

# **Bikeability**

## *Instructor's Guide*

*Instructor's guide  
to cycle training*



### **CAN's Vision**

To see cycle skills training available to every New Zealander who wishes to ride safely and with confidence on our roads. Bikeability training presents cycling to the participants in a way that maximises participation to ensure fun, security and satisfaction.

**Cycling Advocates' Network [can.org.nz](http://can.org.nz)**

## NZ Cycle Skills Training outcomes

### **Grade 1**

- carry out a bike check
- carry out a helmet check
- understand the legal requirements and safety equipment for bicycles
- get on and off the bike without help
- start off and pedal without help
- stop quickly and with control
- steer the bike where they want to go
- look behind
- signal – left, right and stop
- using the gears.

### **Grade 2**

- achieve all Grade 1 skills
- recall an understanding of road signs and the road rules
- start from side of road (kerb)
- stop on side of road (kerb)
- ride along the road
- pass a parked or slower moving vehicle
- turn left – at a controlled and uncontrolled intersection
- turn right – at a controlled and uncontrolled intersection
- travelling straight through controlled and uncontrolled intersections.

### **Grade 3**

- achieve all Grade 2 skills
- understanding of route planning
- hazard perception and strategy to deal with hazards
- how to use multi lane roads and turn off into them
- how to use intersections controlled by traffic lights
- how to use roundabouts
- an understanding of filtering and an ability to decide when to filter and when to wait
- how to use both on and off-road cycle facilities

## Course Summary

On successful completion of this course the trainees will have completed the NZ Cycle Skills Training Guidelines Grade One and Two outcomes. The Guidelines also include a Grade Three but instructors will require further training to deliver this.

Following is a summary of the exercises contained in the course.

- Session 1: **Bike, helmet, clothing check. Brakes, starting and stopping, shoulder check, gears, slalom, emergency stop and signalling.**
- Session 2: **Bike check, starting and finishing and on road journey, passing side roads, u turns, passing parked vehicles.**
- Session 3: **Bike check and left turns.**
- Session 4: **Bike check and right turns.**
- Session 5: **Bike check, left and right turns and crossroads.**
- Session 6: **Roundabouts / refresher exercises.**

Each session is approximately 90 minutes allowing for a minimum of 60 minutes cycling time.

Ideally sessions should be delivered once a week thus allowing the trainee sufficient time to practise.

### How to teach

1. **Teach** the content of the skill.
2. **Demonstrate** the skill correctly.
3. **Drill** the trainees.

## Guide to setting up a Bikeability course

This guide is intended to help anyone who has trained as a Bikeability Instructor and who now wishes to set up a cycle training course.

The keys to effective cyclist training are fully trained instructors and well organised courses.

### **Where will the course be based?**

Decide where your course will be based. Many training courses are based at schools but other venues such as community halls could be considered. Remember that in case of bad weather you will need access to an indoor area. Is there provision for safe cycle storage, should you need it?

### **If training children, contact parents / carers**

If you haven't already contacted parents/ carers, we would suggest you do this next. If your training base is a school, the school may handle this for you. Send a letter setting out the benefits for children of undertaking cycle training. Point out that cycling is not only an effective form of transport, it is a healthy and an enjoyable leisure activity. Find out if they would be interested in their child or children taking part, and whether they would consider becoming a helper. This will give an idea as to numbers involved. If this is your first course we recommend starting with small groups of trainees.

### **Select your training sites and risk assess**

Once you have chosen suitable training sites, you will need to carry out a written risk assessment of them all. This includes the off-road and on-road areas and any routes used to reach training sites.

### **Enlist helpers. Will you need additional instructors?**

Remember the ratios required:

**Grade 1** (off road) training can be delivered to a maximum ratio of 1 instructor to 15 trainees. Working with helpers or assistant instructors is recommended.

**Grade 2** (on road) training can be delivered to a maximum ratio of 1 instructor to 6 trainees. Working with helpers or assistant instructors is recommended.

Helpers must be over eighteen years old.

Consider contacting neighbouring schools to find out if they have any Bikeability instructors. You might even be able to help each other out. Contact your police station, as a number of police officers have undergone training.

### **Advertise course\***

Advertise the course to the appropriate age group, giving dates and times, location of training and available places.

### **Consent form\***

Distribute a copy of the parent / carer consent form to all parents / carers of potential trainees. These must be returned prior to the course commencing.

### **Bicycle checks\***

It is essential to have all bicycles checked prior to the course commencing, in order to provide sufficient time for adjustments or repairs to be carried out. Try asking local bike shops if they can provide a bike mechanic to do this for you, they are often happy to do this for free.

### **Cycle helmets**

Check helmets for suitability and fitting.

## Assemble resources

The resources to run a course are provided free of charge. Instructors can download cycle training forms and leaflets from [www.bikeability.org.nz](http://www.bikeability.org.nz)

## Pre-course briefing

- Arrange a briefing session between instructors and helpers to ensure all are completely familiar with the course content.
- Familiarise yourselves with the Code of Practice and its effect on the running of the course. Everyone should be familiar with the chosen training sites, particular training sessions and identify any potential hazards which might arise.
- Organise forms of communication you wish to use when on the training sites between instructors, helpers and trainees.

## Start course

Instructors should carry a register with trainee names, and emergency contact details with them at all times. Detailed instruction of content with regard to theory and practical training is provided for all six sessions. Instructors should complete the outcomes checklist after each session.

\*see forms booklet

## Incident form

In the event of an incident occurring, this form must be completed.

## Course completion

Fill in the course completion form\* and issue certificates for trainees who have completed their training.

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# Code of Practice and Guidelines

## Bikeability Course

The aim of this course is to give trainees the confidence, competence and road safety awareness to use their bicycle to make more journeys, either to school or for leisure and to achieve Bikeability Grade Two outcomes.

## Instructors/ Volunteer helpers

The Bikeability course will be delivered by instructors who have attended a Bikeability Instructors course. All instructors must be present at all times. It is desirable that the instructor has a first aid qualification.

## Insurance

Private instructors (those working for profit or gain) must have their own public liability insurance.

## Consent form

Signed parent/carer consent forms must be received prior to the course. Instructors must have their own register with trainees names, containing emergency contact details with them at all times.

## Minimum age

For on-road tuition (Grade 2) trainees must be at least ten years of age at the start of a course.

## Cycling ability

The trainee should be able to cycle with balance and control. Instructors need to visually assess a trainee's ability before they go on road.

## Cycle helmets

All trainees and instructors should wear properly fitting cycle helmets in accordance with the law.

## Bicycles

All bicycles should be checked prior to the course. This is the responsibility of the parent/carer but the training base (e.g. school) is encouraged to arrange bike mechanics to come and do checks prior to the start of the course. This is an opportunity for the instructors to meet the trainees and also for parents to attend prior to the course starting. The signed consent form states that their bikes are clean and roadworthy (See checklist). During the course the instructor will show the trainee how to perform a simple bike check and make minor adjustments. It is not the instructor's role to carry out significant changes.

## Clothing

Trainees, instructors and helpers should be wearing appropriate clothing for the conditions.

## Course structure

The course, ideally, is comprised of six sessions of approximately 90 minutes, allowing for at least 60 minutes of practical training per session. To give the trainee sufficient time to practise, it is recommended there is one week gap between each session.

## Instructor/ trainee ratio

**Grade 1** (off road) training can be delivered to a maximum ratio of 1 instructor to 15 trainees.

**Grade 2** (on road) training can be delivered to a maximum ratio of 1 instructor to 6 trainees.

Working with helpers or assistant instructors is recommended.

## Training

A written Risk Assessment of all training areas, including the off road areas, routes to training sites and a Training Site Location

form needs to be completed prior to. Prior to each session, the instructors need to survey the training area and perform a dynamic risk assessment. If it is not suitable, for example due to road works, another risk assessed site should be used. During training, instructors continually risk assess their training area and should be prepared to stop or move areas if the risk and hazards change.

The instructor must give one, or perhaps two, clear demonstrations of each exercise so the trainees understand exactly what is required. Trainees should be within sight of the instructor whilst undergoing training.

Instructors must have the following with them during training:

- Parent / carer's emergency contact details
- Mobile phone

Instructors may consider carrying basic maintenance items – pump, simple tools and a first aid kit.

## Responsibilities

It is not the instructor's responsibility to ensure trainees arrive and leave, or are collected safely.

When training children, the instructor will have details on their register as to how the trainees are getting home. The instructor must not leave the site until all the trainees are collected by the designated person.

It is desirable to have access to an indoor area in case of inclement weather. Road safety and Road Code theory could be discussed with the trainees during these times.

## Fees

The decision whether to levy any charge for courses is that of individual training organisation.


## Incident

In the event of an incident, the Incident procedure detailed on the Incident form must be followed.

## Session 1: contents (Grade 1)

- ▲ Welcome and introduction of instructor and helper
- ▲ Take register
- ▲ Brief explanation of course
- ▲ Establish ground rules for whole course with trainees e.g. listen to instructors/helpers, respecting pedestrians, each other, local residents' property, an agreed system of communication amongst the group
- ▲ Explain aims of this session – basic skills assessment in an off-road area working to achieve Grade one outcomes. These exercises are being used in an off road setting to allow instructors to assess and develop the skills of balance, control, signalling etc, which will be essential for Grade 2 and when cycling on road.

This session is to be conducted in a suitable relatively traffic free environment e.g. school playground or quiet car park. All of the Grade 1 outcomes need to be achieved to a basic level in this session before proceeding to Grade 2. The instructor should be in a position where they can see all of the trainees all of the time. The helper should be placed in a position to assist the instructor and trainees. This could be at the Start or Stop point, near a u-turn or near a location where extra observation and awareness is advised. The exercise diagrams give suggestions as to the placement of the instructor and helper.

The  symbol on the exercise diagrams denotes area where extra observation and awareness is required.

**Exercise One: Bike, helmet and clothing check**

**Exercise Two: Brakes**

**Exercise Three: Starting and stopping**

**Exercise Four: Shoulder check**

**Exercise Five: Gears**

**Exercise Six: Slalom and figure 8**

**Exercise Seven: Emergency stop**

**Exercise Eight: Signalling**

**Exercise Nine: Butterfly**

**Exercise Ten: Slow bike race**

### Guide to setting up a Bikeability course

Bike, helmet and clothing check Instructors and helpers to assist trainees checking bikes, helmets and clothing.



#### Notes

A bike check should have been carried out by a bike mechanic prior to the course.

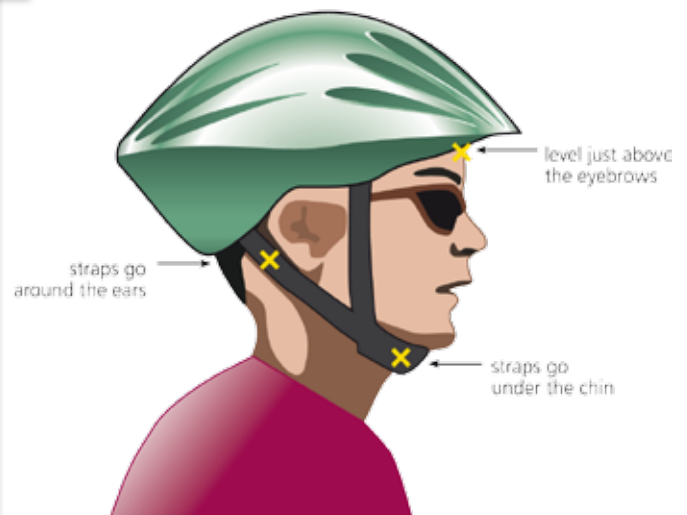
While we would not necessarily expect trainees to make repairs to their bicycle we should expect that they are able to spot simple faults that need dealing with and they should be able to carry out a simple check on their bicycle's **brakes, tyres, wheels, steering, chain** (see checklist opposite) and that correct cycle set up will mean them being able to sit on the saddle (which should be secure), when stationary, with the ball of one foot touching the ground.

