

How to Set Up a Cycle Permit Scheme

What Is A Cycle Permit Scheme?

A cycle permit scheme sets out the rights and responsibilities for pupils wishing to cycle to and from school. The scheme is normally developed by those schools who have installed cycle parking facilities. When a child signs the cycle permit, also signed by a parent and the school, they are signing a contract to adhere to the schools code of conduct when they bring their bike to school (appendix 1). Cycle permit schemes also set out the responsibilities of parents who give written consent for their child to cycle and confirm that their bike is road worthy (appendix 2). Finally the scheme helps you to manage your cycle parking spaces so all bikes can be accommodated on the school site. Each permit will be numbered and you should allocate the same number of permits as you have cycle parking spaces to avoid any storage issues. If you find that not all pupils with a permit are cycling every day, you may choose to allocate one or two more permits from your reserve list. This ensures that the cycle parking facility won't be partly empty when you have a list of pupils waiting for a permit.

The cycle permit scheme contains rights and responsibilities, it:

- Sets out the appropriate standards of behavior along with the responsibilities for pupils choosing to cycle.
- Provides guidance on safety equipment and the use of cycle helmets.
- Ensures all cycles are roadworthy and well maintained.
- Outlines what is expected from pupils when the bike is brought onto the school site, i.e some schools specify that bikes are not to be ridden in the school grounds.
- Regulates cycle parking facilities at school.
- May recommend that an adult accompanies any child that has not yet undertaken Bikeability training.
- May stipulate restrictions about traveling to school by bike.
- Recommends that only pupils who have undertaken Bikeability training may cycle.
- Recommends that hi-visibility clothing or accessories are to be worn.

Permits are only allocated to those pupils and parents who agree to follow the school cycling code.

The permit scheme may be designed by your school council or STARs (School Travel Awareness Raisers) with guidance and support from your local Road Safety Officer. These pupils may also contribute to deciding on the rules for the code of conduct; this should be seen a special responsibility and a great privilege for the pupils as think about the rights and responsibilities of cycling.

Code of Conduct

When you are developing the code of conduct for your cycle permit scheme you should consider the following points, you may wish to discuss these points with your Road Safety Officer if you need further guidance.

- Are you going to allow all children to cycle unaccompanied?
- Are you only going to allow older children to cycle unaccompanied, whilst stipulating younger children must ride with an adult?

- Are you only going to allow children who have completed Bikeability cycle training to cycle unaccompanied, whilst all other children must ride with an adult?
- Are you only going to allow those pupils who have undertaken Bikeability training to cycle?
- Are you going to insist that all children must ride with an adult?
- What are the access arrangements to your cycle parking facility going to be? For example, will bikes only be allowed to use certain paths into school, if you have a lockable compound, will this be closed at a certain time? Think about access times that may be shown on the permit together with locking and unlocking procedures.
- Are you going to allow pupils to ride their bikes in the school grounds or do they need to get off their cycle and wheel it to the parking area?
- What safety equipment should be worn?
- What standards of behaviour do you expect when pupils cycle to school?

You should also think about how you are going to issue the permits, will it be on a first come, first served basis, or will you prioritise older pupils, or pupils with bikability training? You may choose to prioritise those pupils who already cycle to school to enable them to continue once the permit scheme is in place.

What documents does the Cycle Permit Scheme consist of?

The cycle permit scheme consists of the following:

- A pupil cycle permit card (example in appendix 1)
- A parent consent form (example in appendix 2)
- A guide showing basic cycle maintenance (appendix 3)
- A copy of the Road Safety booklet 'Tales of the Road' - a highway code for young road users. Your Road Safety Officer will allocate these booklets to you for distribution

You are free to adapt the documents in the appendices to suit your own needs and your own requirements of the cycle permit scheme.

Each pupil needs to take everything home, and should discuss cycling to school with their parents. If parent's agree, pupils should sign their permit card along with their parent. The parent also needs to sign the parental consent form.

The pupil should take the permit card and the signed consent form back to school and a member of staff should also sign the permit card when they have checked that parental consent has been given. The pupil should keep this card somewhere safe (the school may also like to photocopy it and keep a record)

The signed parental consent form 'tear-off' slip is kept by the school.

What happens if the conditions are broken?

It is recommended that you have a system in place to deal with any breaking of the conditions of the cycle permit scheme. This is something else which the School Council or Sam's STARS could develop. A simple points system is suggested here, but this is only one idea and you are free to develop your own way of managing the scheme to deal with any issues which arise.

1st occasion when the code of conduct is broken:

2 points on the permit and a 'yellow' warning is given

2nd occasion when the code of conduct is broken:

4 points on the permit and an 'orange' warning is given which bans the pupil from cycling to school for one week

3rd occasion when the code of conduct is broken:

6 points on the permit and a 'red' warning is given and the permit is withdrawn.

