

## Pre Course and Bike Check Information



Dear Parent or Guardian,

Cycle training (Bikeability) to National Standards Level 1/2/3 syllabus designed to develop road sense, is to be conducted and your child/ren is/are invited to apply to do the course you would like them to participate in. It also raises awareness of traffic dangers and ultimately to improve your child's ability to ride safely.

It is your responsibility to ensure that their bike is safe and legally roadworthy as some of the training may be road based. It will be checked at the beginning of the course and any defects must be rectified by the following session or your child will not be allowed to continue. Instructors however, are neither covered nor permitted to rectify faults themselves.

**FURTHER, IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR CHILD HAS A CYCLE HELMET THAT IS FITTED AND WORN CORRECTLY.** Also please note that it is your responsibility to ensure that your child is able to take their bicycle to and from the school or training centre safely.

Part of the training will take place on the public highway, and at the end you and your child will receive a report indicating how he or she has progressed and in particular, highlighting areas that require further guidance.

During the course your child will receive literature to be completed at home, and your support in going through this with your child will help him or her develop road safety skills, knowledge and attitudes is much more effectively. Only the basics of safe cycling can be learnt on this type of course, and it is very important that you continue to provide road safety help and guidance to your child afterwards.

If you wish your child to participate in this course, please complete and return the form to me as soon as possible.

Yours sincerely,

Wendy Creed

**ROAD SAFETY & CYCLE TRAINING INSTRUCTOR**



### **FITTING A CYCLE HELMET**

1 Measure the head around its circumference, about one inch above the eyebrows. **MATCH YOUR HEAD SIZE TO THE SIZE OF THE HELMET** (printed in the helmet, on a label or on the box).

2 Place the helmet squarely on your head and fasten the straps. If it's loose, use the pads or straps to get a close fit. It should feel snug all the way around, but not too tight.

3 Once the pads are fitted, place the helmet back on your head. Keep it level, about one inch above the eyebrows and adjust the outside straps, so there is no slackness.

## Pre Course and Bike Check Information

4 The front strap should be as vertical as possible. The rear strap should join the front strap, just under the ears.

5 Fasten the buckle, which should rest under the chin, not on the jaw line. You shouldn't be able to get more than 2 fingers between the strap and your neck and it shouldn't move much.

**WARNING - Cycle helmets are designed to protect the areas on the head which are vulnerable in an accident but they are ineffective if not worn correctly. Nor should the helmet restrict vision or hearing in any way as it may prevent your child from seeing or hearing approaching traffic or any warning signals from other road users. AN INCORRECTLY FITTED HELMET HAS THE POTENTIAL BE MORE DANGEROUS THAN NO HELMET AT ALL!**

## **ROAD WORTHINESS BIKE CHECKS TO CARRY OUT PRIOR TO COURSE:-**

### **PREPARING TO RIDE**

Four ways to check if a bicycle is a suitable size for the rider:

1. The rider can reach the handlebars without stretching;
2. The rider is not leaning forwards too far;
3. The rider can easily reach and operate the brake levers; ,
4. The rider can touch the ground with the toes of both feet while sitting on the saddle or, sitting on the saddle, with one heel on a pedal at its lowest point, the rider's leg is straight, but not stretched . It is important that a bicycle is the right size for the rider because it is difficult to control and ride a bicycle that is too big or too small and it may be dangerous.

The two parts of the bicycle that can be adjusted if the bicycle is a little too small or too big for the rider, are the saddle and the handlebars. However, there is a limit to the amount of adjustment and the stems should not be raised above the safety mark.