If minor changes need to be made it is recommended that the instructor show the trainee how to make the change. If a bike is not roadworthy the cyclist will not be able to use the bike.

The helmet should be fitted and worn correctly and conform to the correct safety specifications.

Trainees cycling in the correct position on the road and adopting a confident riding style are the most effective ways of being visible to other road users, however they should also understand how appropriate clothing may enhance their conspicuousness. They should therefore understand the difference between reflective and fluorescent clothing and their use and also how light or contrasting coloured clothing might make them more visible.

They should also wear clothing that does not impede their cycling e.g. long loose skirts, long laces, very tight trousers, jandals etc.



## Bicycle Checklist

The bicycle must be clean, roadworthy and of a suitable size for the rider. If it is not, the trainee may be refused enrolment on the course.

### ▲ Fitting

- Check the rider's toes can touch the ground, on both sides, when sitting on the saddle
- When stood over the crossbar with feet flat on the ground there should be at least 5cm clearance, below the groin.
- Knees should not be able to touch the handlebars.
- Check that the seat and handlebars are not raised above their safe limits (there will be a marking showing on the seat post or handlebar stem if so).

### ▲ Wheels and tyres

- Check that the wheels don't wobble from side to side.
- Spin each wheel in turn (it's easier if you turn the bike upside-down) and watch them as they spin to see if they're wonky, or if the tyres bulge out in a certain place.
- Check if the tyres are worn or if there are any cuts or cracks in them.
- Make sure the tyres are pumped up to the recommended pressure on the tyre sidewall.

### ▲ Steering

- Check that the handlebars turn smoothly, without getting stuck.
- Check that the handlebars and stem are in line with the front wheel, and cannot be twisted out of line.

### ▲ Brakes

- Check that the right-hand brake lever works the front brake. Roll the bike forward while standing beside it, and pull the front brake. The back wheel should lift off the ground.
- Check that the left-hand brake lever works the back brake. Roll the bike backward while standing beside it, and pull the back

brake. The front wheel should lift off the ground.

- Check that the brake pads (the rubber blocks that grip the wheel) touch the metal rims of the wheels and not the tyres.
- Check that the rider's fingers can easily cover the brake levers when sat on the bike.
- With the brakes pulled tight, check that two fingers can fit between the levers and the handlebars. If not then the brakes may need tightening.
- Check that the cables are not frayed.

**It is a legal requirement to have two working sets of brakes.**

### ▲ Pedals

- Flick the pedals - they should spin freely.
- Hold a crank (the arms which hold the pedals) and check that it doesn't wobble from side to side.

### ▲ Gears and chain

- Check that all gears change well. It is hazardous to have a bike that could jump out of gear without warning.
- Make sure the chain is oiled, but not overly so. Also that it is not so slack that it jumps when pedalled hard.

### ▲ Helmet

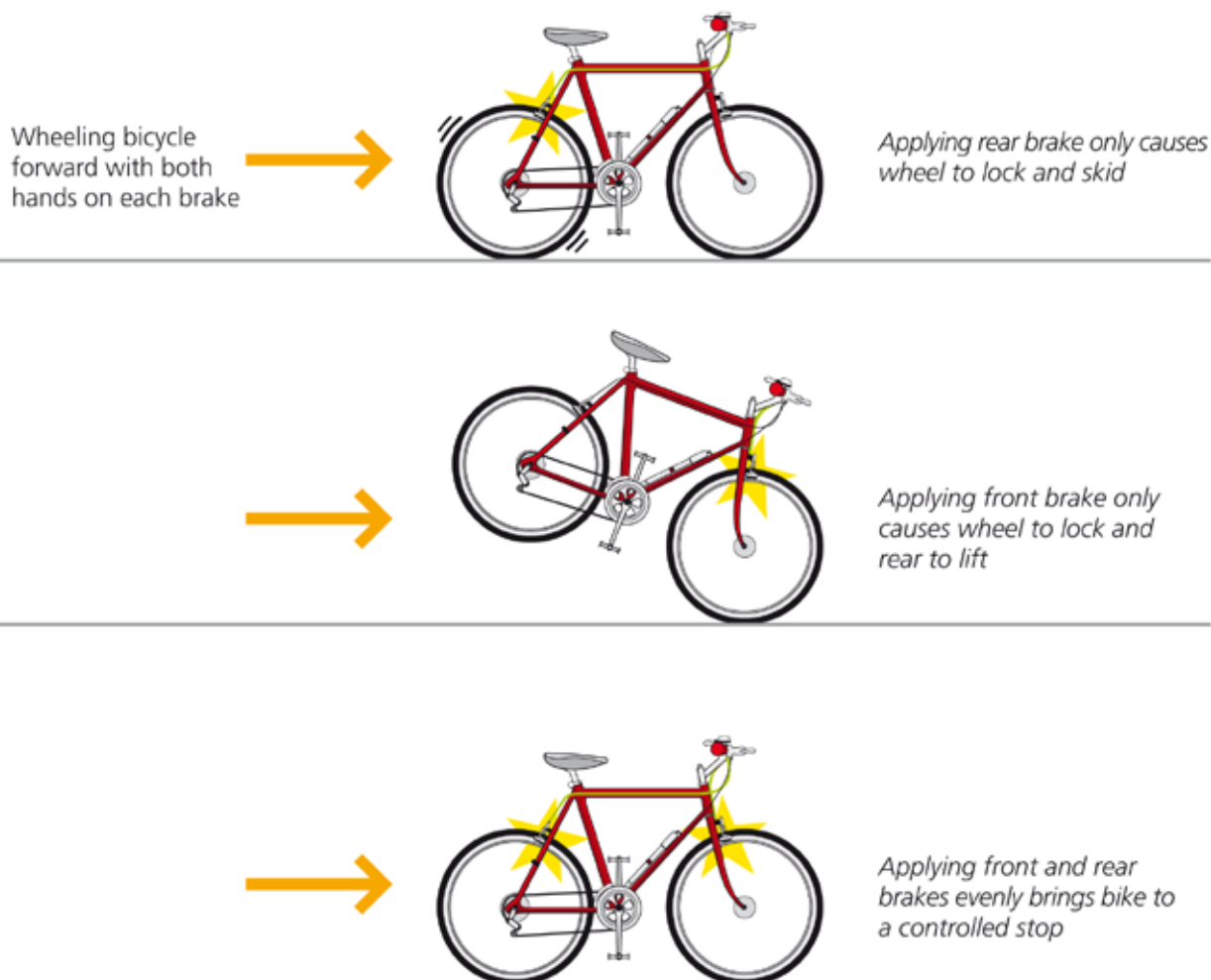
- The helmet must fit securely and snugly. When adjusted correctly there should not be space to put more than two fingers between chin and the strap.

### ▲ Accessories

- Check that any bags are securely fixed and don't get in the way of wheels, legs, or any lights. The bike must have a rear reflector- it is a legal requirement at night along with a front and rear light visible from 100m away.

### Use of brakes

Trainees to walk their bikes to see the effect on their bike using different types of braking.



#### Notes

The trainees to learn, by their own demonstration, that their bike stops quickly and safely when both brakes used together. The bike rear wheel can leave the ground when only front brake used and the bike can skid when only rear brake used. They should learn progressive braking and exercising more care if wet.

## Starting and stopping

Cycling in a straight line and stopping within a marked area. The instructor needs to get the trainees in a routine of mounting the bike with brakes on, pedal Ready, hands covering brakes whilst cycling, good observation and stopping correctly and this is to be demonstrated by the trainee in all of the sessions.

### Notes

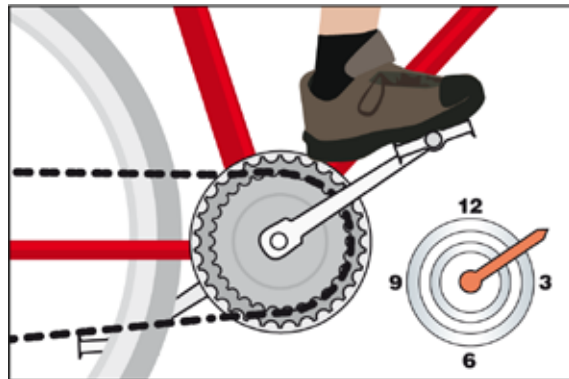
The trainees should get on and off the bike, with control, from the left hand side. While doing so they should be applying the brakes with both hands to hold the bike steady.

With left foot on the ground the trainee will find the "pedal ready" position (right pedal above horizontal in roughly the 2 o'clock position) with their right foot on the pedal. This is the most effective way to enable a cyclist to set off quickly and with control. Some trainees may already habitually get their pedal ready with the left foot. While it would be preferable for them to use the right foot we should not be pedantic as the main benefit from the Pedal Ready position is the speed and control in setting off that it offers.

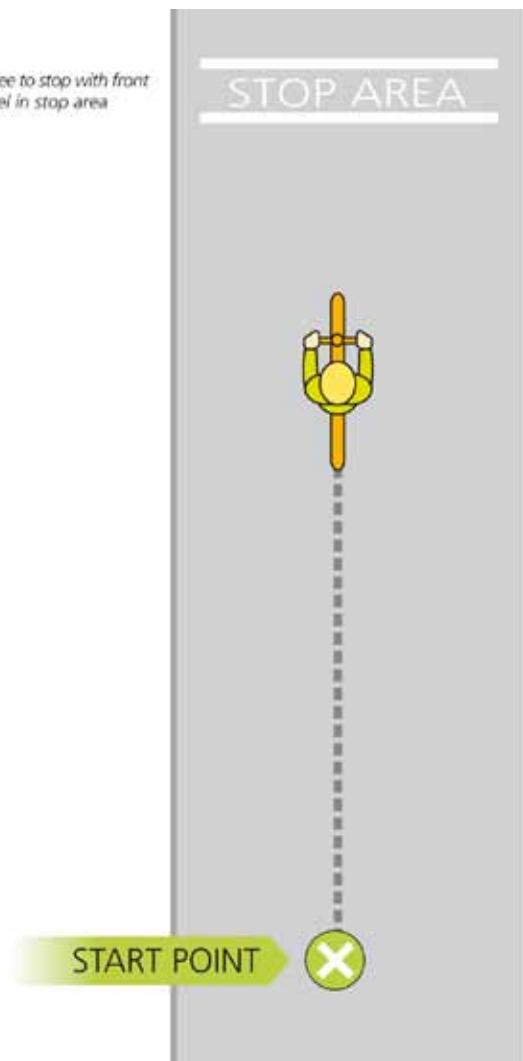
The trainees should keep their brakes applied until ready to go and keep both feet on the pedals while in motion, pedalling with the balls of their feet. They should be looking ahead and around them.

The trainees will slow down by braking with both brakes, bracing their arms ready to stop.

On stopping they should put their left foot down on the ground and get their pedal ready to set off again with the right foot. Trainees must not brake by using their feet on the ground.