If a pupil has their permit withdrawn they will not be able to reapply in the same school term or year.

Remember!

Devising a cycle permit scheme is a fun and exciting activity for your pupils to be involved in and is a way to encourage cyclists to think about their rights and responsibilities, as well as regulating your school cycle parking facilities. It is an opportunity for pupils to act responsibly and as role models to younger pupils at their school. Being able to cycle to school is a privilege and is something for younger children to aspire to! Your pupils will play a valuable part in ensuring your scheme is a success!

Remember too that by developing a cycle permit scheme you will be able to monitor how many children are using the cycle parking facility, and you will also be able to gauge demand if you have a waiting list. This will help should you wish to apply for grants from cycle charities etc to extend your parking area if needed. You will be able to prove that a demand exists for additional parking space.

Appendix 1 – Pupil Cycle Permit Card

(This example only shows suggested content; you could turn your permit card into a leaflet to make it more fun. The School Council will enjoy thinking of a creative design!)

<h1>Cycle Permit Scheme</h1> <p>for St Anybody's School</p> <p>I understand that if I do not follow the code of conduct, my cycle permit will be removed and I will not be able to ride my bike to and from school</p>	<p>Name of pupil cyclist</p> <p>.....</p> <p>Signed</p> <p>.....</p>
	<p>Name of parent</p> <p>.....</p> <p>Signed</p> <p>.....</p>
	<p>Name of teacher</p> <p>.....</p> <p>Signed</p> <p>.....</p>



Cycle Code of Conduct

1. I will wear bright clothing and a helmet when riding to and from school.
2. I will plan my route carefully to and from school with an adult, and I will always follow this route.
3. I have read pages 24-29 of the Road Safety Booklet, 'Tales of the Road' with an adult so that I know about keeping safe.
4. I will keep my bike in good condition at all times. Every time I ride my bike I will check that my brakes are working and my reflectors are clean and I can be easily seen by other road users.
5. I will get off and walk with my bike if the traffic is too busy.
6. I will not give anyone else a lift on my bike.
7. I will carry school books in a back pack, and I will never carry anything under my arm or hanging loose from the handlebars.
8. I will not use my mobile phone or listen to my ipod when I am riding my bike.
9. I will get off and walk with my bike when I get to the school gates.
10. I will use a lock to secure my bike at school.
11. I agree to always pay attention to my surrounding when riding my bike to and from school.
12. I will put into practice everything I have learnt during my Bickability cycle training when I am riding to school.

Appendix 2 – Parent Consent Form

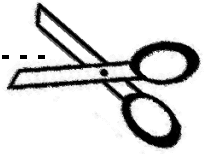
.....School is keen to support and enable pupils who wish to cycle to and from school. Cycling not only improves health and fitness but also reduces traffic outside the school.School has shown this commitment to sustainable travel by producing a School Travel Plan, which sets out the school's actions to encourage cycling to and from school.

While School wishes to encourage children to cycle to and from school, the decision as to whether your child is able to cycle, either alone or with an accompanied by an adult, must be yours. We have put in place a Cycle Permit Scheme to ensure only those pupils who understand the rights and responsibilities of cycling to school are permitted to do so, with parent's consent.

If your child would like to cycle to school, please discuss the option with them and the code of conduct that has been developed. You will find our school code of conduct on the Pupil Permit Card, enclosed with this letter.

.....School views cycling to school as a special privilege with rights and responsibilities but we may withdraw a child's cycle permit if the code of conduct is not followed.

If you wish to discuss cycling to school further, please contact the Head Teacher.



I have read and agree to the above conditions and give permission for my child to receive a cycle permit.

Name of Child.....

Year Group.....

Telephone Number.....

Cycle Make, Model and Colour.....

Signed (parent).....Date.....

Please return this slip to the school, along with your child's Cycle Permit card, which both you and your child must have signed

Appendix 3 – Maintaining your Bike

Check



Daily

- Brake levers - are they working properly?
- Brake blocks - are they worn?
- Red reflector to point directly behind - keep clean
- If riding in the dark - are both lights working brightly?
- Tyres - are they hard enough? Are they worn or damaged?

Monthly - for wear and tear, rust, damage, fit

- Brake cables
- Nuts and bolts, mudguards and brakes
- Spokes
- Chain
- Chain-wheel
- Freewheel sprockets, guide wheels
- Headset, hubs, bottom bracket
- Front forks
- Frame, cranks

Also check:

- Saddle, handlebars - is riding position comfortable?

Does the height need adjusting?

- Wheels - do they spin freely?
- Derailleur gears - can you get all the gears?
- Bell - fitted so that it can be used without letting go of the handlebars