign, one-way sign, and miscellaneous uses around the event
- ☐ Stop Sign (2) (master provided)
- ☐ Yield Sign
- ☐ One-way Signs



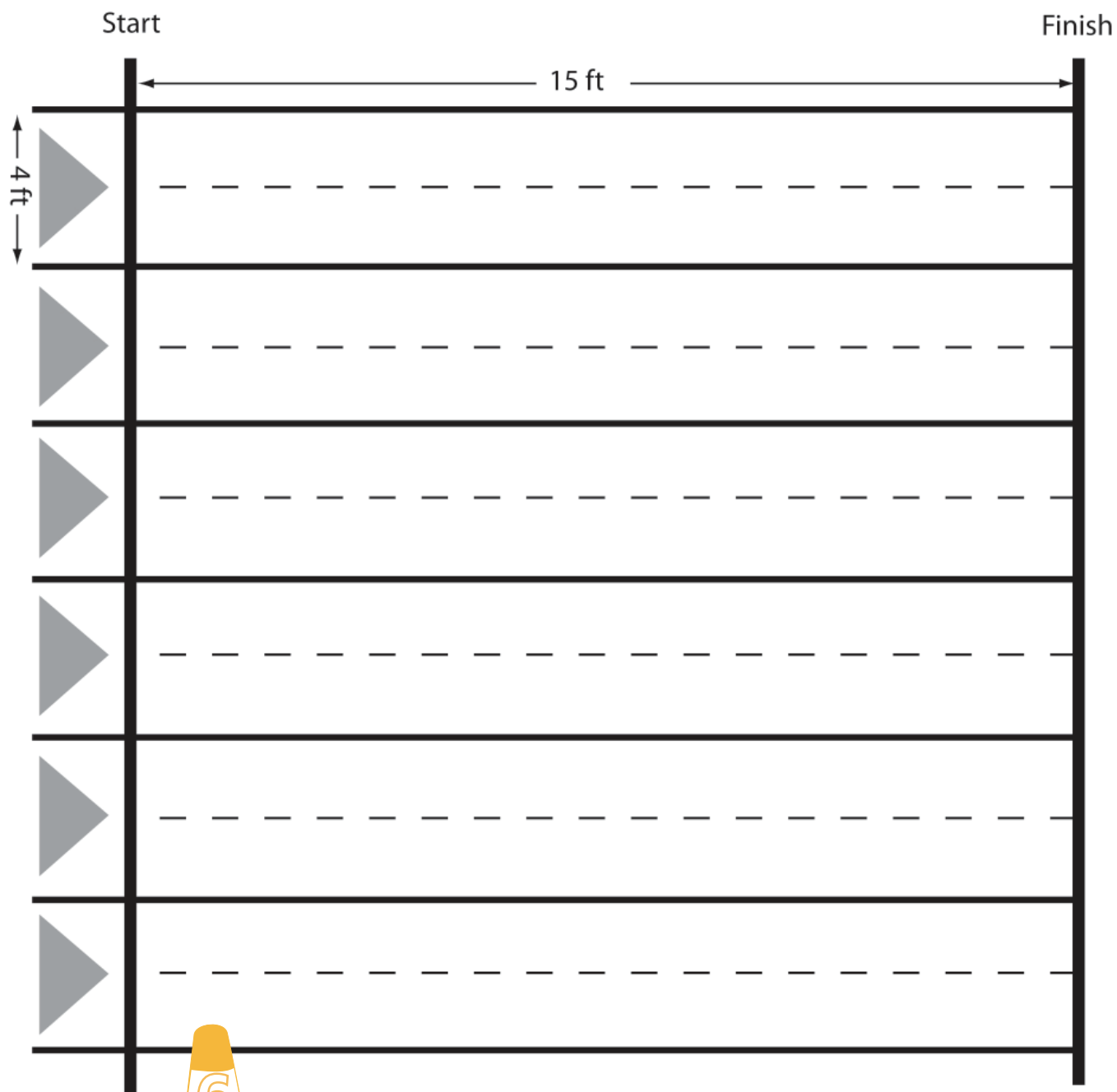
Handouts & Materials

Turtle Race Course

page 1

Instructions

- Riders line up behind the start line
- Feet must stay on the pedals
- The last person to finish is the winner
- Rider must stay in his/her lane