*Trainee to stop with front wheel in stop area*

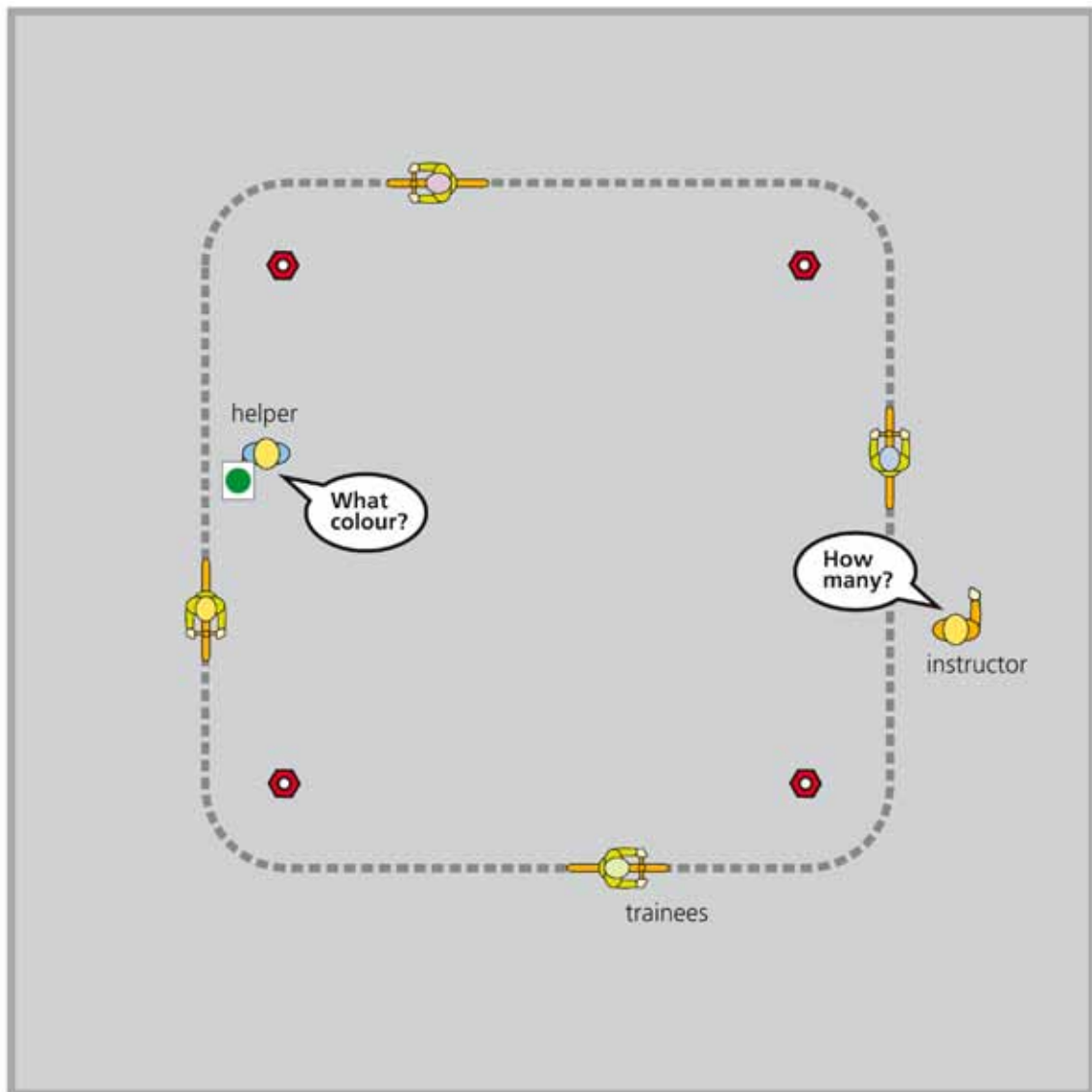


### Shoulder check

With the trainees cycling in a circuit the instructors hold up a number of fingers behind the trainees and asking them to tell how many.

#### Notes

The trainees should be able to look behind while riding in a straight line, without wobbling. They should not only be able to look behind but also to take in information.



### Use and understanding of gears

With the trainees off their bikes they look at their own bike's gears and gear changers. They can then cycle a circuit changing gears smoothly and understand how the selection of gears affects their cycling.

#### Notes

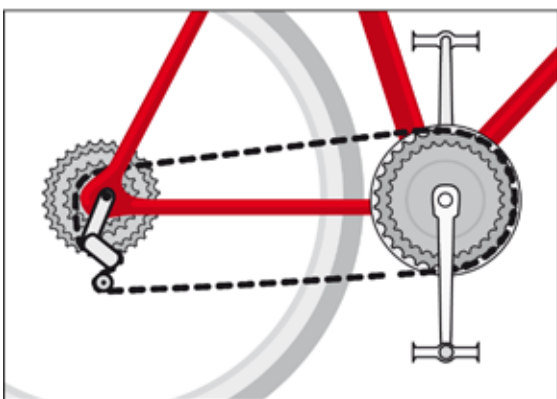
Trainees should understand that they need to change gear when their bike is moving and anticipate gear changes in advance e.g. a lower gear may need to be selected if they are preparing to stop so they can start off smoothly. Trainees should cycle at a steady cadence observing ahead and steering to keep their balance.

They should be able to stop in a low gear, ready to start again.

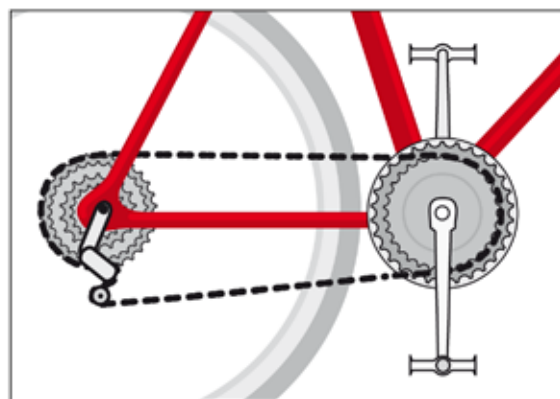
They should be able to make smooth gear changes and be able to understand how to use the gears they have on their bicycle. They should understand appropriate gear selection, how not to have the chain crossing, which gear shifter changes which cogs and have a general understanding of the different types of gear shifters. This can be developed further during the course.

It is useful if the trainees view each other's bikes so they are familiar with the different types of gear changers/shifters.

High gear



Low gear



## A. Slalom

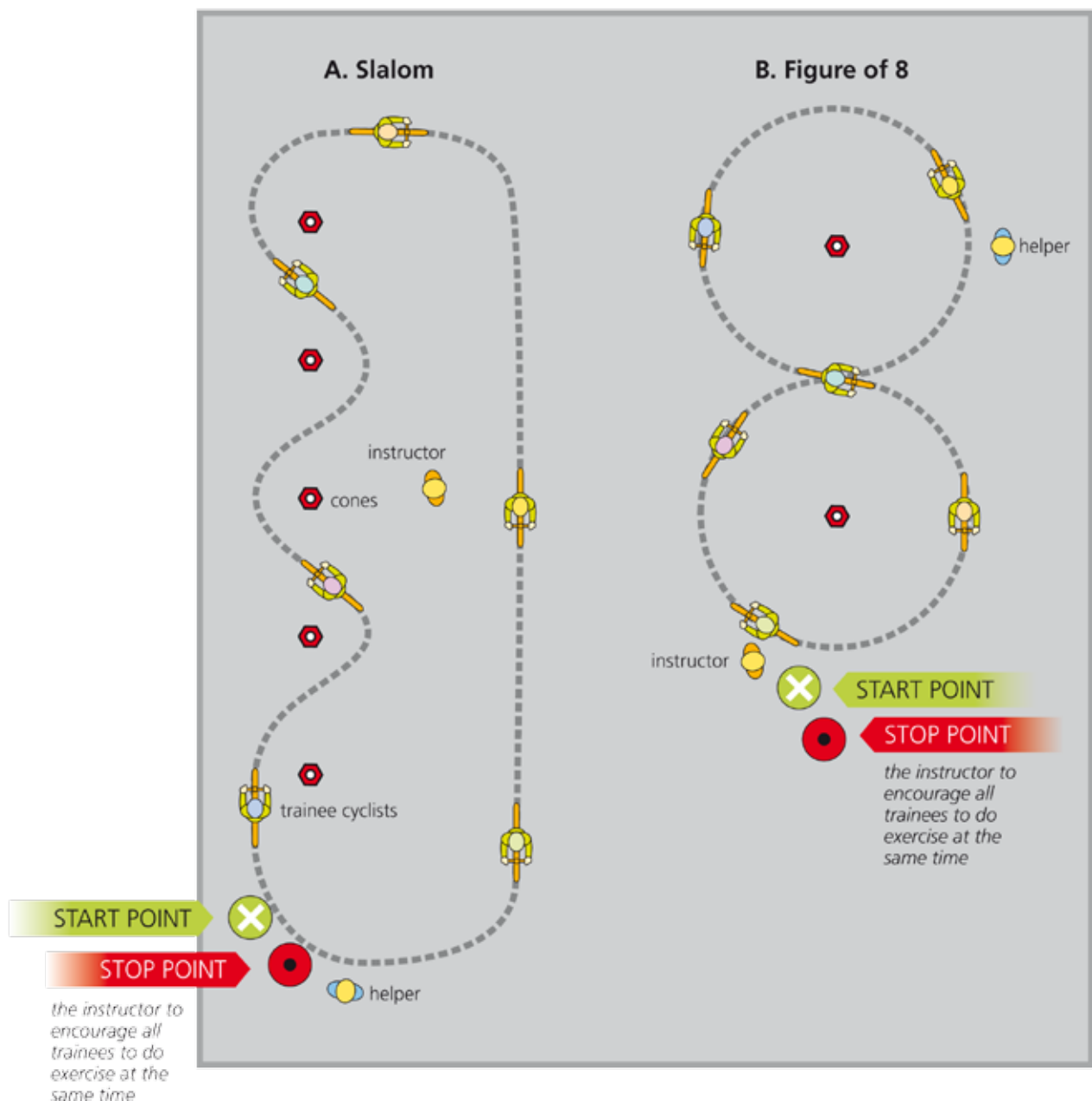
Set 6 cones 2.5 – 3m apart for this exercise. The trainees cycle between the cones at a slow and steady pace, trying not to put their feet down. The cones can be moved closer together to make the exercise harder.

## B. Figure of eight

The trainees cycle around the cones in a figure of 8. With all trainees performing the exercise simultaneously, the exercise becomes harder and more fun as more 'Give Way' situations arise.

### Notes

The trainees should be able to manoeuvre with control to avoid objects at speed. They should also be able to manoeuvre around more closely placed objects that require control at slow speeds and cycle with control around a simple course that will include turning both right and left.

