



NEW YORK CITY PUBLIC SCHOOLS GET KIDS BIKING PROGRAM

Agreement for Schools

NYCDOT and Bike New York will provide the following:

- 1) A maximum of 40 bikes delivered on site
- 2) One helmet for each seventh-grade student
- 3) Trailer storage with locks for all equipment, if needed.
- 4) Professional Development sessions providing instructions on:
 - a) basic usage of equipment and sizing adjustments for equipment
 - b) properly loading/unloading of bikes in trailers, if applicable
 - c) securely locking trailers, if applicable
- 5) Site contact information (primary and backup) for technical assistance.

Before the bikes are delivered:

- Choose a location for bike storage. If possible, select an area that is out of the way, but convenient to the field where instruction will take place.
- Send your staff to professional development. Part of the professional development is outdoors, on-bike. The other part is lesson planning and program logistics which is indoors.
- Schedule an assembly for your students who will participate in the program. Bike New York has produced an [8-minute video](#) that will help introduce your students to safe cycling practices. The Bike Safety Assembly also includes a Bike Safety Jeopardy game, which can be found on this link: <https://www.bike.nyc/wp-content/uploads/2020/04/2020-Bike-Jeopardy-Middle-and-High-School-FOR-TEACHERS.pdf> Your teachers should also be prepared to share the basic information the students will need, such as when they will participate, how and when they will be fitted with helmets, how to dress for on-bike instructions and any other practical information you would like to share. Bike New York is available upon request to lead this assembly if needed, but they will need to get on your schedule early.

When the helmets arrive:

- Students should be fitted with helmets before the program starts. Helmet fitting is explained to teachers who participate in the professional development.
- The visor must be snapped on to each helmet before distribution. Then label each helmet with the student's name.
- When the bikes arrive, size each student for a bike and add that information to the label on their helmet so you don't have to take time with this during each lesson.
- Don't allow any student to take a helmet home until the program is over. It may be convenient to store the helmets in the boxes they came in, labeled by class.
- The students will keep their helmets after the program is over.

When the bikes arrive:

- The school's custodial staff should be consulted about the best location for the bikes before they arrive. The custodian engineer and his team, as well as the coordinator, should be aware of where the bikes are to go when they arrive.

- A Bike New York mechanic will service the fleet prior to the start of your program. Also, a mechanic can make repairs while the bikes are at the schools during their scheduled use or during the week they are being moved, if necessary.
- Some of the bicycles have quick-release pedals. Those bicycles should be separated for use by students who are learning to ride.

Program Operation:

- The curriculum consists of six modules. Ideally, each student will be scheduled for six on-bike lessons. If you need to shorten the program, the most important exercises are in the early modules.
- You will need small cones to mark off areas of the field for different exercises. If you do not own these, you must purchase them prior to the program start.
- Students should help with the moving of bikes from where they are stored to the field and back.
- School staff should help load and unload the bikes.
- While Bike New York is happy to help with the loading/unloading process, the responsibility lies with school staff. Please do not leave Bike New York instructors with the job of setting up or putting away the bikes.
- Don't leave bikes unattended on the field. Put them back in storage or assign someone to watch them while switching classes.

Bike New York Support

- The coordinator must provide a schedule of instructions as soon as possible. Please remember to include the start and end times of each period.
- Bike New York instructors will be assigned to your program. They are there to provide specific expertise on cycling and to support the staff in learning how to deliver the curriculum.
- Students must always be supervised by a NYCPS teacher.

After the program:

- Put all tools, bicycle pumps, and bikes in storage.
- If you have keys, hold them for pickup.
- Send the helmets home with the students.

School will provide the following:

1. Space to deliver, store, and utilize bikes. Approximately, 100 feet of space is required.
2. Secure storage of equipment (locked indoors or in trailer) for duration of reservation.
3. Perform "ABC Quick Check" on all bikes prior to each use.
4. Provide safety instruction using Bike NY Curriculum to all participants and complete as many of the six lessons as possible. Students who do not yet know how to ride must be trained to do so as part of the program.
5. Ensure proper helmet usage.
6. Instruct and assist with fit adjustments on bikes and helmets.
7. Provide supervision of equipment usage.
8. On-site contact name(s) and cell phone number(s) for administrator and teachers.

I have read, understand, and agree to the terms of the Get Kids Biking Program.

Print Name: _____ Title: _____

Sign Name: _____ Date: _____

School Name: _____

School Address: _____