



Bikes in Schools



Bike Shed Manual

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Contents

1.0	Bike Fleet Inventory	3
2.0	Tyre Pressure Guide	4
3.0	Bike Monitors Role.....	5
4.0	Things to Keep an Eye on	6
5.0	Seven Point Bike Safety Check	7
6.0	Bike Maintenance Schedule.....	8
7.0	Correct Helmet Fitting	9
8.0	Bike Track rules	10
9.0	Rules for Pedestrians	11
10.0	Useful Bike Maintenance Videos	12
11.0	Bikes in Schools Contacts	13

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1.0 Bike Fleet Inventory

Add in details of your bikes on the table below to keep track of your fleet. This is useful for your insurance and security.

Bike Brand	#	Serial #
Teachers bikes		
24"		
20"		
16" or 18"		

2.0 Tyre Pressure Guide

Add in details of tyre pressure for each size bike in your fleet.

Bike Type	Tyre Pressure
Teachers bikes	
24" Colour	
20" Colour	
18"/16" Colour	

Don't forget you can always double check the PSI amount needed on the tyre 😊



3.0 Bike Monitors Role



Morning

1. Check that bikes are safe to ride
 - Pedals attached
 - Tyres are pumped up
 - Brakes are working
 - Chains are in place
 - Quick releases are locked in place

Afternoon

1. Ensure all bikes are accounted for and put away in their correct places
2. Write in the maintenance book if anything needs fixing
3. Check that all helmets are accounted for and are in their correct bag (S/M/L)
4. Check that all tools are accounted for and put away in the tool box

Things to remember...

- If anything needs to be fixed put it in the designated maintenance area in the shed.
- Make sure you write in the 'Maintenance Book' what is wrong with it.

4.0 Things to Keep an Eye on

Maintenance

- Keep on top of maintenance issues – check them **at least once** a week
- Keep track of maintenance log book and see if any patterns occur and report straight to lead teacher
- Make time to clean the bikes – once a month
 - Wipe down
 - Dust off
 - Oil chains
 - Tighten bolts (if needed)

Crashes

- Check that brakes haven't moved – if they have, align them back into place
- Check that frame is still straight and not bent out of place
- Check there are no cracks in the frame
- Check that seats are straight and locked in place
- Ensure the handlebars have not twisted around tangling up the brake and gear cables

Tracks

- Pick big rocks off the tracks
- If accidents keep occurring in the same spots remind children to take it easy

5.0 Seven Point Bike Safety Check

Seven point safety check
 A pre-ride check can make your ride safer and more fun.

Not sure what to do?
 Most bike shops will do a quick safety check for free.

Helmet safe

In New Zealand, you have to wear a safety standard approved helmet – look for the sticker.

- Make sure the straps are firm - slide one finger under the chin strap.
- The helmet should be on straight.
- Make sure the front sits no more than 2cm above your ears and eyebrows.
- If there's any strap damage, or cracks in the shell or cover, it's got to go.



Frame is rock solid
 Inspect the frame for cracks, especially on older bikes.

- Pay extra attention to all the joints.
- Tip the bike upside down and check it from both sides.
- If you spot a crack, don't ride.

Tyres pumped
 Bike tyres lose air over time.

- Push the tyres hard with your thumb.
- If they're too hard to make a dent – that's perfect.
- If you can make a dent, they're too soft to cycle on - soft tyres can roll right off.
- Ideal tyre pressure is printed on the side of the tyre.

Gears are working
 Clunky gear changing can see you pitched off your bike. This test is easier with two people. Lift the back wheel and turn the pedals while you change gears.

Lube the chain. Look for:

- Rough or no gear changing.
- Broken teeth on the gear cogs.
- Frayed gear cables.
- Wobbly derailleur (the gear changing device).

Handle bars are tight
 Rattling handlebars can mean they're loose.

- Make sure the handlebars turn freely from side to side.
- Handlebars shouldn't pivot up and down.

Brakes are working
 Working brakes are essential.

Brake pads:

- Ensure brake pads are more than 3mm thick.
- Pads should touch the rims fully when the brake levers are squeezed half way.
- Replace frayed brake cables.

Disc brakes:

- Check that the lever isn't 'spongy' and that the brakes actually work.
- Disc brake fluid degrades over time, so check the brakes before you need to stop.

Wheels attached and safe
 Tip the bike upside down and set it on the ground.

- Check both wheels are attached tightly to the frame.
- A quick release lever should swing through 180 degrees, and begin to get tight from 90 degrees. Close it all the way.
- Spin the wheels. There should be no sideways wobble. If they wobble, it could be one of several problems so take it to the bike shop.