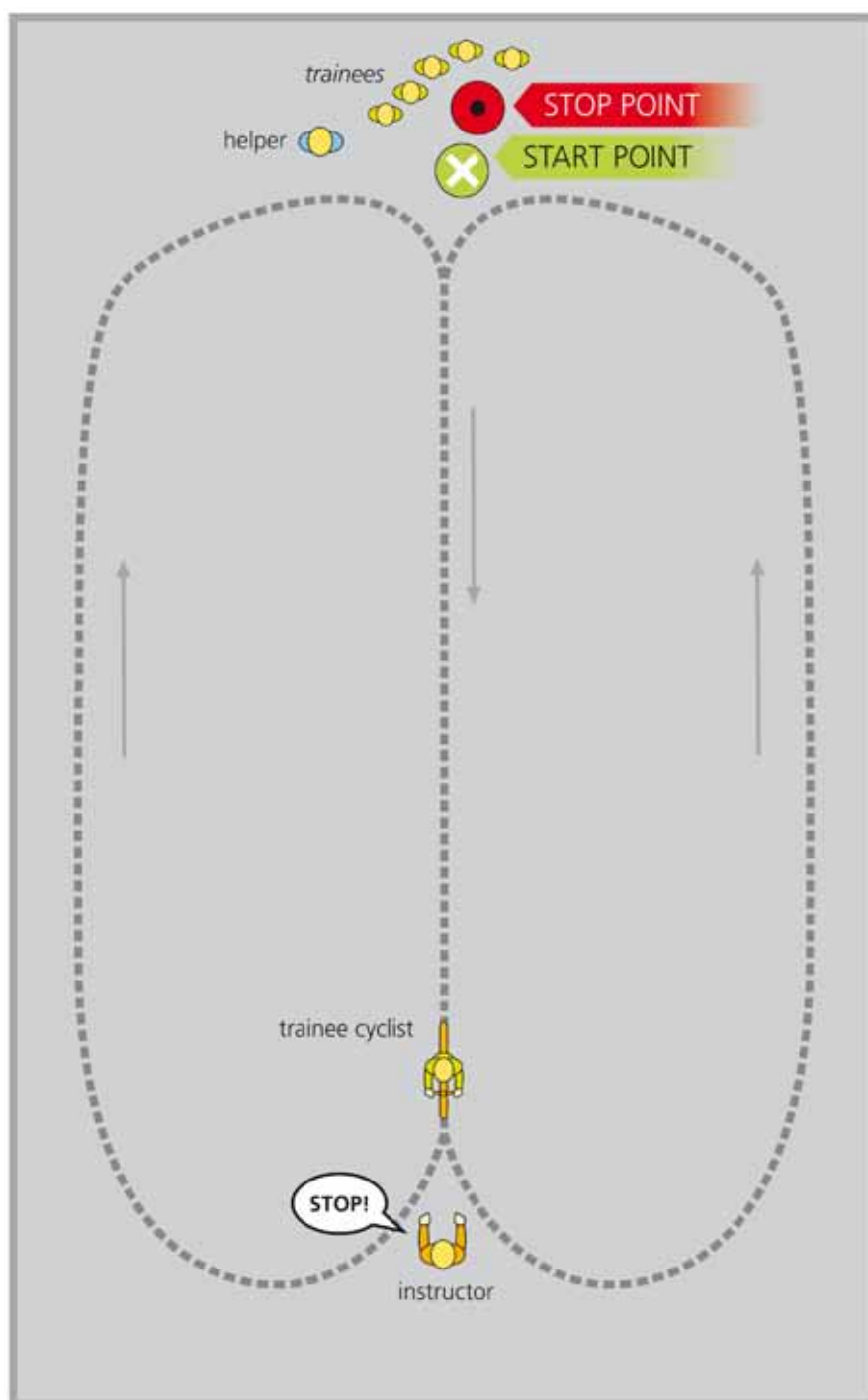


## Stopping quickly with control

The trainees to cycle at speed towards instructor who by hand signals directs the trainee to swerve left, right or stop with control. It is important the instructor varies the hand signals so trainees do not 'expect' an emergency stop. The trainees should perform this exercise one at a time.

### Notes

The trainees should use both brakes together to come to a sharp controlled stop. While doing so they should remain seated, bracing their arms and shifting their weight towards the back of the bicycle. Ensure all trainees perform an Emergency stop.

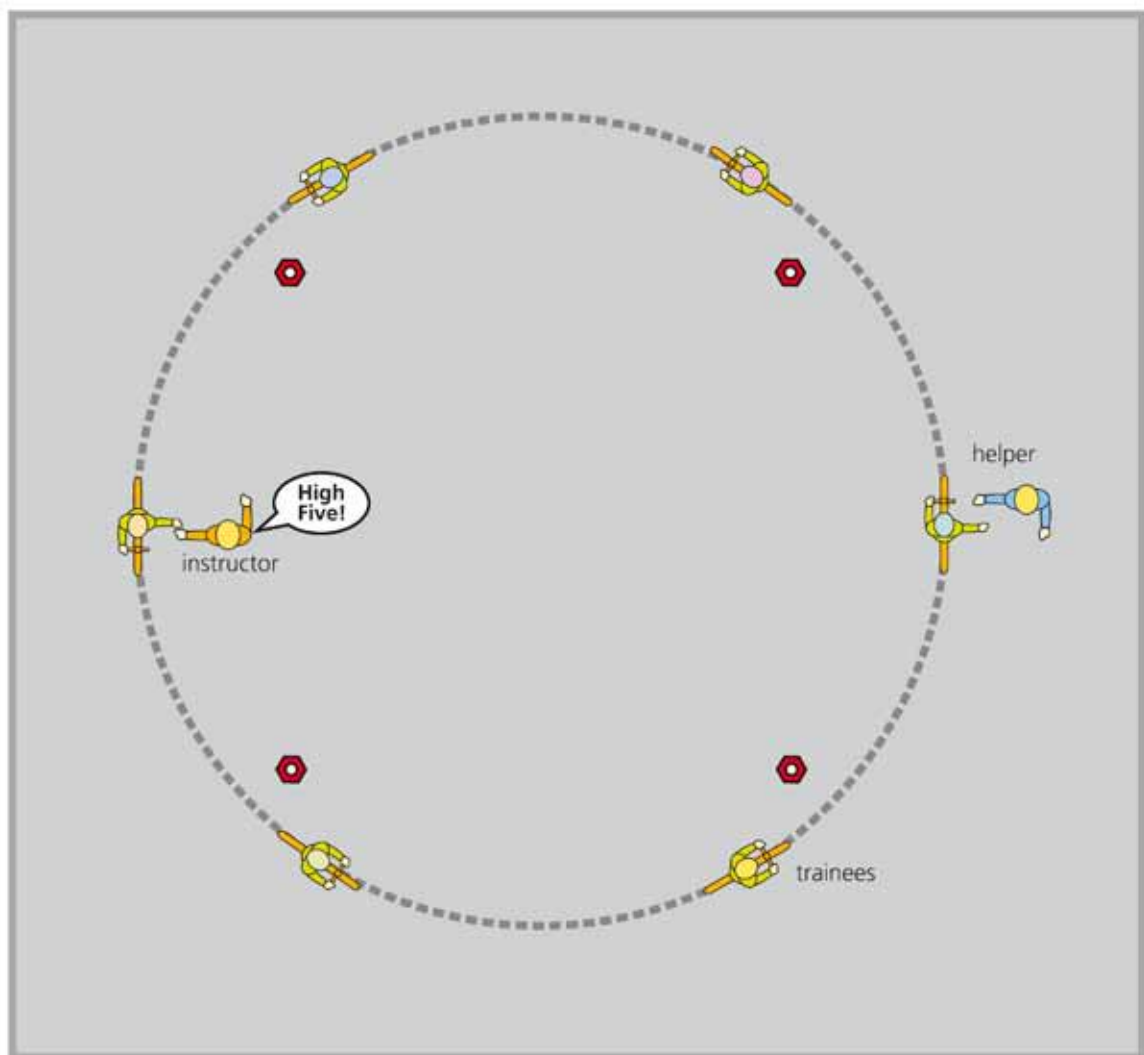


### Signalling

The trainees cycle in a circuit giving clear right, left and stop signals without wobbling. Additionally this can be demonstrated by trainees cycling in a circle and performing 'high and low fives' with the instructors or helpers. Ensure they practise with both hands.

#### Notes

While riding along the trainees should be able to give clear right, left and stop signals without wobbling. On the road this should always be preceded by a rear observation. The trainees should signal by holding their arm at ninety degrees from their body with palm held flat in a horizontal position.

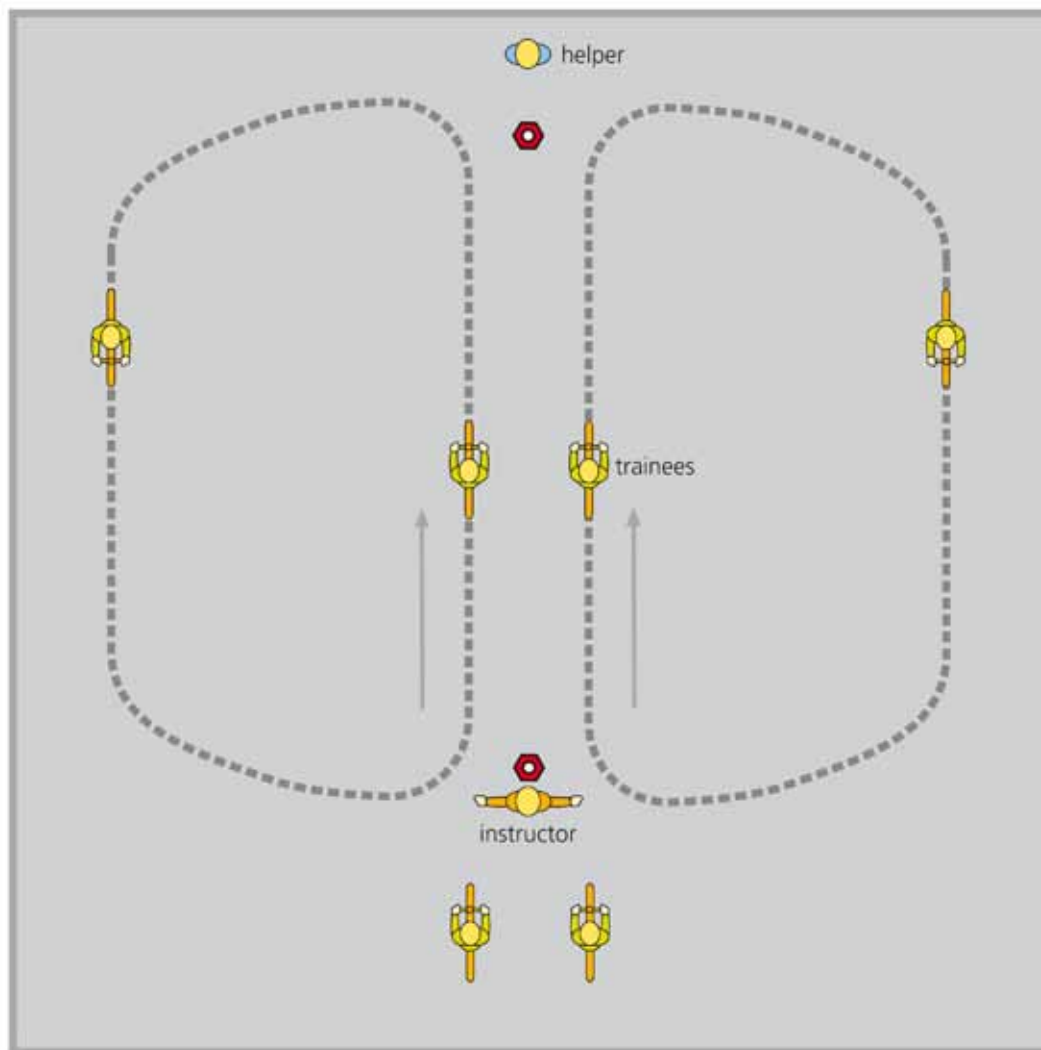


### “Butterfly” exercise

Two trainees cycle side by side and slowly in the shape of a butterfly wing keeping pace with each other.

#### Notes

Trainees need to observe their partner to judge the speed and direction, cycling steadily and covering their brakes.

