



Bike Rodeo

Standard Operating Procedure

Student Transportation Services of Waterloo Region

School Travel Planning

www.stswr.ca/walkzone

VERSION: 0.0.1

DATE: May 28, 2020

PARTY RESPONSIBLE: School Coordinator

DOCUMENT INFORMATION			
VERSION NO	0.0.1	CURRENT VERSION DATE	May 28, 2020
EFFECTIVE DATE	May 28, 2020	EXPIRATION DATE	No expiry
PREPARED BY	Leslie Maxwell		
RESPONSIBLE PERSON	School Admin	SIGNATURE	
SUBJECT MATTER EXPERT(S)	Leslie Maxwell	SIGNATURE	
APPROVAL		PHONE NO	519-744-7575 x224

PROGRAM DESCRIPTION:

The bike rodeo provides an opportunity for students to learn and practice bike handling skills that will help them become better cyclists and avoid collisions.



PURPOSE:

This SOP will describe the process an administrator would follow to host a successful bike rodeo at an individual school, to list tools available at STSWR to support this process, and to describe the outcomes a school can expect upon participation.

DEFINITIONS:

Class 2 safety vest: *A CSA Class 2 safety vest has full coverage of the upper torso (front, back, sides and over the shoulders) with stripes/bands composed of retro-reflective or combined performance materials. Class 2 safety vests are commonly worn by school crossing guards.*

PROCESS:

In order to take part, a school Administrator must:

1. Recruit an organizational team; contact local service organizations (neighbourhood associations, community centres, Kiwanis), cycling specialists (Recycle Cycles, Cycling into the Future, bike shops, cycling clubs, municipal transportation staff, police), parent groups, teachers.
2. Choose location and date; typically your school tarmac and an evening or Saturday morning.
3. Decide if this is for the school community only, or if it will be open to the larger community.
4. Recruit trained instructors to man stations.
5. Recruit volunteers, including parents, who can assist instructors or serve as evaluators.
6. Promote the event – send messages home and make daily announcements.
7. (Optional) source funding to enhance the event with promotional supplies, ribbons, prizes, or certificates and refreshments for volunteers or participants.
8. Have the planning team fulfill the following:
 - a. Plan and design a course that includes appropriate challenges for the level of riders you expect at the rodeo.
 - b. Configure additional stations like a registration and inspection station, a bike and helmet fitting station, a starts and stops station, a traffic scanning station, a bike handling station, a driveway lookout station, and/or a crossroads station.
 - c. Write volunteer tasks out and plan volunteer orientation.
 - d. Plan giveaways or contests.
 - e. Source supplies.
 - f. Develop evaluation cards.
9. Count participants during the rodeo.



RESOURCES:

- STSWR bike rodeo planning guide
- Station and course materials
- Qualified instructors

Communications required

- Recruitment letters or calls
- School announcements
- Messages to parents

Associated SOPs

- Cycling into the Future
- Sidewalk Smarts
- Safety Assembly
- STP Booth
- Walk Event

Equipment/tools available from STSWR

- Class 2 safety vests
- Instructor, police, and community contacts
- Bike Rodeo Planning Guide
- (Potentially) giveaways
- STP Facilitator Support
- (Potentially) Bike Rodeo Kit

Links

Main information: [bike rodeo page](#)

Bike rodeo guide: [bike rodeo guide](#)

SAFETY AND SUCCESS PROVISIONS

1. The initial assessment of riders and bikes, along with the fact that stations are manned by qualified instructors, ensures the bike and helmet are fitted properly before the event, and that the rider is matched only to appropriate-level skills.
2. Good planning guided by the STSWR Bike Rodeo Planning Guide and vetted by qualified instructors will ensure an appropriate course design.

EMERGENCY PROCEDURES

- School injury procedure for any injury.



EXPECTED RESULTS

- Increased rider-skill levels and increased knowledge of cycling laws and signs in students of targeted ages.
- Student confidence to use cycling to get places.
- Awareness of school's support of active transportation among the greater community.
- More bikes in the bike rack!