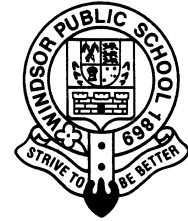


# WINDSOR PUBLIC SCHOOL

## BICYCLE POLICY

2019



### Introduction

In New South Wales, the prime responsibility for transporting children to and from school rests with parents, not the school. As students riding to and from school does not occur within 'school hours' or on Departmental premises, and as it does not involve supervision by Departmental employees, the Department would deny legal liability for any accident or injury that occurred while students were riding to school.

Since 1st July, 1991 cyclists of all ages have been required by law to wear an approved bicycle safety helmet whenever they ride in a public place, including roads, cycle paths and parks.

It is the school's expectation that students travelling to and from school by bicycle will follow the law and correctly wear an approved bicycle safety helmet.

Students who wish to ride bicycles to school must collect a package from the school office and complete the forms as indicated.

Only when a Windsor Public School 'bicycle licence' has been issued may a student ride to school.

The package includes:

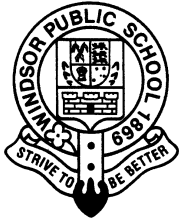
- (a) Windsor Public School Bicycle Policy Statement
- (b) The Roads & Traffic Authority Safety Notice for Scooters, Bicycles and Skateboards
- (c) A Guide to Bicycle Maintenance

As well as –

Forms to be signed and returned to school office:

- (a) Bicycle Permission Note: to be signed by parent and returned to school
- (b) Bicycle Users Contract: to be signed by the student and parent and returned to the school

When these conditions have been met the Principal will issue a Bike Rider Licence to the student. A bike/scooter can only be ridden to school after a Licence has been issued.



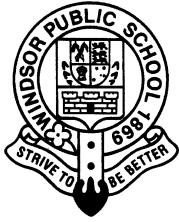
## WINDSOR PUBLIC SCHOOL

### BICYCLE POLICY STATEMENT

Revised 2019

- (1) No student is to ride a bicycle/scooter to school until a Windsor Public School licence has been granted.
- (2) Skateboards are not permitted at Windsor Public School under any circumstances, unless directed by teachers.
- (3) The Department of Education & Training and NSW Roads & Traffic Authority recommends that children under 10 years of age **DO NOT** ride bicycles or scooters to or from school unless accompanied by an adult. Except in exceptional circumstances. This recommendation will apply at Windsor Public School.
- (4) Children must correctly wear a Standards Australia approved bicycle helmet at all times when in control of a bicycle. If any student comes to school without a helmet his/her bike or scooter will be 'minded' until a helmet is produced or a parent collects the bike/scooter.
- (5) All RTA road rules concerning bicycles are to be followed. This includes the pedestrians' right of way on footpaths. The bell should be used as a warning when approaching pedestrians.
- (6) Bicycles/Scooters ridden to school must be in good, safe working order and bicycles must be fitted with a bell.
- (7) Children are to dismount before entering the school grounds and walk their bicycles/scooters whilst on site.
- (8) Bicycles/Scooters are to be stored in the sports shed.
- (9) Bicycles/Scooters must be locked with a chain and padlock supplied by the bicycle owner.
- (10) Bicycles/Scooters and helmets are brought and stored on site at the owner's risk.
- (11) Parents will be notified if children do not adhere to the School's Bicycle Policy. Students may be refused entry with their bicycles/scooters to the school grounds if they disobey the rules.
- (12) No riding of bicycles/scooters is permitted in school grounds after hours.
- (13) No student is allowed near the bicycle racks during school hours without teacher permission. Only bicycle riders may go near the bicycle racks before and after school.

*NOTE: All rules in this policy are the same for both bicycles and scooters.*



**WINDSOR PUBLIC SCHOOL**  
**BICYCLE PERMISSION NOTE**

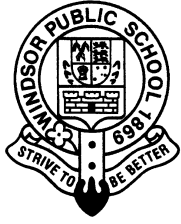
I give permission for \_\_\_\_\_ (child's name)  
of \_\_\_\_\_ (class) to ride his/her bicycle/scooter to and from school in 2019.