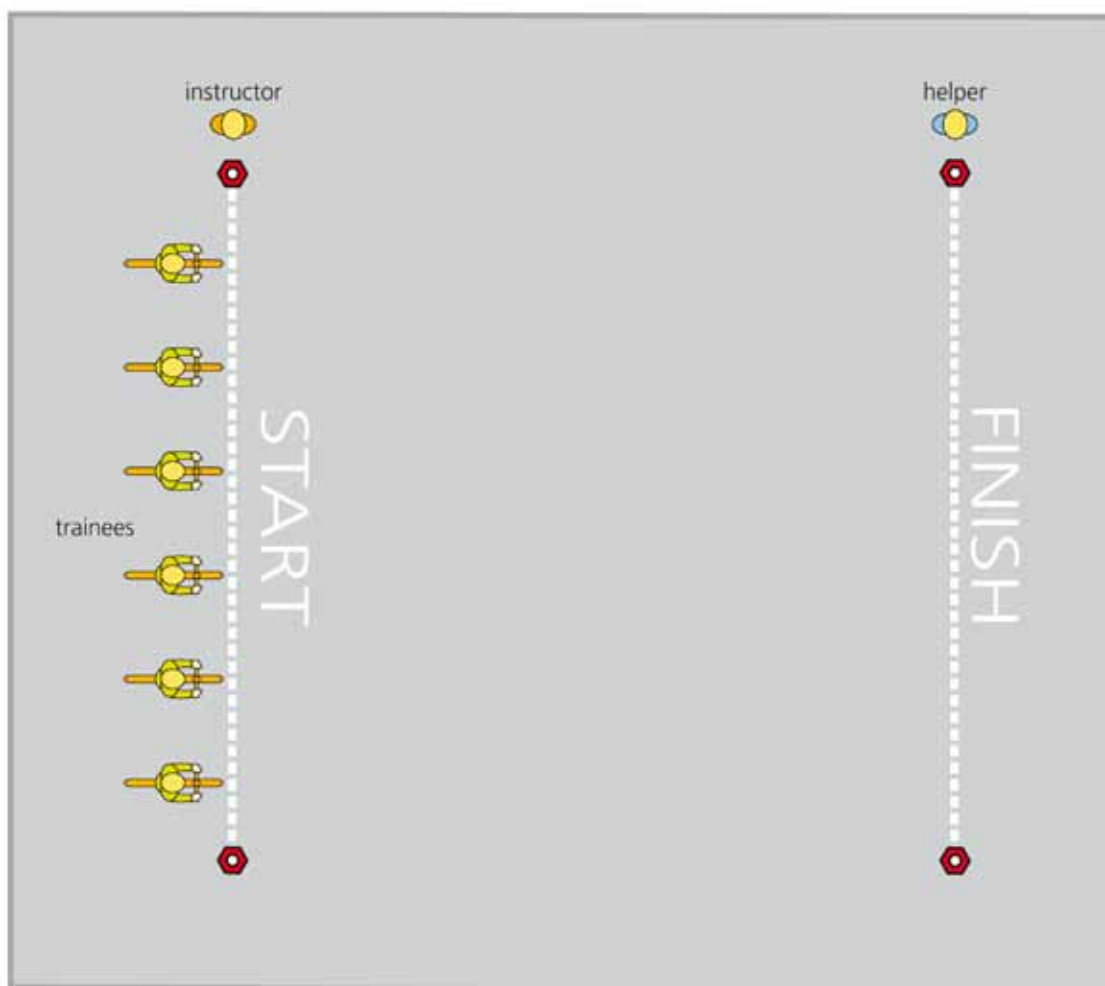


## Slow Bike Race

Trainees line up at a start point with about 1.5m space between them. The instructor sets them off and the last trainee to reach the finish line is the winner.

### Notes

This is a good exercise with which to finish the session. The trainees should be encouraged to cycle in a straight line and not to put their foot down. This will demonstrate their balance and use of brakes.



## End of session

This first session should give the instructor a clear idea of the trainees' skills and abilities. Feedback should be given to trainees throughout the session and more detailed feedback may be required at the end. As the next session (Grade 2) is on road, a decision will need to be made whether you feel the trainee may need more off road practise before proceeding. Trainees should be encouraged to practise the outcomes they have learnt and read any accompanying literature. The instructor should complete the NZ Cycle Training Guidelines checklist for each trainee. This is on page 89 of the NZ Guidelines.

## Session 2: contents (Grade 2)

- ▲ Welcome and introduction of instructor and helper
- ▲ Take register
- ▲ Re-affirm ground rules
- ▲ Brief recap discussion of last session
- ▲ Explain aims of today's session

**Exercise One:** Bike, helmet and clothing check

**Exercise Two:** Starting and finishing an on road journey, passing side roads, possibly including u-turns

**Exercise Three:** Negotiating parked vehicles, possibly including u-turns

Give a good demonstration and get trainees to perform the exercise one at a time. If time allows, and the exercises are repeated, try to use different roads.

Other outcomes should be included in other sessions. For this session the following can quite naturally be introduced:

Explain decisions made while riding, thereby demonstrating understanding of safe riding strategy.

Demonstrate a basic understanding of the Road Code, particularly how to interpret road signs.

Be aware of everything around them, including behind as they ride.

### Glossary of definitions

**Primary position:** The position you adopt when you ride in the traffic stream, in the centre of your lane.

**Secondary position:** The position you adopt when you ride outside of the traffic stream, usually to the left of your lane.

**Taking the lane:** An expression for adopting the primary position. You should take the lane when it would be unsafe for other road users to pass.

**Life Saver:** The final shoulder check prior to the manoeuvre.

**Alternative Method:** An alternative way of completing a tricky manoeuvre; dismount and walk with the bicycle as a pedestrian.

### Exercise One: Quick bike, helmet and clothing check

As per Session One - see pages 6-7\*.



## Starting and finishing an on road journey while passing a side road

### Starting: teach, demonstrate, drill.

Position the instructors and trainees at the T junction, opposite the side road.

The instructor teaches the theory.

The assistant instructor demonstrates the skill.

The assistant instructor takes the trainees to the start point.

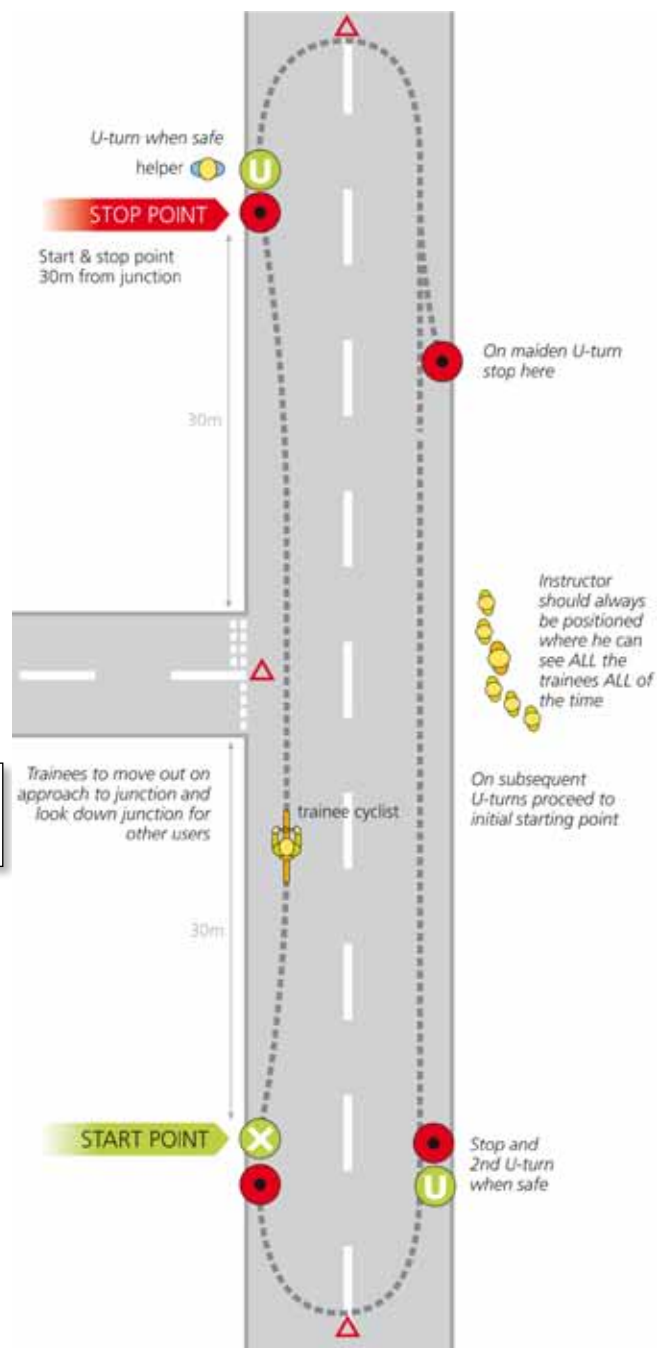
Trainees should start from the kerb (or from the outside of parked vehicles where such vehicles would obscure visibility at the kerb). Applying the brakes with both hands and with their feet in the "pedal ready" position, they should observe behind (over their right shoulder) for traffic approaching from the rear. Then, if a safe gap is available behind and if no vehicle or pedestrian is blocking their path in front, they should set off into the stream of traffic.

#### Notes

When cycling on the road trainees should always set off from a position where they can see and be seen.

The greatest risk will be from traffic approaching from behind. However, trainees should also be aware of approaching traffic that may turn across their path or pedestrians that may step off the kerb in front of them.

Where they are setting off from the outside of a line of parked cars the narrowness of the carriageway may mean they have to wait and give way to traffic approaching from in front before there is space for them to set off and ride at a safe distance from the parked vehicles ahead. Otherwise it is important that the trainee sets off quickly and determinedly so as not to cause an obstruction but, in particular as this is key to performing the manoeuvre, safely.



## Passing a side road

On passing a side road the trainees should maintain the speed and position they have been using on the main road, even if this means vehicles behind cannot overtake them. They should check into the side road as they approach for any vehicles that may be about to turn out and pedestrians who may be about to cross the main road and be ready to stop if these do not give way. They should also be looking out for oncoming vehicles that may turn right into the junction and again be prepared to stop if these do not give way. Where the trainee is passing a pair of side roads at a crossroads they must also check for traffic emerging from the side road on their right.

## Finishing

While riding along the trainees will look behind for close following traffic that may be about to overtake them before pulling in to the left to stop. Where the road is very narrow and overtaking is difficult they should slow down gradually, having first made eye contact with any close following driver/ rider before pulling into the left and stopping. The trainee, using good observation and if there is enough room, can perform a u-turn(s) to return to start point.

### Notes

The further out that the trainees can ride the more visible they will be to drivers wishing to exit the side roads they are approaching and the less likely they are to be cut off by vehicles either oncoming and turning across their path or from behind that wish to turn left into the side road. A key pointer here is that drivers exiting side roads will be looking for cars on the main road. If in doubt the trainee should take up the primary position - the middle of your lane.

### Notes

Checking behind is essential before stopping as it gives the message to road users behind that the trainees are about to do something. The choice of which shoulder the trainee checks will depend on the circumstances. The key outcome is that they should be able to see who is behind and establish eye contact if there is a close following driver or rider.

On narrow streets there may not be the space for a following driver to overtake easily if a rider stops, even at the kerb, particularly if there are oncoming vehicles, therefore making eye contact before slowing down and stopping will make the trainee safer when stopping.

Checking to the left will also enable the trainee to see if anyone is about to step into the space they are about to occupy.

## Passing a side road

Children, particularly, and adults will often carry out u-turns and so it is advisable although not essential that they are taught to trainees. They are also very useful in Grade Two training as they can be used to increase the frequency with which trainees can practise skills and to enable the trainees to ride complete circuits in a training area. The u-turn is extremely useful in speeding up the rate at which trainees can achieve the essential outcomes.

