Checking bicycles
(pages 35-39)

1. Frame fit
   - Adequate clearance between crossbar of frame and rider's crotch.
   - Distance between handlebar and seat - length of rider's forearm.

2. Seat
   - Correct height, sits flat and correctly aligned with top tube.
   - No movement from side to side.
   - Handbrakes - rider can touch ground with left toes when seated.
   - Footbrakes - rider can touch the ground with toes of both feet, at the same time, when seated.

3. Handlebar
   - No side or forward/back movement.
   - Grips easily reached with arms slightly bent.
   - No knee contact with handlebar.
   - Ends covered and handgrips secure.

4. Warning device
   - Bell/horn works and can be clearly heard.

5. Headset
   - No movement between headset and frame when handlebar wiggled forward/backward.

6. Brakes
   - Handbrakes
     - Squeeze front and back levers, try to wheel bicycle forward/backward.
     - Wheels should not turn.
     - When brakes applied, should be gap between brake levers and handlebar.

    Footbrakes
     - Position crank backwards and press down on pedal with one hand, try to push bike forward and back.
     - The back wheel should not turn.

7. Wheels
   - Wheel nuts are not loose and spokes are not loose or broken.
   - Wheels spin freely without stopping suddenly or scraping/hitting anything.

8. Tyres
   - Squeeze firmly to test inflation.
   - Check for worn spots or bulges.
   - Valves should be capped and pointing straight to the hub.

9. Pedals
   - Both pedals present, not broken, spin freely when tapped sharply.

10. Chain
    - Chain works smoothly without sticking or jumping.
    - Is not too loose, dry or rusty and is free of excess grease.

11. Lights and reflectors
    - Flashing or steady white headlight and red tail light.
    - Rear red reflector, required if riding at night.
**Helmet**
(pages 41-42)

1. **Standard**
   - Bear the Australian Standards Mark™ AS/NZS 2063.

2. **Condition of the outer shell**
   - Complete, in good condition, not cracked or broken.

3. **Condition of the inner shell**
   - Polystyrene foam liner complete, not cracked, no broken or missing pieces.

4. **Straps and fasteners**
   - Straps complete, not torn or frayed.
   - Straps fasten firmly and comfortably around chin.
   - Clips/buckles fasten properly, no broken or missing pieces.

5. **Fit**
   - Helmet sits down firmly and comfortably on head without moving from side to side or forwards/backwards.
   - Rider should be able to see and hear normally.

**Footwear and clothing**
(page 43)

1. **Footwear**
   - Shoes have non-slip soles and closed toes.

2. **Clothing**
   - Clothes are bright or light coloured to improve visibility.
   - Wear appropriate clothing suitable to all weather conditions.
Use *Teacher Sheet: Basic riding skills assessment* (page 65)

**Correct riding position**
*(page 54)*

- **Body position for riding**
  - Mount from left hand side (away from traffic).
  - Sit straight in saddle with body slightly inclined forward.
  - Both hands on handlebar grips, arms slightly bent.
  - Stand on left leg, right foot in pedal position ready to move off.

- **Pedal power position**
  - Right pedal just beyond the upright vertical so crank is in line with front down tube.

- **Foot position for pedalling**
  - Front of foot on pedal and the ball of foot doing the pedalling.

**Using gears correctly**
*(page 55)*

- Maintain even cadence.
- Move into lowest and the highest gear.

**Braking**
*(pages 55-57)*

- **Bicycles with hand brakes on both wheels**
  - **Non-emergency braking**
    - Smoothly squeeze both levers simultaneously, apply pressure firmly.
    - Keep weight on rear of bicycle until stopped.
    - Put left foot on ground as bicycle stops.

- **Emergency braking**
  - Arms braced straight.
  - Push body back vigorously.
  - Squeeze both brakes simultaneously, applying pressure sharply.
  - Put left foot on ground as bicycle stops.

- **Bicycles with back pedal brake**
  - **Non-emergency braking**
    - Position cranks horizontally.
    - Apply reverse pressure on pedal closest to rear wheel.
    - Put left foot on ground as bicycle stops.

  - **Emergency braking**
    - Position cranks horizontally.
    - Arms braced straight.
    - Push down sharply on brake pedal.
    - Put left foot on ground as bicycle stops.

**Riding in a straight line**
*(page 57)*

- **Riding straight with both hands on the handlebar**
  - Ride with two hands on the handlebar.
  - Look ahead, to the end of the track you are riding on.

- **Riding straight with one hand on the handlebar**
  - Ride straight with one hand on handlebar the other hand on hip.

- **Riding straight practising hand signals**
  - Ride straight with one hand on handlebar demonstrating signals.
  - Hold arm out with hand fully extended horizontally, palm open, thumb pointing upwards.
Scanning
(pages 58-59)
- Keep both arms relaxed.
- Scan right - bend left arm and lean forward.
- Scan left - bend right arm and lean forward.
- Listen for approaching traffic.

Both hands on handlebar
Stationary
- Mount bikes, place both feet on ground.
- With both hands on handlebar, scan left, right and ahead.