**Handouts &
Materials**

Bicycle Skills Course

page 1

1. Starting:

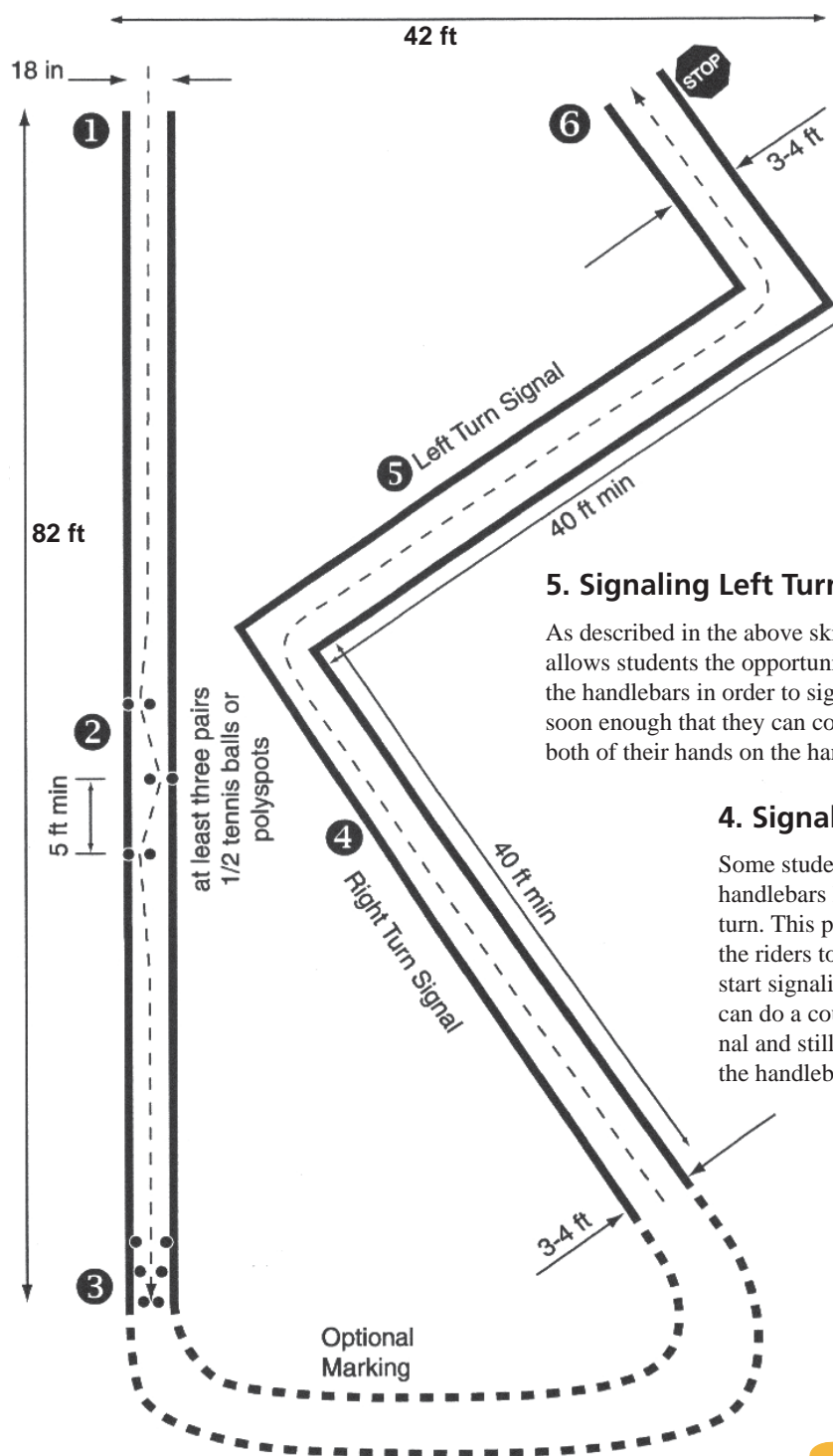
Check to see that the rider is off the seat and has one foot on the ground and the other on the pedal and that the pedal is in the 10:00 position (Power Pedal Position). A rider should be able to start and gain control in less than four feet.

2. Controlling Turns:

To be able to ride safely in complex traffic situations, the rider should be able to negotiate a "slalom" course represented by the balls or polypots laid down the middle of the narrow lane. It is permissible for the rear tire to hit the markers but the front tire misses.

3. Controlling Straight Ahead:

A rider should be able to look ahead and ride in a narrow area. These balls or polypots let the rider practice riding in a straight line.



6. Stopping:

Stopping at stop signs before entering traffic is one of the most important lessons that the students can learn. At this point, they can practice stopping at an assigned point. Watch to see that they come to a complete stop, come off the seat and place both feet on the ground or return to the Power Pedal Position, ready to make a smooth start.

5. Signaling Left Turn:

As described in the above skill, this part of the course allows students the opportunity to practice releasing the handlebars in order to signal. Make sure they start soon enough that they can count to two and still place both of their hands on the handlebars before turning.

4. Signaling Right Turn:

Some students cannot release the handlebars long enough to signal a turn. This part of the course allows the riders to practice. Make sure they start signaling soon enough so they can do a count of two during the signal and still get both hands back on the handlebars before turning.



Handouts & Materials

El Curso de Habilidades

page 2

1. Comenzando:

Asegúrese que la persona no esté sobre el asiento y que tenga un pie en el suelo y el otro en el pedal y que el pedal este en la posición de las 10:00 (Posición de Pedaleo de Poder). Un conductor debe poder comenzar y obtener el control en menos de cuatro pies.

2. Controlando las Vueltas:

Para poder montar sin peligro en situaciones complejas de tráfico, el ciclista debe poder negociar un curso de “eslálom” representado por pelotas o polyspots puestos en el centro de la línea estrecha. Es permitido que la llanta trasera golpee los marcadores pero la llanta delantera debe esquivarlos.

3. Controlando al Frente:

Un ciclista debe poder ver hacia delante y montar en un área estrecha. Estas pelotas o esponjas permiten la práctica del ciclista que monta en una línea recta.



6. Parando:

Parar en los altos antes de entrar al tráfico es una de las lecciones más importantes que los estudiantes pueden aprender. En este momento, ellos pueden practicar parando en un punto asignado. Observe que ellos paren completamente, bajen del asiento y coloquen ambos pies en el suelo y que regresen a la Posición de Pedal de Poder, preparándose para comenzar nuevamente.

5. Señalando Vuelta a la Izquierda:

Como se describió en el habilidad anterior, esta parte del curso permite a los estudiantes la oportunidad de practicar soltando el manubrio para señalar. Asegúrese que ellos comiencen lo antes posible y que puedan contar hasta dos y que puedan colocar ambas de sus manos en el manubrio antes de voltear.

4. Señalando la Vuelta a la Derecha:

Algunos estudiantes no pueden soltar el manubrio lo suficiente para señalar una vuelta. Esta parte del curso permite a los ciclistas practicar. Asegúrese que empiecen a señalar lo más pronto, que les permita contar hasta dos durante la señalización y que pueda regresar ambas manos al manubrio antes de voltear.

Handouts & Materials



Decision-Making Course

page 1

Getting Started:

Walk the course with students explaining what is expected at each point. Start the students one at a time at the “driveway” until they are all riding slowly around the loop. Instruct them to continue riding the loop until they are told to take a different action.

1. Entering Traffic:

Riders start off the seat with one foot on the ground and the other on the pedal ready to make a smooth start (Power Pedal Position). Look left, look right and then look left again. Make a right turn signal. Once clear, conduct a smooth right turn into position approximately an arm’s length from the curb line.

2. Right Turn:

Once all the riders are riding in the loop, call upon every other rider to make the right turn onto the side street. A rider should signal a right turn and then move smoothly into the side street staying to the right. (Calling upon every other rider to make the turn will help to avoid a bunch up on the side street.)

3. Stopping:

Rider must come to a complete stop, come off the seat and return to the Power Pedal Position. Before proceeding, the rider should look left, look right, look left again, signal, and wait until it is clear before making a smooth turn into the right side of the lane.