Logos and text:
 Bike WISE www.bikewise.co.nz
 Safer Journeys
 Avanti plus
 TRANSPORT AGENCY
 New Zealand Government

6.0 Bike Maintenance Schedule



BIKE MAINTENANCE SCHEDULE

To ensure that your bikes stay well maintained, we recommend that you follow this bike maintenance schedule

Encourage kids to carry out basic safety checks each time they ride

Teachers or parents should schedule a monthly check of each bike, and set aside any bikes with issues

We recommend that an experienced cycle mechanic carry out the six month and annual checks on each bike

Every ride	Monthly	Six months	Annually
<p>Simple checks for kids:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check that tyres are inflated and look for any signs of wear on tread <input type="checkbox"/> Check brakes are working 	<p>Cleaning and basic checks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean the bike with a rag <input type="checkbox"/> Inspect each bike frame and components for signs of wear <input type="checkbox"/> Wipe the chain and cassette cogs clean with a rag/degreaser and relube <input type="checkbox"/> Check wheels for loose spokes <input type="checkbox"/> Spin wheels & look for wobbles <input type="checkbox"/> Replace worn handlebar grips and bar end plugs 	<p>Replace and lubricate where needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check for worn brake pads and replace if needed <input type="checkbox"/> Replace worn handlebar grips and bar end plugs <input type="checkbox"/> Clean and check for chain and cogs and replace worn parts as required <input type="checkbox"/> Lube and check the cables to prevent binding and check for fraying and rusting – replace if necessary <input type="checkbox"/> Check and replace tyres if needed 	<p>Detailed assessment and replacement parts where needed on each bike:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check all bearings: hubs, bottom bracket, headset and pedals and adjust or overhaul as needed <input type="checkbox"/> Check all cables and housings for fraying, breaks, rust and corrosion and replace if necessary <input type="checkbox"/> Replace brake pads and handle bar grips and bar end plugs if needed <input type="checkbox"/> Clean and check wheels carefully for signs of wear such as worn sidewalls or broken spokes <input type="checkbox"/> Check and lube the drivetrain and replace parts if needed <input type="checkbox"/> Check the brake levers

7.0 Correct Helmet Fitting

bike safe

Auckland Transport
An Accident Council Organisation

Wear your helmet **Right**

2 

Two fingers above your eyebrows to the bottom of your helmet

4 

Four fingers to make a V-shape around the bottom of your ears

1 

One finger under the strap beneath your chin







Helmet straps not clipped



Helmet too far back and to the side



Helmet tilted forward

Travelwise School



8.0 Bike Track rules

1. Always wear your helmet when you are on the bike - Teacher to check helmet before starting
2. Do your ABC check before starting to ride
3. When you are riding, stay on the track not on the grass
4. Ride to your ability, be careful
 - If you are not confident, don't do tricks
 - Be aware of others walking and riding
5. Stay on the left, pass on the right
6. Slow down - when you come to a corner and when you come up behind someone else
7. Ring your bell when you want to pass someone
8. If you hear someone ring a bell behind you, move to the left
9. Concentrate on bikes, not friends
10. If you stop, get off the bike track
11. If someone is walking onto the track
 - Slow down
 - Ring your bell
 - Shout "excuse me!"
12. Leave the bike shed, one at a time, wait 10 seconds between people
13. Bike in an anticlockwise direction

9.0 Rules for Pedestrians

1. When you hear the bike bell or someone says “Excuse me!”, get off the track
2. If you see a bike coming towards you, get off the track
3. Do not stand on the track outside the bike shed
4. Cross at the pedestrian crossing
5. Don’t put rubbish, rocks, clothing or bags on the bike track
6. Don’t walk or play on the bike track
7. Stop, look and listen before crossing the bike track
8. Before crossing, look left and right
9. Don’t interfere with the riders
 - no distracting behaviour: high fives and playing chicken

10.0 Useful Bike Maintenance Videos

On the Bike On website is some detailed information and advice about bike maintenance that you may find helpful. Click on this link:

<http://www.bikeon.org.nz/bikesinschools.html#maintenance>

There are links to:

[Suggested Bike Maintenance Schedule](#)

[Auckland Transport Bike Maintenance 101 videos](#)

[MadeGood bike maintenance videos](#)

The videos are a really good source of knowledge and are very easy to use for both adults and students.

Roaming Bike Mechanics

If you need expert advice on fixing any bikes that may get damaged, contact the company that supplied your fleet of bikes in the first instance.

Here are a few roaming bike mechanics that are keen to work with schools to help maintain their fleets.

- Sheppard Industries, Richard McLachlan, ph: 09 915 5928, email: RichardMc@sheppardcycles.com
- BRM Cycles, Jamie McParlane, ph: 021 0255 1159, email: jmemcp1@gmail.com
- Spanner Monkey, James Warren, Ph: 022 098 5261, email: bikemechnz@hotmail.com
- Kyle Rika, ph: 021422055, email: kylrika@gmail.com

11.0 Bikes in Schools Contacts

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