

Cycling Into the Future

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 Administrator

DOCUMENT INFORMATION			
VERSION NO	0.0.1	CURRENT VERSION DATE	May 28, 2020
EFFECTIVE DATE	May 28, 2020	EXPIRATION DATE	Annual
RESPONSIBLE PERSON	School Administrator	SIGNATURE	
SUBJECT MATTER EXPERT(S)	Leslie Maxwell, Alex Ricci, Dawn Cordiero	SIGNATURE	
APPROVAL		PHONE NO	519-744-7575 x224

PROGRAM DESCRIPTION:

The Cycling Into the Future program is a third-party program for grade 5 and 6 students that enables children to become safe, confident, life-long cyclists through a series of challenges that cover rules and safety, bike tune-ups, tire repair, rodeo riding, and on road training. The Cycling Into the Future program is linked to the grade 5 and 6 Health and Physical Education curriculum.

Special learn-to-ride instruction is provided to students who do not know how to ride a bicycle. Refurbished bikes and new helmets are given to students who cannot afford them. Schools help families pay registration fees, if necessary.



PURPOSE:

This SOP will describe the process the School Administrator would follow as well as tools and resources available to schedule and organize the Cycling Into the Future program at an individual school.

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. Confirm participation with Cycling Into the Future.
2. Coordinate with teachers to split participating students into appropriate groups.
3. Confirm Cycling Into the Future training session dates.
4. Send permission forms to parents.
5. Coordinate space for in-class training sessions.
6. Be ready on session days to assist with organization when necessary.



RESOURCES:

- Cycling Into the Future Website
 - <http://www.cyclingintothefuture.com/>

Communications required

- Student registration form

Associated SOPs

- Sidewalk Smarts
- Bike Rodeo
- Active Transportation Event

Equipment/tools available from STSWR

- Class 2 safety vests
- Cycling Into the Future contacts

Links

- STSWR Sidewalk Smarts: <https://www.stswr.ca/walkzone/programs/sidewalk-smarts/>

SAFETY AND SUCCESS PROVISIONS

1. Qualified instructors will have appropriate supervision numbers for each training group and will wear class 2 safety vests to highlight the groups' presence to nearby traffic. Cycling Into the Future meets and exceeds OPHEA guidelines for cycling.

EMERGENCY PROCEDURES

- School Injury procedure for any injury.



EXPECTED RESULTS

- Students understand:
 - How to fix a flat
 - How to fit a helmet
 - Road rules
 - Hand signs
- Students learn bike handling skills such as:
 - Signalling
 - Braking
 - Turning
 - Straight line riding
 - **Signal sandwich** (shoulder check, signal, shoulder check)
- Own a bike in safe and working condition.
- Own a helmet that fits properly.
- Highlight of positive and rule-bound cycling examples for students to model.
- Demonstration of proper cycling infrastructure use.
- Increased parent confidence in child's ability to cycle safely on residential streets within neighbourhood and to school.
- Increased student ability to properly use cycling infrastructure and behave safely when cycling on residential streets.