4. Avoiding Obstruction / Scanning:

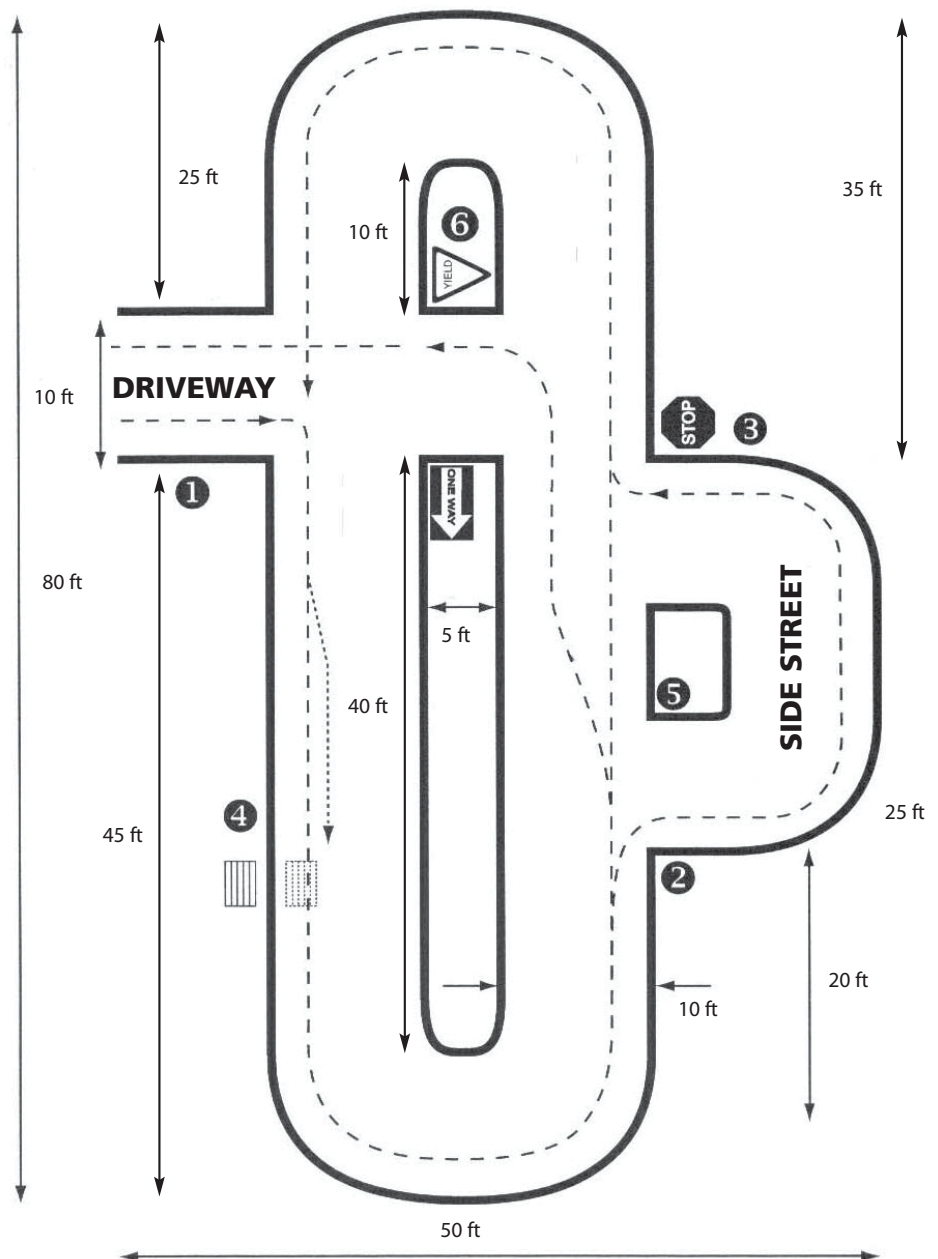
After all riders have navigated the side street, place an obstruction onto the course on right side of the lane. Watch to see if riders scan over their left shoulder before moving left to avoid the obstruction. Each rider must make a decision to slow, or stop if necessary, to let the “traffic” pass before moving left. Scanning is critical. Riders should scan soon enough to make a decision without being forced to stop.

5. Left Turn:

The desired behavior prior to a left turn includes signaling and scanning soon enough to move left to set up the turn. Riders should “time the turn” so that they can decide to either slow down to let oncoming traffic pass first or decide if they have ample time to move out in front of the “traffic” before turning.

6. Yielding to Traffic:

The desired behavior includes slowing to observe traffic and only advancing when it is clear to do so. By timing the left turn properly, it is possible that almost every rider will have to yield.



Handouts & Materials

La Decisión que Hace la Ruta

page 2

Empezando:

Camine con los estudiantes por el curso explicando lo que se puede esperar en cada punto. Comience con los estudiantes de uno en uno en el “camino de entrada” (driveway) hasta que todos hallan montado lentamente alrededor y dar la vuelta. Instrúyalos mientras continúan montando alrededor hasta que se les diga que tomen una acción diferente.

1. Entrando al Tráfico:

Los ciclistas comienzan fuera del asiento con un pie en el suelo y el otro en el pedal preparados para comenzar fácilmente (Posición de Pedal de Poder). Mire a la izquierda, y luego a la derecha, nuevamente voltee a su izquierda una vez más. Señale su vuelta a la derecha. Una vez que este libre, realice su vuelta a la derecha fácilmente en una posición aproximadamente de la longitud de un brazo de la línea de la acera.

2. Vuelta a la derecha:

Una vez que todos los ciclistas estén montando alrededor, dígame a cada dos ciclistas que giren a la derecha por la calle lateral. El ciclista debe señalar su vuelta a la derecha y entonces deberá moverse fácilmente por la calle lateral permaneciendo a la derecha. (Haciendo que cada dos ciclistas den la vuelta ayudará a evitar congestión en la calle lateral).

3. Parando:

El ciclista debe hacer un alto total levantándose del asiento para volver a la Posición de Pedal de Poder. Antes de continuar, el ciclista debe voltear a la izquierda, a la derecha, y nuevamente a la izquierda, señalar, y esperar hasta que el camino este libre antes de voltear sobre el lado derecho de la línea.