Practical
- Mount bikes, ride straight.
- Scan left, right and ahead.
- Call out what vehicle they see (use Vehicle Cards).

One hand on handlebar
Stationary
- Mount bike, place both feet on ground.
- Scan, left, right while removing one hand and holding back of seat.

Practical
- Mount bike, ride straight.
- Scan left, right while taking one hand off handlebar.
- Call out what vehicle they see (use Vehicle Cards).

Slow riding
(pages 59-60)
- Steer straight turning wheel from side to side to maintain balance.
- Use ball of foot on pedals.

Sharp turns
(pages 60-61)

Figure 8 turns
- Ride around figure 8 track.
- Maintain balance and smoothness, with minimal use of brakes or stopping.
- Ride in both directions.
- Ride with only one hand on the handlebar, giving directions.
- Formation riding through the cross over.

U-turn
- Keep pedal on inside of turn upright in 12 o’clock position.
- Shift weight to inside of turn.
- Turn inside knee out, drop inside shoulder.
- Practise both right and left sharp turns in a U-turn box 3 metres wide and progress to a 2.5 metres wide box.

Riding on different surfaces
(page 62)
- Scan ahead for changes in riding surface.
- Position cranks horizontal, rise slightly off seat approaching close to the poor surface.
- Freewheel across uneven patches in a straight line. Dismount and walk, if very rough.
Use Teacher Sheet: Building skills for riding in traffic assessment (page 94)

Riding in a straight line about one metre out
(page 73)
☐ Ride straight, one metre out parallel to simulated road edge or kerb.
☐ Look ahead to end of track not at line.
☐ Scan before passing parked car (person’s arm).
☐ Ride another metre out to avoid car door (person’s arm) when opened.

Riding single file and forming pairs
(pages 73-74)
Forming pairs
☐ Ride in single file.
☐ At given signal riders form pairs:
  ☐ Riders communicate with each other.
  ☐ Rider at the back scans behind to check for approaching traffic (use Vehicle Cards).
  ☐ Signal if vehicle is in sight.
  ☐ Rider at front accelerates and moves in towards the kerb.
  ☐ Rider immediately behind the front rider accelerates forward and forms a pair with the rider on their left.
☐ Other riders follow behind.
☐ Continue riding in straight line as a pair no more than 1.5 metres apart.

Returning to single file
☐ At given signal riders return to single file:
  ☐ Outside rider (right side) moves forward.
  ☐ Inside rider (left side) moves out and drops in behind.

Riding out from a driveway or kerb side
(pages 75-76)
Entering the road on the left
☐ Stop at road edge or vehicle line.
☐ Scan behind to right.
☐ Scan right again and wait until road is clear.
☐ When road is clear, ride off to left, one metre out.

Entering the road on the right
☐ Stop at road edge or vehicle line.
☐ Scan both right and left.
☐ Scan left and right again, when road is clear, ride off to the right, one metre out.

Negotiating intersections
(pages 76-83)
Left turn
☐ Rider moves to left hand side of road just before intersection.
☐ On approach, scan behind, if vehicles in sight, indicate your intention to turn left.
☐ Obey traffic signs and lights.
☐ Scan right to check for on-coming vehicles.
☐ Turn left when road is clear on right.

Right turn from the centre of the road
☐ Scanning behind for traffic 30 metres from intersection.
☐ If no vehicles are approaching use right turn signal, merge right to centre of road.
☐ Continue scanning behind for traffic while approaching the intersection.
☐ At intersection, obey traffic signs.
☐ Scan right, left and ahead at intersection.
MODULE 3: Building skills for riding in traffic

This outdoor activity checklist is a prompt only. Reading the Bike Ed manual is essential.

- Repeat right turn signal if vehicles coming.
- When roads clear make right turn with both hands on handlebar.
- Merge to left side of road one metre out.

**Turn right - making a hook turn**
- Keep to left hand side of road.
- Scan behind, left and right for traffic.
- Enter intersection as near as practicable to left hand side of road.
- Keep clear of marked foot crossings.
- Reposition bicycle to face direction of travel.
- Scan left, right, ahead for traffic.
- When road is clear ride straight through.

**Riding straight through intersections**
- Scan behind for traffic 30 metres from intersection.
- At intersection, obey traffic signs.
- Scan right, left, right and ahead at intersection.
- When road is clear, ride straight through.

**Roundabouts**

**Turning left**
- On approach to intersection scan behind, if vehicles in sight, indicate your intention to turn left.
- Move to left hand side of road.
- Scan and stop on left of lane.
- Give way to all vehicles in roundabout.
- When safe make turn.

**Turning right**
- Scan behind for traffic, 30 metres from intersection.
- Use right turn signal.
- Slow down or stop in centre position.
- Give way to all vehicles in round about.
- Use right turn signal again.
- When road is clear make turn with both hands on handlebar.
Use Teacher Sheet: Riding on paths assessment (page 105)

Briefing students before the ride
(page 101)
- Stop, dismount and walk bike when told to by instructor.
- Always use the Stop, Look, Listen, Think crossing procedure.
- Scan ahead to anticipate potential hazards:
  - driveways
  - footpaths
  - loose stones.
- Ride in pairs only where appropriate and safe.
- Always ride on the left of the path.
- Ride on side of segregated footway marked for cyclists.
- For steep slopes dismount and wheel bicycle.