The trainees, after performing the skills should stop near the kerb. The trainee should then carry out a u-turn, with good all round observation and when the road is clear. When the trainees performs the u-turn confidently and consistently, and this will probably be on later sessions, the u-turn can be performed without stopping. **It is essential the trainees understand the importance of shoulder checks and all round observation whilst performing the u-turn, as other users will not expect the trainees to do this.**

Approaching the point where they intend to turn the trainees should look behind over their right shoulder and if there is a **safe gap behind and in front** complete the turn, slowing down if necessary to do so and taking up the correct cycling position on the opposite carriageway. They should not leave the carriageway while undertaking the u-turn.

## Passing parked or slower moving road user

*(Involving starting and stopping and possibly a u-turn)*

When safe to do so and the trainees have checked that the vehicle will not start moving they should start moving out early and pass the vehicle, giving it sufficient space, being aware of all that is around including people in the vehicle.

### Notes

On approach to the vehicle the trainees should observe behind and then if safe to do so move out smoothly (they should not be so close as to need to swerve) into a position a car door's length from the vehicle they intend to overtake. Once past, they should move smoothly back into their normal riding position unless there are other vehicles nearby ahead that they will overtake, in which case they should stay out until they have passed all of these.

If the trainees are riding steadily and confidently there should be no need to signal when overtaking. It should be obvious from their position and riding that they will be carrying on past the vehicles.

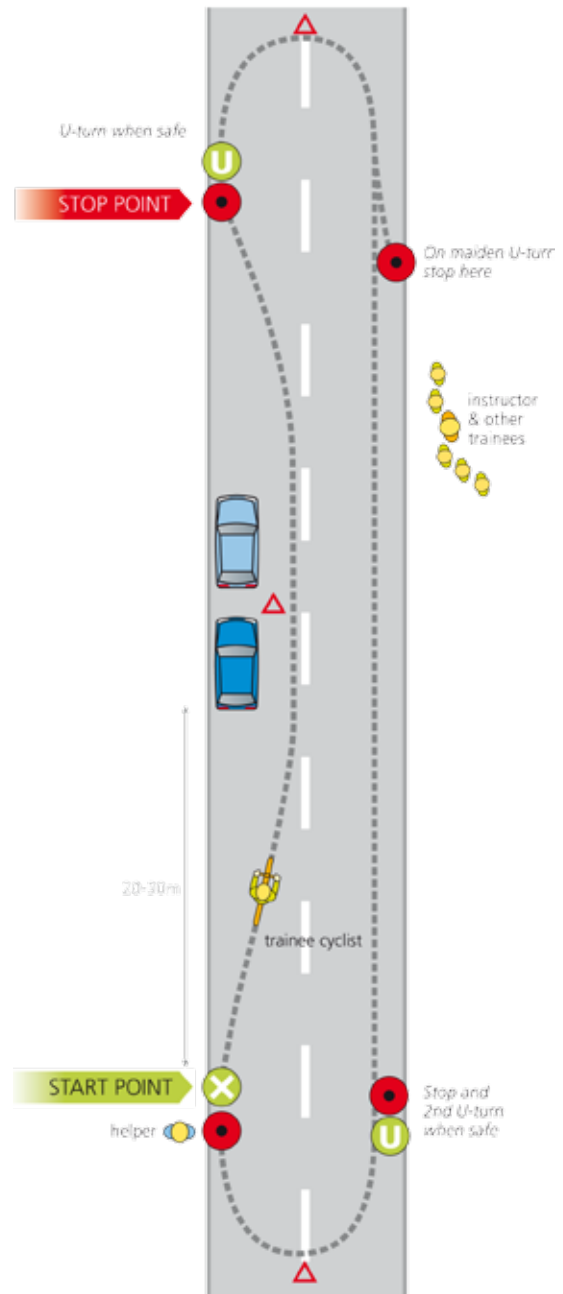
On approaching parked vehicles they should also be checking if there is anyone in the vehicles, if the motor is running and if the vehicle is about to set off, so that they can take appropriate avoiding action.

It may be necessary in some instances when overtaking a line of parked cars for the trainees to move closer to these, for example, if the street is narrow and there is an oncoming car that approaches after they have begun the overtaking manoeuvre. In cases like this observation into the parked cars they are overtaking is essential as they will have no room to manoeuvre and must therefore be ready to stop and wait until safe to ride further out again.

It is a great temptation for inexperienced trainees to weave in and out between parked cars. They should rather stay where they can see and be clearly seen by other drivers and riders even if this means that vehicles behind are prevented from overtaking them.

Trainees should be encouraged to practise the outcomes they have learnt, continue reading the accompanying literature and complete any course work set.

The Instructor should complete the Outcome checklist for each trainee.



### End of session

Feedback should be given to trainees throughout the session and more individual and detailed feedback may be required at the end.

## Session 3: contents

- ▲ Welcome and introduction of instructor and helper
- ▲ Take register
- ▲ Re-affirm ground rules
- ▲ Brief recap discussion of last session
- ▲ Explain aims of today's session

**Exercise One:** Quick bike, helmet and clothing check

**Exercise Two:** Turn left from a main to a side road

**Exercise Three:** Turn left from a side to a main road

Exercises Two and Three could easily be combined by a series of U-turns, thus increasing the frequency of exercises.

Give a good demonstration and get the trainees to perform the exercise one at a time. If time allows and the exercises are repeated, try to use different roads.

Other Grade 2 outcomes should be included and discussed in other sessions. For this session the following can quite naturally be introduced:

Explain decisions made while riding, thereby demonstrating understanding of safe riding strategy – particularly important that trainees can explain their decisions for left and right turns

Demonstrate a basic understanding of the Road Code, particularly how to interpret road signs

Be aware of everything around them, including behind as they ride

Understand how and when to signal intentions to other road users

Exercise One: Quick bike, helmet and clothing check

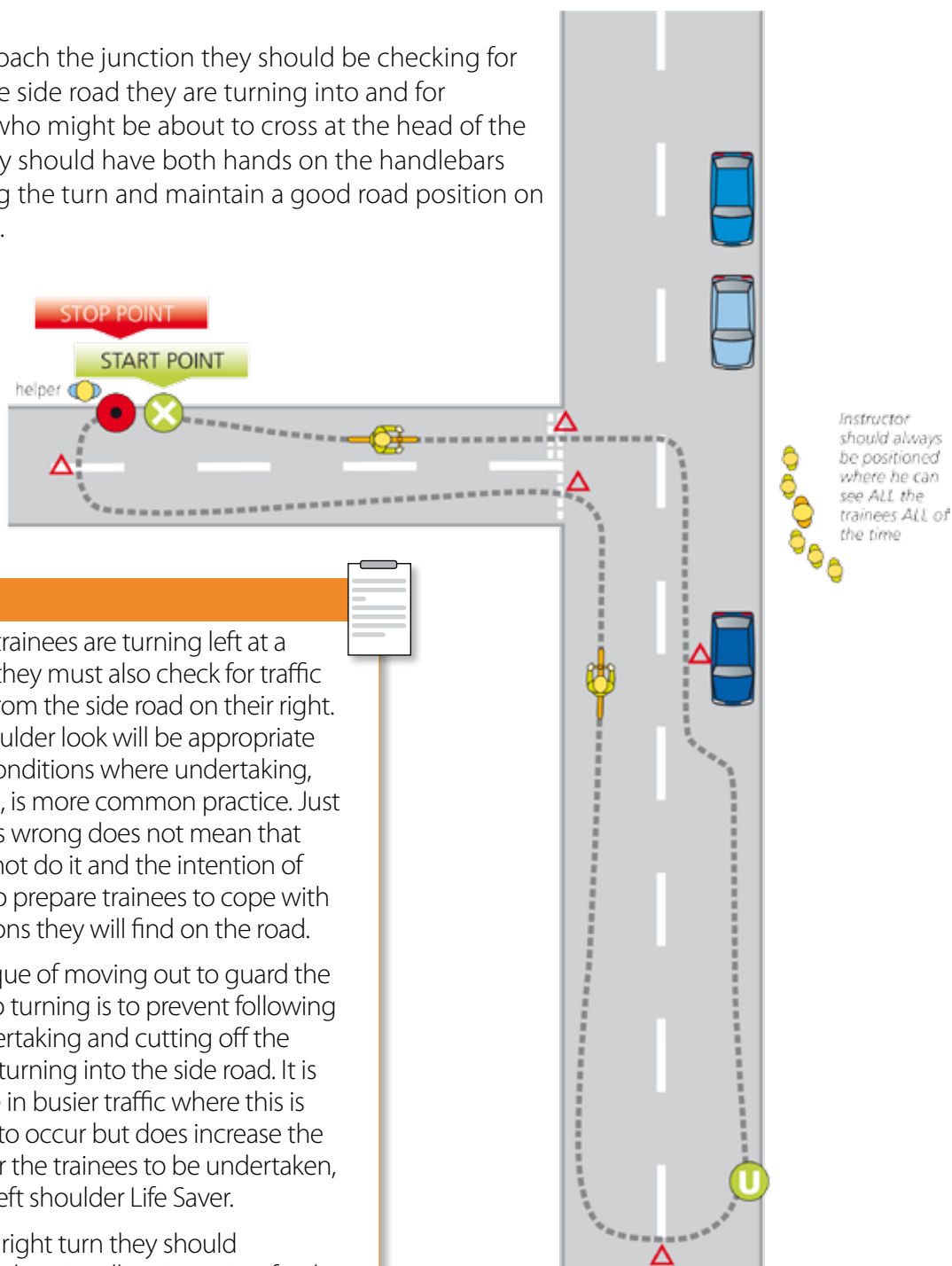


As per Session One - see pages 6-7\*.

## Turn left from a main to a side road

Trainees to start near the kerb at a suitable spot approximately 30 metres from the junction and adopt a good road position. Following the first rear observation and signal (in this case it will probably be necessary) trainees may choose to move out into the primary position as they approach the junction in order to guard their lane prior to turning into the side road. If they do so then a left shoulder life saver check for undertaking cyclists/motorcyclists, just prior to turning is essential.

As they approach the junction they should be checking for hazards in the side road they are turning into and for pedestrians who might be about to cross at the head of the junction. They should have both hands on the handlebars whilst making the turn and maintain a good road position on the side road.



### Notes

Where the trainees are turning left at a crossroads they must also check for traffic emerging from the side road on their right. The left shoulder look will be appropriate in certain conditions where undertaking, while illegal, is more common practice. Just because it is wrong does not mean that others will not do it and the intention of training is to prepare trainees to cope with the conditions they will find on the road.

The technique of moving out to guard the lane prior to turning is to prevent following vehicles overtaking and cutting off the trainees by turning into the side road. It is appropriate in busier traffic where this is more likely to occur but does increase the potential for the trainees to be undertaken, hence the left shoulder Life Saver.

As with the right turn they should understand that signalling is not just for the benefit of those behind. Pedestrians on their near side who may be about to cross at the head of the side road and oncoming drivers, particularly those who may be turning right into the same side road, will warrant a signal.

## Turn left from a side to main road

Trainees to start approximately 30 metres from the junction, to be observant, signal if necessary and adopt the primary position, therefore attempting to guard the lane on approach to the junction. The trainee should be deciding whether to stop (depending on the road signs, other road users and pedestrians' actions) or to make the turn with correct positioning, life saver left shoulder check and good observation.

Trainees should understand the Give Way rules and signs prior to exercise.

### Notes

Guarding the lane at a junction will keep drivers behind the trainee as they are setting off and most likely to be unsteady. This will therefore offer them greater protection when they are most vulnerable. However, this does increase the small risk of being undertaken by less careful cyclists and motorcyclists as they will have the space to get past. This is why a left shoulder life-saver may be appropriate just before turning.