4. Evitando Obstrucción / Visualizando:

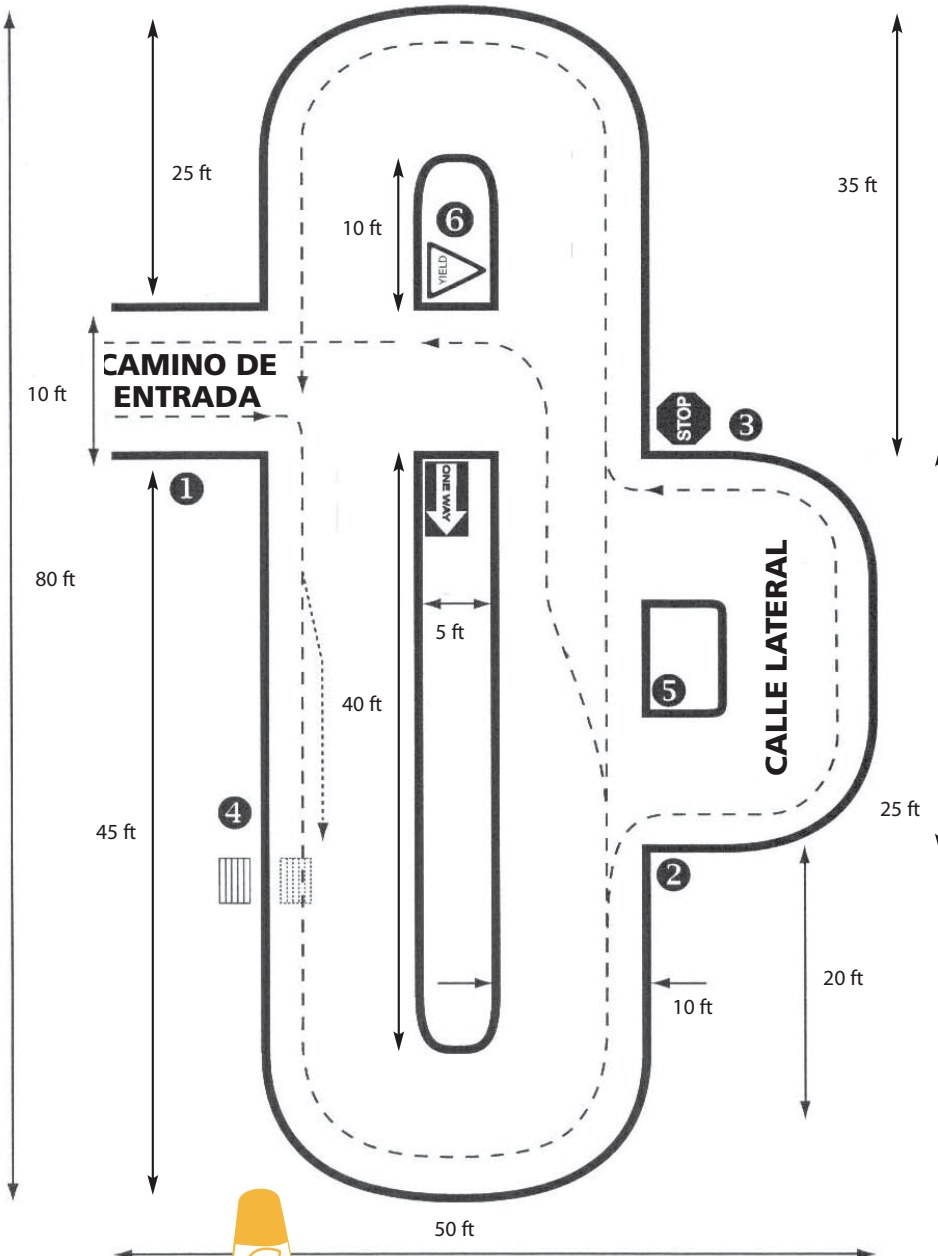
Después de que todos los ciclistas hayan pasado por la calle lateral, coloque una obstrucción en el curso sobre el lado derecho de la línea. Vea si los ciclistas visualizan sobre el hombro izquierdo antes de moverse a la izquierda evitando la obstrucción. Cada ciclista debe tomar una decisión de disminuir su velocidad o parar por completo si es necesario, para permitir el paso del “tráfico” antes de moverse a la izquierda. Visualizar es crítico. Los ciclistas deberían de visualizar lo antes posible para tomar una decisión sin ser forzados a parar por completo.

5. Vuelta a la Izquierda:

La conducta deseada antes de dar una vuelta a la izquierda incluye señalar y visualizar lo más pronto para moverse a la izquierda y poder establecer la vuelta. Los ciclistas deben “tomar el tiempo al dar vuelta” para que puedan decidir ya sea disminuir la velocidad permitiendo el paso al tráfico que se acerca o decidir antes de dar la vuelta si tienen suficiente tiempo para moverse adelante del “tráfico”.

6. Cediendo el Paso al Tráfico:

La conducta deseada incluye disminuir velocidad para observar el tráfico y sólo avanzar cuando el camino está libre. Tomando su tiempo al dar vuelta a la izquierda apropiadamente, es posible que cada ciclista tendrá que ceder el paso.



Handouts & Materials

Neighborhood Walk & Roll Details

page 1

VOLUNTEERS

Ride Leader _____

Volunteer middle monitor _____

Volunteer rear _____

Volunteer rear _____

Sag driver _____

Law dictates that only a police officer can stop traffic.

Police contact _____

Attending officer _____

Attending officer _____

Walk Leader _____

Volunteer middle _____

Volunteer rear _____

Volunteer rear _____

SUPPLIES

- ☐ Loud speaker for ride start announcements
- ☐ Walkie talkies for leader, rear, and main station
- ☐ Bike Start Sign
- ☐ Walk Start Sign
- ☐ Cones to designate starting areas



**Handouts &
Materials**

Neighborhood Walk and Roll Details

page 2

Participants who have completed all the safety stations, as indicated on their card attached to the bike, are prepared to advance on to the Neighborhood Walk and Roll. Designate staging areas for the riders and walkers to gather, using the cones and signs.

Bike Ride Plan

Choose a one to five mile route on low traffic streets with mostly right hand turns. A three mile ride will take 45 minutes for the slowest rider. The time of day or day of week has a bearing on the amount of traffic which will be encountered. This should be taken into consideration when planning the ride. Maps showing average daily traffic volumes are available from the Department of Transportation and are useful in planning rides. The selected route must be tested beforehand and ridden at the time the event is planned. The selected route should also be tested the day before to pinpoint any changes that might affect the ride.