- I understand that the roads around Windsor Public School are very busy and quite dangerous, especially at the commencement and finish of school.
- I have read and understand the bicycle information provided (Windsor Public School Bicycle Policy and The RTA Road Safety Notice for Scooters, Bicycles and Skateboards).
- I have read and explained the bicycle information provided (Windsor Public School Policy and the RTA Road Safety Notice for Scooters, Bicycles and Skateboards) to my child.
- I have reviewed the Guide to Bicycle Maintenance to check my child's bicycle/scooter for roadworthiness and understand that it is my responsibility to keep the bicycle/scooter well maintained with all component parts working correctly.
- My child will always correctly wear a Standards Australia approved helmet when riding a bicycle/scooter to and from school.
- I understand that bicycles/scooters are brought to school at the owner's risk.
- I understand that if these rules are not followed my child may not be allowed to bring their bicycle/scooter onto the school grounds.

Signed: \_\_\_\_\_  
parent/caregiver

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_



**WINDSOR PUBLIC SCHOOL**  
**BICYCLE USER'S CONTRACT**

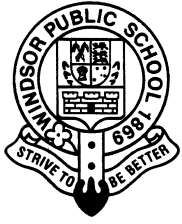
- I have read, understand and will follow the bicycle information provided (Windsor Public School Bicycle Policy and the RTA Road Safety Notice for Scooters, Bicycles and Skateboards)
- I understand that it is a joint responsibility between my parents and me to keep the bicycle/scooter well maintained with all component parts working correctly.
- I will always wear my Standards Australia approved helmet correctly when riding a bicycle/scooter to and from school.
- I understand that I bring my bicycle/scooter to school at my own risk and will secure it with a lock and chain in the bicycle rack.
- I understand that if these rules are not followed I may be refused entry to the school grounds with my bicycle/scooter.
- I will always carry my Windsor Public School Bicycle Licence with me when riding to and from school.
- I will produce my licence when requested by a teacher.

Signed (child): \_\_\_\_\_

Signed (parent): \_\_\_\_\_

Date: \_\_\_\_\_





## WINDSOR PUBLIC SCHOOL

### A Guide to Bicycle Maintenance: Six Point Safety Check

Feature	What are you looking for?	How does this bicycle rate?
Tyres	<ul style="list-style-type: none"> <li>• Firm tyres</li> <li>• Tread not worn and no canvas showing</li> <li>• No bulges or cuts</li> </ul>	
Bell	<ul style="list-style-type: none"> <li>• Rings clearly and loudly</li> </ul>	
Pedals	<ul style="list-style-type: none"> <li>• Rotates freely when spun</li> <li>• Rubber not showing signs of wear</li> </ul>	
Lights and reflectors	<ul style="list-style-type: none"> <li>• Secure, clean and shine brightly</li> </ul>	
Brakes	<ul style="list-style-type: none"> <li>• Blocks not worn down when brakes applied</li> <li>• Bike wheel does not rotate when brakes are applied</li> </ul>	
Chain	<ul style="list-style-type: none"> <li>• Does not move more than 2.5cm when lifted</li> <li>• Is well oiled</li> </ul>	
Size of bike (see below)	<ul style="list-style-type: none"> <li>• Correct size for rider</li> </ul>	

#### What is the right size of bicycle?

The right size of bicycle:

- has controls within reach
- is comfortable for the rider
- has a level seat
- the rider's feet should just touch the ground when the rider is sitting on the seat
- handlebars should allow for the arms to be slightly bent as the body leans slightly forward
- the bicycle is the right size if the rider can straddle the crossbar with both feet flat on the ground, otherwise the bicycle is too big and therefore, unsafe. There should be about 3 cm between the bicycle and the rider's crutch for a medium or lightweight bicycle. For a BMX or mountain bike there should be a 10 cm gap. If there is no crossbar, make the test from where the crossbar would be.

# BICYCLE/SCOOTER LICENCE



2019



Mr M Watson  
*Principal*

# BICYCLE/SCOOTER LICENCE



2019



Cassidy Grima

Mr M Watson  
*Principal*