In advance of the junction the trainees should observe behind and if necessary signal left. They should then take up the position where they guard their lane. As they approach the head of the junction they should start checking for traffic, particularly from their right, on the main road. The trainee may need to adjust speed and may need to select a lower gear.

If the junction has a stop sign they must stop at the junction in the normal primary position and take up the pedal ready position ready to set off again. Once there is a safe gap in traffic from their right and having checked that no cyclist or motorcyclist will try to undertake them from behind they should set off and complete their turn.

If the junction is a Give Way they should only stop if it is necessary to do so, otherwise they should complete their turn. Before turning they may also carry out a Life Saver check behind on their left for undertaking cyclists or motorcyclists (especially if the trainee has moved out into the primary position to block traffic behind). They should also be aware of pedestrians stepping out into the road on their left.

Where the trainees are turning left at an intersection they must also check for traffic emerging and turning right from the side road ahead of them.

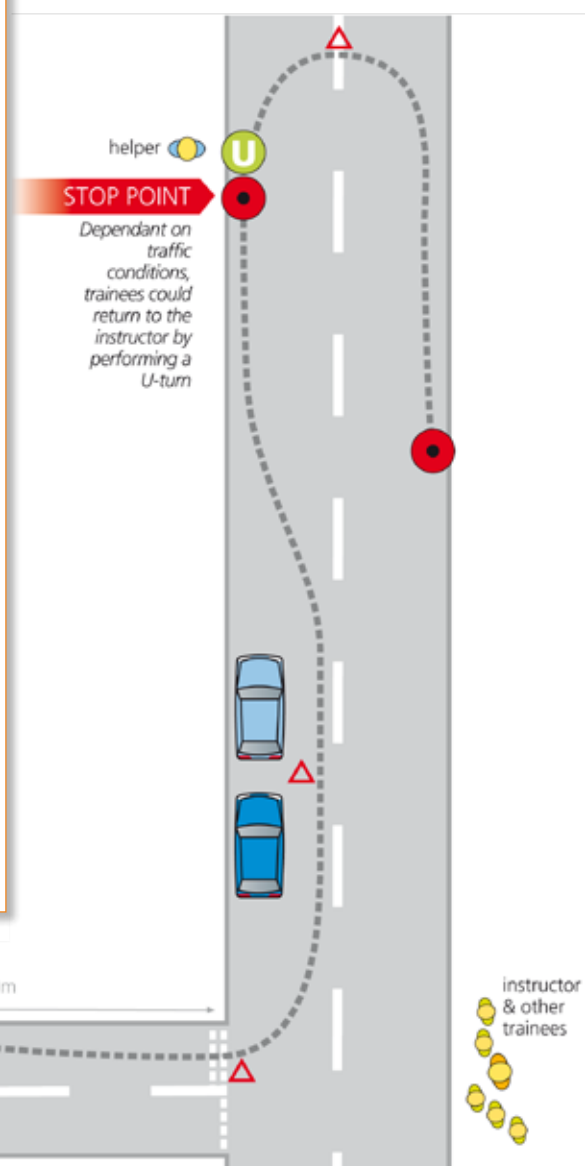
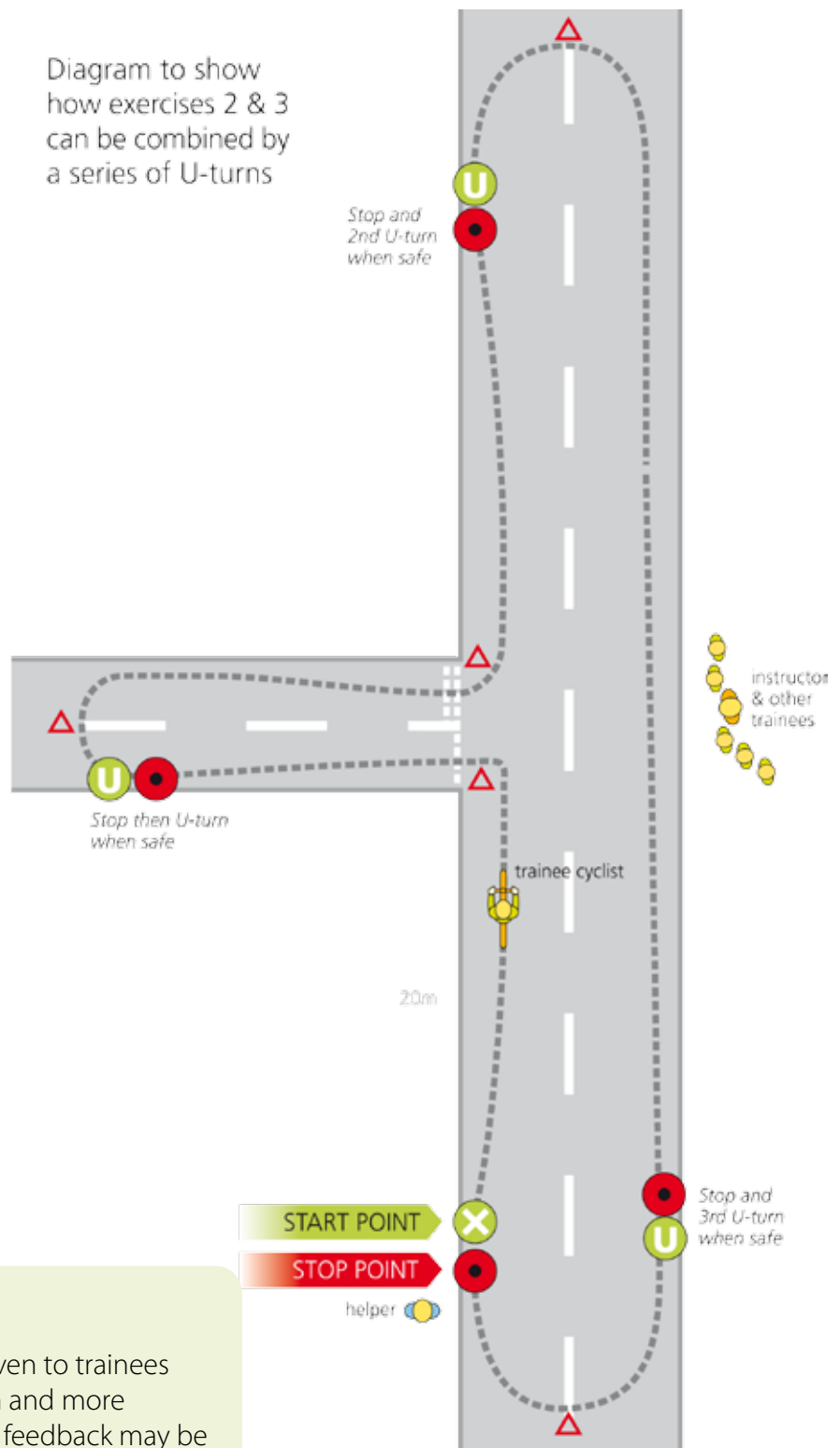


Diagram to show how exercises 2 & 3 can be combined by a series of U-turns



## End of session

Feedback should be given to trainees throughout the session and more individual and detailed feedback may be required at the end.

Trainees should be encouraged to practise the outcomes they have learnt and continue reading any accompanying literature that they have been given.

The instructor should complete the NZ Cycle Skills Training Guidelines Outcome checklist for each trainee.

### Session 4: contents

- ▲ Welcome and introduction of instructor and helper
- ▲ Take register
- ▲ Re-affirm ground rules
- ▲ Brief recap discussion of last session
- ▲ Explain aims of today's session

**Exercise One:** Quick bike, helmet and clothing check

**Exercise Two:** Turn right from side to main road

**Exercise Three:** Turn right from main to side road

*If time allows and the exercises are repeated, try to use different roads.*

Other Grade 2 outcomes should be included and discussed at every opportunity. For this session the following can quite naturally be introduced:

Explain decisions made while riding, thereby demonstrating understanding of safe riding strategy

Demonstrate a basic understanding of the Road Code, particularly how to interpret road signs

Be aware of everything around them, including behind as they ride

Understand how and when to signal intentions to other road users

### Exercise One: Quick bike, helmet and clothing check



As per Session One - see pages 6-7\*.

### Turn right from a side to a main road

Well in advance of the approaching junction, the trainees should check behind for following traffic and then, if necessary, signal their intention with a right turn signal. The trainee should then pull smoothly out into a position well left of the centre line, where they cannot be overtaken by a car on either side. They should approach the junction in this position and begin looking for traffic from both sides on the main road, as they make their approach to the head of the junction. If signalling is necessary, they should also continue to signal while pulling out and approaching the junction, returning both hands to the handlebars just before the point where they would have to brake, if stopping at the junction were necessary.

If there is a stop sign they must stop at the stop line, taking up the pedal ready position as they do so. They should observe to their right and left for traffic on the main road and when there is a safe gap, set off again, with a Lifesaver right shoulder check, and complete the turn.

If the junction is a give way the trainee should only stop and give way if necessary before completing their turn, with a Lifesaver right shoulder check.

#### Notes

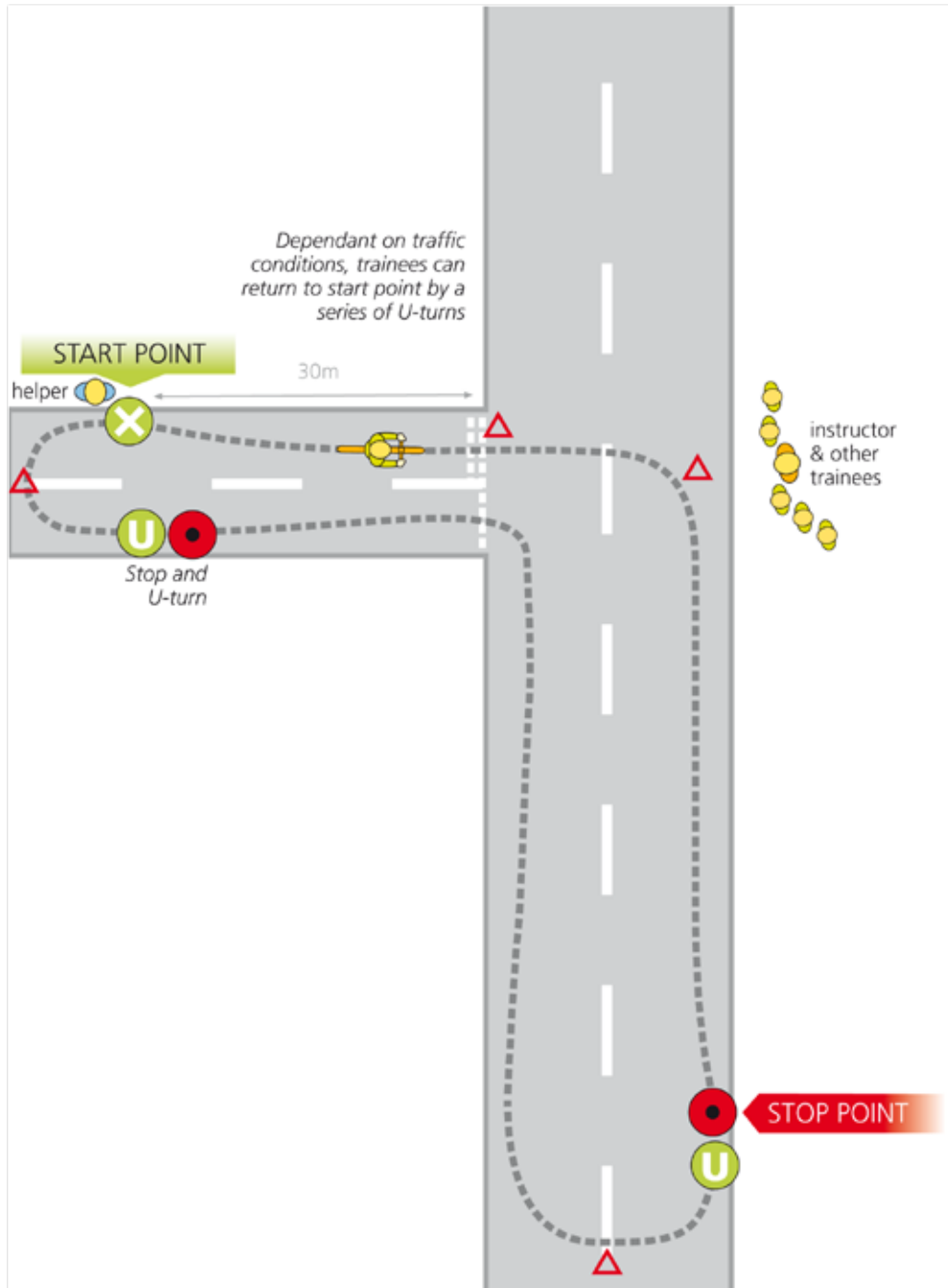
The trainee should get into position to turn sufficiently in advance of the junction as this enables the trainee to then start concentrating on conditions and traffic on the main road. Riding to the junction in a position that prevents cars from overtaking them on either side as they approach the junction, "guarding their lane", will also make the turn safer.