Walk Plan

Choose a route that offers some learning opportunities. If possible and safe, include a crosswalk, a section without a sidewalk (to demonstrate walking against traffic), and a corner crossing without a light. Go to www.mapmywalk.com to plot your walk with just a few mouse clicks. Once your walking map is complete, you can quickly view it in 3D, satellite maps, or share it with friends. Walk the route the day before the event to pinpoint any changes that might affect the walk.

Once the riders/walkers are assembled, using a loud speaker, slowly go through the ride safety tip announcements.

WALK START ANNOUNCEMENTS

- Stay behind the ride leader.
- Walk. Don't run.
- Cross at crosswalk or corner.
- Stop and scan the area, look left, right, and left again until no vehicles are coming before you cross the street.
- Watch for vehicles turning right at stop signs and red lights, even when you have the walk signal.

RIDE START ANNOUNCEMENTS

- Stay behind the ride leader.
- Ride a straight predictable line.
- Keep at least one hand on the handlebars.
- No more than 2 people can ride side by side.
- If there is traffic, ride single file.
- Signal turns.
- Call out turns and hazards in the road.



Kids Fun Race Details

page 1

OVERVIEW

Although on-street practice is the best test of students' new safety skills, one option for areas where that's just not possible is the Kids Fun Race, where everyone wins!

A field or park is an ideal place for the Kids Fun Race. Set up a loop with a distance for the youngest riders that you expect to participate; the older riders can go around more times. For added fun, design the course to go around trees and through some small dips or bumps. The course can be marked using surveyor tape and tent stakes or large nails. Wrapping the tape around trees, poles and large cones is helpful in certain conditions.

Before setting up, have children test the course for difficulty and distance. A good number of riders for each "heat" should have 5–15 riders. As each rider completes their ride they are awarded with cheers and a medallion.

Suggested age categories are (the groups can be also separated by gender):

- Training Wheels
- 3–4 year old
- 5–6 year olds
- 7–8 year olds
- 9–10 year olds
- 11–12 year olds

VOLUNTEERS

Leader_____

Volunteer_____

Volunteer_____



**Handouts &
Materials**

Kids Fun Race Details

page 2

SUPPLIES

- ☐ Surveyor Tape
- ☐ Tent stakes or large nails
- ☐ Large cones
- ☐ Clear wide tape
- ☐ Race numbers (p. 96) (distributed at registration and put on bikes)
- ☐ Race forms divided by age category on clipboard with pen
- ☐ Medallions

INSTRUCTIONS

1. Leader and volunteer set up course.
2. Leader also needs to coordinate with registration to ensure that riders are accounted for. Race numbers with twist ties are distributed during registration.

At registration:

3. Pick out race # and write # on waiver. Write child's first name on front of number to help the crowd cheer them on by name. Attach race # to bike with three twist ties.
4. During registration, fill in Race Form sheets according to age. Put a check on waiver to know that info has been transferred.
5. Before handing list over to race leader, double check race form to insure the number of riders matches the number registered.
6. Prepare medals according to number of riders signed up and have ready for Leader.
7. Give filled out Race Form to Leader.

RACE

1. Assemble all the riders
2. Pre Ride—organize groups of 15 according to age to pre ride the course for one lap.
3. Pull everyone off the course.
4. Call names by age to line up for the race.
5. Announce how many laps that group will ride.
6. Ready, set, go!
7. Cheer all riders and call out their name as they pass.
8. During races, be at finish to put medal on each child as they finish.
9. Have FUN!
10. Volunteers take down course and leave the area clean.



Kids Fun Race Form

AGE CATEGORY (CIRCLE ONE)

Training Wheels

3-4 year-olds

5-6 year-olds

7-8 year-olds

9-10 year-olds

11-12 year-olds

[illegible]

Use a different registration sheet for each age category. It is easiest to fill these out at the start of the Bike/Walk Rodeo, at the registration area (Station A).



Handouts & Materials

Kids Fun Race Sample Numbers

Kids Fun Race
[Your Event Name] [Date]

101

Kids Fun Race
[Your Event Name] [Date]

102

Resources Online

All the handouts and materials in this section, including the Kids Fun Race Numbers, are available in editable form at:
<http://www.BikeTexas.org/SafeRoutesEventHandbook>



Bike & Walk to School Day – Team Leader Checklist

Step 1: Organize

- ☐ Obtain the permission of the school principal to organize Bike & Walk to School Day. Ask for permission to promote the event.
- ☐ Familiarize yourself with the instructions in this manual for conducting a safety event. Visit www.BikeTexas.org for event planning information and materials.
- ☐ Coordinate staging areas. Arrange locations and volunteer parent group leaders.
 - ☐ Area 1: Area _____ Leader _____ Phone _____
Leader _____ Phone _____
Middle _____ Phone _____
Rear _____ Phone _____
Rear _____ Phone _____
 - ☐ Area 2: Area _____ Leader _____ Phone _____
Leader _____ Phone _____
Middle _____ Phone _____
Rear _____ Phone _____
Rear _____ Phone _____
 - ☐ Area 3: Area _____ Leader _____ Phone _____
Leader _____ Phone _____
Middle _____ Phone _____
Rear _____ Phone _____
Rear _____ Phone _____
- ☐ Recruit school greeting table volunteers:
 - ☐ Name _____ Phone _____
 - ☐ Name _____ Phone _____

Step 2: Involve Partners

- ☐ Spread the word and ask others to get involved. Contact your school site council, safety committee, and school staff and volunteers will be participating and enlist their support.
- ☐ Announce the event to your school and community. Begin as soon as the principal approves your school's participation.
- ☐ Invite local officials, law enforcement, emergency responders, dignitaries, and celebrities. Contact them at least two or three weeks in advance.
- ☐ Solicit donations of healthy treats and/or giveaways from local businesses.

Step 3: Promote Your Event

- ☐ Contact the media. Learn deadlines for submission. Plan four weeks for radio and TV public service announcements and calendar listings and one to two weeks for radio, TV and print news stories.
- ☐ Print and distribute traffic safety information, event flyers, and posters at least two weeks before the event.



**Handouts &
Materials**

- ☐ Submit a school newsletter article for publication at least two to four weeks before the event.
- ☐ Request the information be included in the daily loudspeaker announcement the week of the event.