Crossing roads/entering and leaving footway
- Stop and dismount two metres before path ends.
- Wheel bicycle to edge of road.
- Scan both ways and wheel bicycle across when clear in both directions.
- Wait for rest of group, remount, continue riding.

Communication
- Communicate quickly and clearly with other riders in group and with other pathway users.
- First rider (instructor or assistant) scans ahead, calls out to rider behind to notify of any hazards, who calls out to the next rider behind.

Overtaking a pedestrian or cyclist who is travelling in the same direction
- Ride single file.
- Keep left, sound warning device or call out.
- Move out to right, slowly.
- Ride slowly until there is room to overtake.
- Give way to pedestrians.

Passing a pedestrian or cyclist who is coming towards them
- Ride in single file.
- Keep to the left of the path.
- Ride on by.

Crossing narrow bridges
- Ride slowly in single file.
- Give way to other users from both directions who are already on bridge.

Steep slopes
- May need to dismount and wheel bicycle up the slope.
- Either walk or ride down slope.
- If riding down the slope use brakes to control speed.

Group ride on paths
(page 102)
- Ensure an instructor or assistant remains at the front and rear at all times.
- Stop at safe points.
- Remind students how to tackle hazards.

Practise riding on:
- footpaths
- bicycle paths
- shared and segregated footways
- paths of different widths and surfaces.
MODULE 5: Riding on-road

Use Teacher Sheet: Riding on-road assessment (page 128)

Procedures for on-road riding instruction
(page 111)
- Students must be in clear view of an instructor to ensure supervision at all times.

Driveway and kerb side ride outs to the left
(pages 113-114)

- Ride outs clear of parked cars
  - Assemble at driveway.
  - Stop at edge of road/kerb, scan right.
  - Scan left to check road is clear.
  - When clear ride off to left about one metre out.

- Ride outs near parked cars
  - Stop at kerb or edge of driveway.
  - Wheel bike to vehicle line.
  - Scan behind to right.
  - Scan left to check road is clear.
  - When clear ride off to left about one metre out.

Driveway and kerb side ride outs to the right
(pages 114-115)

- Ride outs clear of parked cars
  - Stop at kerb or edge of driveway.
  - Scan to left, scan to the right.
  - Give right turn signal.
  - Scan left.
  - When clear ride off to right about one metre out.

- Ride outs near parked cars
  - Stop at kerb.
  - Wheel bike to vehicle line.
  - Scan left and right, looking around the parked cars for approaching vehicles.

Riding in a straight line about one metre out
(page 116)
- Give right turn signal, scan left again.
- When clear ride off to right about one metre out.

Riding single file and forming pairs
(page 117)

- Forming pairs
  - Ride in single file.
  - At given signal riders form pairs.
  - Riders communicate with each other:
    - Rider at the back scans behind to check for approaching traffic (use Vehicle Cards).
    - Signal if vehicle is in sight.
    - Rider at front accelerates and moves in towards the kerb.
    - Rider immediately behind the front rider accelerates forward and forms a pair with the rider on their left.
    - Other riders follow behind.
    - Continue riding in straight line as a pair no more than 1.5 metres apart.
**Turning left at an intersection**  
(page 118)  
- Ride one metre out from kerb or parked cars.  
- Scan behind for traffic, 30 metres from intersection.  
- Move to left hand side of road just before intersection, give left turn signal if safe.  
- Scan right, ahead, give way to vehicles on right.  
- Obey all traffic signs.  
- Turn left when road clear on right.

**Riding straight across an intersection**  
(page 122)  
- Approach the intersection, scanning behind for traffic.  
- Obey all traffic signals.  
- Scan left, right and ahead.  
- When safe ride directly across intersection.

**Turning right from the centre of the road**  
(pages 118-119)  
- Scan behind 30 metres before intersection.  
- Give right turn hand signal, move to centre of road.  
- If traffic visible, wait until clear before merging.  
- Obey all traffic signs.  
- Slow or stop, if necessary, at the intersection.  
- Scan left, right and ahead.  
- Indicate right hand turn with signal.  
- When clear ride off to right with both hands on handlebar.

**Ride through single lane roundabout**  
(page 123)  
- Give way to all vehicles in roundabout.  
- Ride in centre of lane.

**Straight ahead / Left turn**  
- Slow down and if necessary stop with left foot on the ground.  
- Give way to all vehicles in roundabout.

**Turning right**  
- Slow down and if necessary stop with left foot on the ground.  
- Give way to all vehicles in roundabout.  
- Signal right and complete turn with both hands on handlebar.

**Turning right using a hook turn at an intersection**  
(pages 120-121)  
- Keep to left of road, approach intersection, scan behind for traffic.  
- Approach intersection from near as practicable to far left side of road.  
- Stop with feet on ground, reposition bicycle to face direction of travel.  
- Scan left, right, ahead for traffic.  
- When clear ride across intersection.