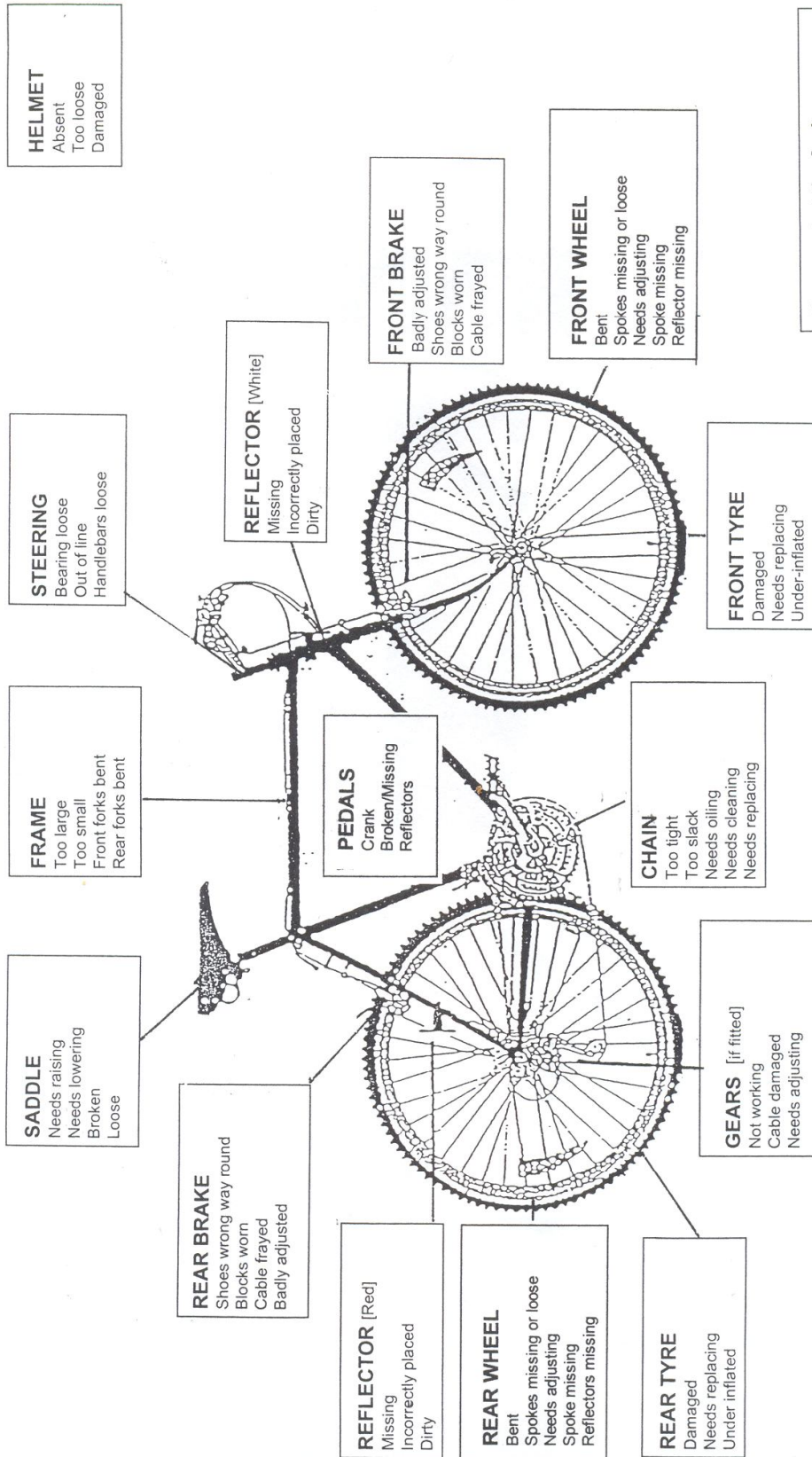
### **PARTS OF THE BICYCLE - BICYCLE FAULTS**

The commonest faults on the bicycle are:

1. No rear reflector (required by law)
2. Loose or too tight chain, in need of oiling
3. No rear light (Scottish law requires this)
4. Worn front and/or back tyre
5. Broken/missing or bent spoke(s)
6. Spoke reflector missing on rear wheel
7. Pedal(s) missing/broken/doesn't turn
8. Tyre(s) too soft
9. No front light (Scottish law requires this)
10. Frayed brake cable - **THE BRAKES SHOULD BE CHECKED BEFORE EVERY RIDE.**
11. Handlebars and/or saddle too high/low for proper control
12. Front forks bent/twisted/assembled back to front restricting steering/peddalling.
13. Oil on wheel rims, inhibiting brakes working efficiently.

# Bicycle Check Form

NAME \_\_\_\_\_



**HELMET**  
Absent  
Too loose  
Damaged

**STEERING**  
Bearing loose  
Out of line  
Handlebars loose

**FRAME**  
Too large  
Too small  
Front forks bent  
Rear forks bent

**SADDLE**  
Needs raising  
Needs lowering  
Broken  
Loose

**REAR BRAKE**  
Shoes wrong way round  
Blocks worn  
Cable frayed  
Badly adjusted

**REFLECTOR [Red]**  
Missing  
Incorrectly placed  
Dirty

**REAR WHEEL**  
Bent  
Spokes missing or loose  
Needs adjusting  
Spoke missing  
Reflectors missing

**REAR TYRE**  
Damaged  
Needs replacing  
Under inflated

**GEARS [if fitted]**  
Not working  
Cable damaged  
Needs adjusting

**CHAIN**  
Too tight  
Too slack  
Needs oiling  
Needs cleaning  
Needs replacing

**PEDALS**  
Crank  
Broken/Missing  
Reflectors

**REFLECTOR [White]**  
Missing  
Incorrectly placed  
Dirty

**FRONT BRAKE**  
Badly adjusted  
Shoes wrong way round  
Blocks worn  
Cable frayed

**FRONT WHEEL**  
Bent  
Spokes missing or loose  
Needs adjusting  
Spoke missing  
Reflector missing

**FRONT TYRE**  
Damaged  
Needs replacing  
Under-inflated

I have noted the faults listed and will rectify them as soon as possible

Signed \_\_\_\_\_  
Parent/Guardian

Date \_\_\_\_\_

**Important note to Parent /Guardians**  
The bicycle checked today has been found to have the faults shown, which should be rectified as soon as possible. Parents/guardians should note that the check carried out relates only to the condition of the tested items at the time of the check and gives an indication only, not a guarantee, of the general mechanical condition of the bicycle.

Examined by \_\_\_\_\_ DATE \_\_\_\_\_