Step 4: Gearing Up

- ☐ Print safety handouts well in advance: *Share the Road Guidelines* (p. 69) and/or *Texas Bicycle Laws* (p. 61), *Walk Safe Rules* (p. 75), *Helmet Fitting and Adjustment* (p. 77), and *Vehicle Safety Inspection Checklist* (p. 83).
- ☐ Remember that it may be windy, so bring paper weights to the event.
- ☐ Send home the backpack mail flyer with safety information, and invitations to parents and children to participate; include locations of staging areas and names of volunteers.
- ☐ Borrow tables, chairs, and trash containers. Ask well in advance in case you need to borrow tables and chairs from somewhere other than the school.

Step 5: Put on a Parade

- ☐ Make school loudspeaker announcements that week. Have an announcement included in the daily public address system broadcast on Monday, Tuesday, and Wednesday, or earlier if appropriate (p. 99).
- ☐ Do an inventory. Are the event handouts, treats, decorations, trash containers, tables, paperweights, chairs and volunteers ready for the event day?
- ☐ Remind volunteers to arrive at their assigned location at least an hour before school starts.
- ☐ Set up the welcome table at the school the morning of the event, two hours before school starts to welcome a parade of students, parents, staff, media, public officials, celebrities, and law enforcement officers. Set up chairs for volunteers and officials and set out handouts and treats.
- ☐ Enjoy the day!

Step 6: Event Wrap-Up

- ☐ Return items. Take all borrowed tables, chairs and materials back to the school or owner.
- ☐ Send thank-you notes to:
 - ☐ public officials and departments who attended
 - ☐ companies that donated items or money to support the event
 - ☐ school principal, PTA leaders, etc.
 - ☐ volunteers



Bike & Walk to School Day Announcements

Sample Newsletter Announcement

<insert date> is Bike & Walk to School Day!

Biking and walking to school are fantastic ways to instill healthy, fun habits in your child. Bike and walk with your kids. It is a great excuse to gather with your neighbors and avoid sitting in the long line of cars before and after school. Spend quality time with your kids before school and work and teach your child traffic safety.

Get prepared for the fun day! Check your bike for safety, grab your helmet, wear close-toed shoes, and ride safely. Remember, stop, look, and listen for cars. Cross only at the crosswalks.

At <insert time>, meet or deliver your child at one of the staging areas located at _____. Children will walk or bike in supervised Walking School Buses or Bike Trains. On arrival to the school, volunteers will be hosting welcome tables at _____ to give out healthy treats and other prizes. Give Bike & Walk to School Day a try, and you will see what a great way it is to start your day! For more information about biking or walking, traffic safety tips or to volunteer, please contact the Team leader, <insert name> at <contact number>.

Sample Loudspeaker Announcements

One week prior to the event:

<insert date> is Bike & Walk to School Day! Start your day with fresh air and receive a snack and/or prize. When you bike or walk to school, you are staying fit and helping to keep our air clean. Check your bike for safety, wear your helmet and close-toed shoes, and ride and walk safely. Remember, stop, look and listen for cars. Cross only at the crosswalks. Get prepared for Bike & Walk to School Day; you'll like it!

Day before the event:

Bike and Walk to School Day is tomorrow! Make plans to bike and walk with your friends. Meet them at one of the staging areas located at _____ or ask your parents where your nearest staging area is. When you get to school there will be a greeting table(s) located at _____ to pick up a snack and/or prizes before school starts. Check your bike for safety, wear your helmet and close-toed shoes, and ride safely. Remember, stop, look and listen for cars. Cross only at the crosswalks. Join us for Bike & Walk to School Day; you'll like it!



**Handouts &
Materials**

Safe Routes to School

Become a *Team Leader* for a Bike & Walk to School Day!



The following Team Leader resources are available online and in the guidebook

How to Organize Bike & Walk Safety Events for Your Community

- pre-event timeline and checklist
- sample loudspeaker and newsletter announcements
- sample press releases
- sample donation request letter
- instructions for organizing a staging areas
- tips for volunteer recruitment and involving partners from the community

For more information visit
BikeTexas.org/SafeRoutesEventHandbook



What is the role of a Team Leader?

- ✓ obtain the permission of the school principal to organize the event
- ✓ contact your PTA/PTO, site council, safety committee, and staff (i.e. teachers) to let them know your school will be participating and to enlist their support
- ✓ announce and promote the event to your school community
- ✓ coordinate staging areas where participants can gather for the event
- ✓ solicit donations or funding for healthy snacks and/or prizes
- ✓ set up a welcome table the morning of the event to greet a parade of students, parents, media, public officials, and law enforcement officers

Bike & Walk to School Day unites communities towards the common goal of establishing and maintaining safe, active, and healthy lifestyles for children and safer, healthier communities for everyone.

The aim of Bike & Walk to School Day is to raise awareness about the many health, safety, and environmental benefits of regularly bicycling and walking to school. Successful local events help persuade students and parents to create a school commute that is safe, healthy, and fun.



For more info contact:

Safe Routes to School

Bike & Walk to School Day FUNdamental Activities for Kids

Bike & Walk to School Day unites communities towards the common goal of establishing and maintaining safe, active, and healthy lifestyles for children and safer, healthier communities for everyone.

The aim of Bike & Walk to School Day is to raise awareness about the many health, safety, and environmental benefits of regularly bicycling and walking to school. Successful local events help persuade students and parents to create a school commute that is safe, healthy, and fun.

education@
biketexas.org
512-476-RIDE (7433)

Make it creative

Have students make signs, banners, and posters to put up around school, in local businesses, community centers, libraries, faith centers, etc. They can also carry signs on Bike & Walk to School Day (if they are walking). Art teachers, classroom teachers, or after school program teachers are great resources for helping with this activity.

Make it festive

Give bike trains and walking school buses a parade appearance by decorating bikes and helmets and carrying signs and balloons. Though be careful nothing can get tangled in the moving parts of a bike or affect the fit of a helmet.

Have a Contest! Make it a Game!

Decoration Contest

Have posters or decorated bikes and helmets judged. Winners can be rewarded with prizes solicited from local business and/or a picture of the winning bike and/or the winning poster could be published in the local paper. Invite a local official, such as the mayor or superintendent, or a TV/Radio personality to serve as a celebrity judge.

Helmet Giveaway

Solicit local bicycle clubs, bike shops, or organizations like Optimist, Rotary, Safe Kids Coalition, etc, to donate and fit helmets.

First Class

The class with the most students participating wins a pizza party or extra recess.

Random Raffle

Students who bike or walk can be raffle tickets and winners drawn at random. Solicit local businesses for prizes.

Treasure Hunt

Look for neighborhood “treasures.” Do you pass a park? A library? A fire station? a creek? Look for specific things or make a list of all the reasons your school’s neighborhood is great.

Study the Streets

Visit BikeTexas.org to download the NHTSA Bikeability Checklist or NHTSA Walkability Checklist. Take a walk with children to complete the surveys to determine how bikeable and walkable your community is.

Safe Routes to School

Bike & Walk to School Day FUNdamental Activities for Kids



The SafeCyclist Curriculum is a comprehensive 15-lesson guide to incorporating bicycle skills and safety into Physical Education classes as well as other classroom subjects.



The Curriculum is available for all teachers and community members who participate in the free SafeCyclist Certification Trainings. For current training schedule visit BikeTexas.org/SafeCyclist



BikeTexas
Advancing Access, Safety, and Education

education@
biketexas.org
512-476-RIDE (7433)

Make the classroom connection

There are lots of ways to take advantage of and build up to a Bike & Walk to School Day within the classroom. Here are several ways you can work with interested teachers to help make the classroom connection.

Teach Traffic Safety

Teacher Master Pages from the SafeCyclist Curriculum teach important bicycle safety topics in English and Spanish. Download these helpful resources at BikeTexas.org/EducationalResources

- Share the Road Guidelines Handout
- Share the Road Guidelines Activity Cards
- Vehicle Safety Inspection Checklist
- Helmet Sizing & Adjustment
- How to Fix a Flat
- Protecting The Brain
- Bicycle Parts
- Bicycle Parts Jumbled Words Puzzle
- Texas Bicycle Laws & IMBA Rules of the Trail Handout
- Texas Bicycle Laws Activity Cards

Travel Diary

Have students keep track of how they get around town; look for other opportunities to bike or walk to get where they need to go.

Essay & Discussion

Write or talk about the health benefits of biking and walking and the importance of practicing traffic safety.

Ask the Expert

Invite health, safety, and fitness professionals to make presentations on the benefits of activity and the importance of traffic safety.

Map Making

Have students draw detailed maps of their route to school before and after Bike & Walk to School Day. Or, have them trace existing maps and add points of interest that they remember.



Bike/Walk-A-Thon – Event Chair Checklist

page 1

Step 1: Organization

- ☐ Set the date _____
- ☐ Select steering committee:
 - Event Chair _____ Phone _____
 - Budget/Donation Chair _____ Phone _____
 - School Liason/Awards Chair _____ Phone _____
 - Community Promotion Chair _____ Phone _____
 - Event Logistics Chair _____ Phone _____
 - (other) _____ Phone _____
- ☐ Set participation and fund-raising goals: Event _____ Per Participant _____
- ☐ Designate specific destination for monies raised: _____

Step 2: Plan Event Logistics

- ☐ Permission to use location and parking: Contact _____ Cell _____
- ☐ Parking for _____ available (count possible spaces in area)
- ☐ Choose a safe walking route
- ☐ Choose a safe cycling route
- ☐ Coordinate volunteers to lead bike/walk routes and help with event
- ☐ Provide maps with basic instructions to route leaders, if necessary
- ☐ Choose Event Volunteers
 - Walk Coordinator _____ Phone _____
 - Walk Assistant 1 _____ Phone _____
 - Walk Assistant 2 _____ Phone _____
 - Bike Leader _____ Phone _____
 - Middle Ride Assistant _____ Phone _____
 - Rear Ride Assistant 1 _____ Phone _____
 - Rear Ride Assistant 2 _____ Phone _____
 - (add ride leaders and assistants as necessary) _____, _____, _____
 - Refreshment table _____, _____
 - Donation table _____, _____
- ☐ Contact law enforcement if event leaves school grounds. Discuss route plans and arrange for police escort as needed (this may involve a cost).



**Handouts &
Materials**

Bike/Walk-A-Thon – Event Chair Checklist

page 2

Step 3: Involve Partners

Students and Parents

- ☐ Hold a preliminary assembly or bike/walk safety event to encourage participation.
- ☐ Send explanation letter to parents and permission slip.
- ☐ Set up classroom and/or individual fund-raising competitions.
- ☐ Hand out mileage pledge/donation forms to students.

Community

- ☐ Print donation forms and distribute to steering committee/promotion volunteers.
- ☐ Contact potential sponsors and request support in the form of donations or prizes.
- ☐ Contact potential volunteers from community organizations and request help with the event.

Step 4: Promote your event!

- ☐ Set up web site, social networking pages, and other electronic media, if applicable to your event.
- ☐ Hand out flyers to students with basic instructions, event information, and awards, if applicable.
- ☐ Make regular PA system announcements to students and teachers about the event.
- ☐ Submit newsletter article to school four weeks before the event.
- ☐ Contact the media and record submission guidelines and deadlines. Plan to submit one to four weeks in advance, depending on the venue.
- ☐ Submit public service announcements and press releases.
- ☐ Invite local officials, law enforcement, emergency responders, dignitaries, celebrities, and local organizations related to your cause. Contact them two to three weeks in advance and encourage them to be involved in their communities.



Bike/Walk-A-Thon – Event Chair Checklist

page 3

Step 5: Hold the Event

- ☐ Have on hand: Enough tables for coolers, a snack, prizes, and a table to collect extra donations
- ☐ Coolers, water, cups
- ☐ Trash containers near the tables
- ☐ Any necessary signs/posters/safety information
- ☐ Set up two hours before the start of the event.
- ☐ Have steering committee leaders instruct volunteers.
- ☐ Have one person record names/titles of community members in attendance.
- ☐ Welcome guests.
- ☐ Enjoy the event!

Step 6: Follow-up

- ☐ Return borrowed items
- ☐ Send thank-you notes to:
 - ☐ volunteers
 - ☐ public officials/departments who attended
 - ☐ sponsors who donated items or money
 - ☐ school officials
- ☐ Send a post-event press release to local media and school newsletter editor.
- ☐ Hold post-event meeting to discuss the event and future events.
- ☐ Update your web site and media pages with event photos and information.

Notes:



**Handouts &
Materials**

Bike/Walk-A-Thon – Supplies Checklist

Organizational Supplies

- ☐ Waiver/Registration Sheets on clipboards
- ☐ Copies of checklist with names and phone numbers of all key people
- ☐ Copy of event plan or timeline for key people
- ☐ Name tags for volunteers
- ☐ 1 box pens
- ☐ Scissors
- ☐ Binder clips, paper clips, rubber bands
- ☐ Plastic or duct tape
- ☐ Loudspeaker or bullhorn
- ☐ Tables and chairs
- ☐ Trash Containers
- ☐ Snacks, drinks, and prizes
- ☐ Ice chest
- ☐ Hand wipes/sanitizer
- ☐ First Aid Kit

Equipment

- ☐ Table if you anticipate providing a lot of repairs
- ☐ Bicycle pump
- ☐ Tire patch kits (tire tools, patches, glue, etc.)
- ☐ Metric allen wrenches in 4, 5, and 6mm
- ☐ Phillips and flat head screwdrivers
- ☐ Adjustable wrench or metric wrench set
- ☐ Someone who knows how to use it all

Signs

- ☐ Registration/Information/First Aid
- ☐ Bike Ride Start sign
 - ☐ Walk Start sign
 - ☐ Donations/Pledges table sign



Bike/Walk-A-Thon Sample Pledge Form

page 1

It's time for the Annual [Organization Name]
[Year] Bike/Walk-A-Thon!
[Day of the week], [Date]

First Name: _____ Last Name: _____

I plan to bike and/or walk at least _____ miles for [Organization Name].

Dear Potential Sponsor,

I am participating in the [Organization Name] Bike/Walk-A-Thon. All proceeds will help fund [list of activities]. You can sponsor me for an amount per mile and can name a maximum amount that you are willing to contribute. After the event, I will return to tell you how many miles I biked/walked and collect your contribution. Make checks out to [Organization Name]. All contributions are tax-deductible.

Thank you!

Name of Sponsor	Pledge per Mile (Example: \$5.00)	Maximum Pledge	Amount Collected from Sponsor	Sponsor Phone/E-mail
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Participants:

To reach our goal, we hope that each participant finds at least ten sponsors. Please bring this form to your classroom on the day of the bike/walk-a-thon final event, [Day of the week], [Date].



Handouts &
Materials

Bike/Walk-A-Thon Sample Pledge Form

page 2

[Organization Name] [Year] Bike/Walk-A-Thon [Day of the week], [Date]

Our bike/walk-a-thon is a fun and fit activity for students, with all participants striving to achieve their personal best distance. Students set realistic lap goals based on age and development. Drinks will be provided and awards given for exceptional participation.

Our goal is to help the fund-raising committee raise at least \$ [amount] to fund [list of activities]. We hope that each family will participate in the sponsored walk to the best of its ability. If each family raises \$ [amount], we will achieve our goal. Thank you very much for your participation!

Rules

1. Students may start collecting pledges as soon as they receive the pledge sheets. **Reminder: Pledge sheets need to be handed in on the day of the bike/walk-a-thon, [Day of the week], [Date].**
2. Pledges may be made by anyone. However, participants may not ask for pledges from any of the staff members of [Organization Name]. **Each sponsor making a pledge should write their own name, pledge per mile and maximum pledge.** Students may collect the pledge in advance but must keep pledges until all are collected.
3. On the day of the final bike/walk-a-thon event, each class will bike/walk during a specified time. Each lap is approximately [distance]. Each participant will be issued a "lap tag," which will be punched each time the student reaches the starting point, thereby keeping track of the number of laps completed. **[This section for one-day event bike/walk-a-thons. Alternately, students may be handed popsicle sticks or straws for laps completed, and tally at the end.]**
4. Upon completion of the bike/walk-a-thon, students will hand in their lap tags. A volunteer will record each student's lap total on their pledge sheet and return it. Students may then collect outstanding pledges.

Please return pledge sheets with the money to [Organization Name] by [Day of the week], [Date].

We look forward to all our participants having a great time! For questions or concerns or to volunteer, contact [Event Chair] at [phone number] or [e-mail].

Resources Online

Find the editable Sample Pledge Form, along with editable versions of all handouts and materials on our website at:
<http://www.BikeTexas.org/SafeRoutesEventHandbook>

**Handouts &
Materials**



Incident Report Form

page 1

Event Name _____ Date _____

Event Point of Contact _____ Phone _____

E-mail _____

Reporting Person _____ Title _____

Address _____

Phone _____ Alternate Phone _____

E-mail _____

Event Date _____ Event Type _____

Co-Sponsor _____ Point of Contact _____

Co-Sponsor Insurance (if any) _____

Date of Incident _____ Time _____ Injured Person _____

Address of Injured Person _____

Phone _____ E-mail _____

Type of Injury _____

Signed Waiver Form Attached? yes no

If no, where is form? _____

Witnesses: Name/Address/Phone/E-mail

Was injured party taken to the hospital? yes no Transported by Ambulance? yes no

Name and Address of Hospital _____

Physician _____

Use page 2 to report details of incident.

Incident Report Form

page 2

attach additional pages as necessary

1. Report actual circumstances of incident

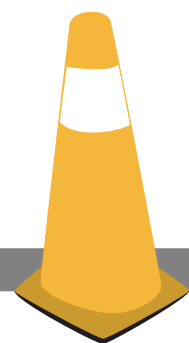
2. Report all actions of event workers/witnesses, other people.

3. Report on any follow-up and/or suggestions made to person.

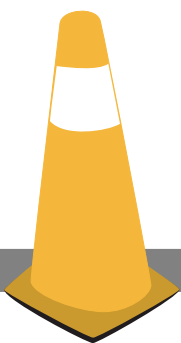
4. Report on any other action/activity relating to incident.

5. Attach event promotional materials, waivers, & witness statements

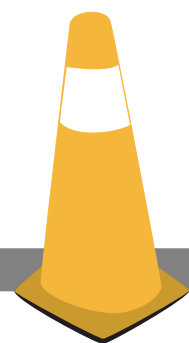
Notes



Notes



Notes



Safe Routes to School Event Handbook

First Edition

Published June 2011 by BikeTexas
with funding from TxDOT Safe Routes to School



Download the free e-book version,
in addition to activity handouts and
event planning materials, by visiting
our website at: [BikeTexas.org/
SafeRoutesEventHandbook](http://BikeTexas.org/SafeRoutesEventHandbook)



TEXAS DEPARTMENT OF TRANSPORTATION

Safe Routes to School Event Handbook originally developed by
BikeTexas with funding from Texas Dept. of Transportation Save-A-Life