Seeing trainees correctly choose not to signal or stop at a Give Way, after appropriate observation, should be evidence that they understand what they are doing. If questioned they should be able to explain their actions. Trainees who stop at every Give Way, regardless of traffic on the main road do not demonstrate understanding and could be putting themselves at greater risk as following vehicles may not stop.

Choosing not to signal can also be an indicator of good observation. However, when questioned trainees who have not signalled should demonstrate that they understand that signalling is not only for the benefit of those behind.

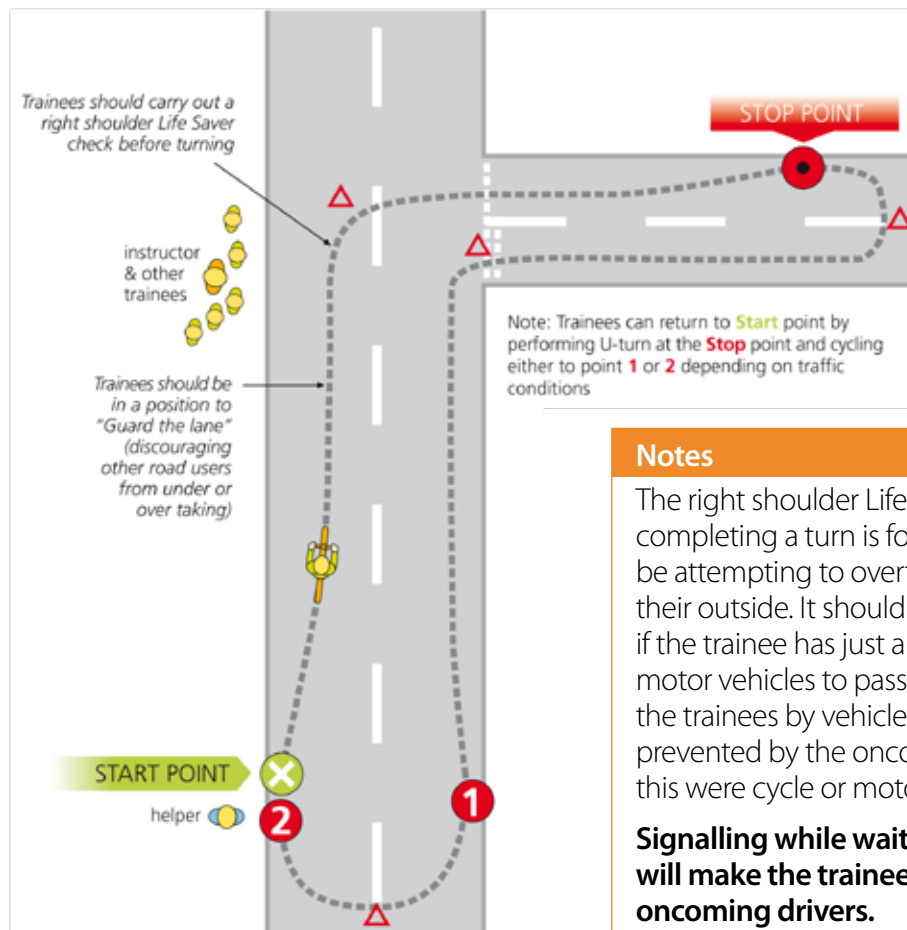
Trainees should be seen to demonstrate the right turn as described above. In addition if questioned they should also be aware that, if they felt the conditions at the junction were particularly hazardous, they could use the Alternative Method - dismount and walk.

Where the trainees are turning right at a crossroads they must also check for traffic emerging from the side road ahead of them.



## Turn right from a main to side road

Approaching the junction, the trainees will observe behind and if safe to do so, start to move out to a position about an arm's length to the left of the centre line, signalling if necessary as they do so prior to moving out. If there is oncoming traffic they should stop opposite the centre line of the side road, take up the pedal ready position and then, once the traffic has passed, complete their turn. While waiting they may also choose to signal. They should also carry out a right shoulder Life Saver if there were any risk of drivers attempting to overtake on their right as they turned. When they complete the turn they should do so into their normal riding position in the side road taking into account any hazards in that road.



### Notes

The right shoulder Life Saver before completing a turn is for vehicles that may be attempting to overtake the trainees on their outside. It should not be necessary if the trainee has just allowed oncoming motor vehicles to pass. Any overtaking of the trainees by vehicles behind should be prevented by the oncoming vehicle unless this were cycle or motorcycle.

**Signalling while waiting to turn right will make the trainees more visible to oncoming drivers.**

If they have not had to stop for oncoming traffic at the junction they should carry out a right shoulder Life Saver just before completing the turn.

Trainees should be seen to demonstrate the manoeuvre in this way but they should also be aware that if there is considerable traffic from behind, they may cycle in their normal position and stop by the kerb at the far side of the junction. From there they may complete the manoeuvre either on their bicycle or on foot once it is safe to cross the road.

Where the trainees are turning right at an intersection they must also check for traffic emerging from the side road on their left.

### End of session

Feedback should be given to trainees throughout the session and more individual and detailed feedback may be required at the end.

Trainees should be encouraged to practise the outcomes they have learnt and continue reading any accompanying literature that they have been given.

The instructor should complete the NZ Cycle Skills Training Guidelines Outcome checklist for each trainee.

## Session 5: contents

- ▲ Welcome and introduction of instructor and helper
- ▲ Take register
- ▲ Re-affirm ground rules
- ▲ Brief recap discussion of last session
- ▲ Explain aims of today's session

**Exercise One:** Quick bike, helmet and clothing check

**Exercise Two:** Left and right turns with a u-turn

**Exercise Three:** Go straight on between side roads at a crossroads if available

*If time allows and the exercises are repeated, try to use different roads. Trainees could perform the exercises in pairs to recreate realistic cycling conditions and weaker trainees could be partnered with stronger ones.*

Other Grade 2 outcomes should be included and discussed at every opportunity. For this session the following can quite naturally be introduced:

**Explain decisions made while riding, thereby demonstrating understanding of safe riding strategy**

**Demonstrate a basic understanding of the Road Code, particularly how to interpret road signs**

**Be aware of everything around them, including behind as they ride**

**Understand how and when to signal intentions to other road users**

The outcome **Go straight on between side roads at a crossroads** is not part of the core guidelines and is therefore non-compulsory. However, it may be delivered during this session if there are, for example, crossroads on the training area.

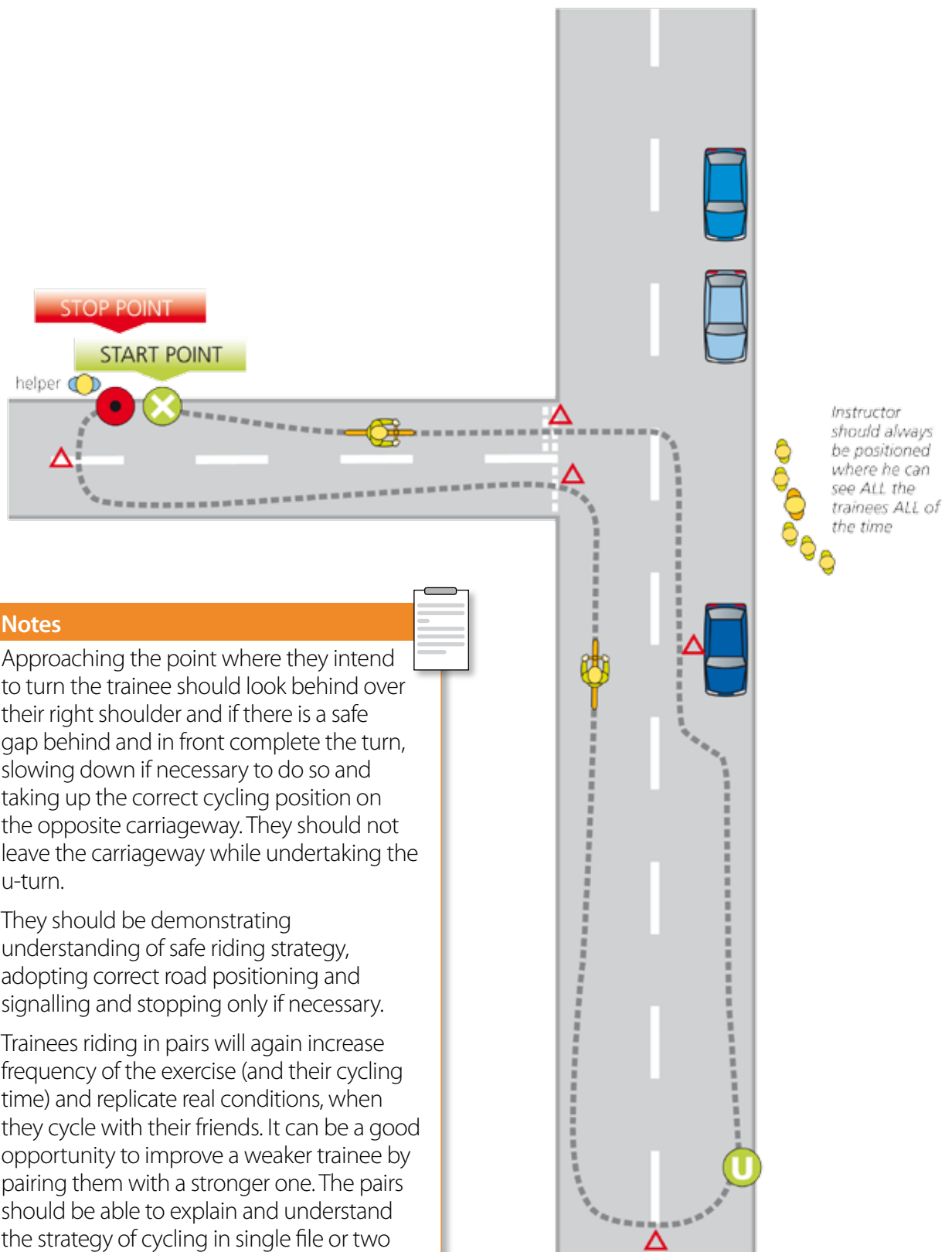
### Exercise One: Quick bike, helmet and clothing check



As per Session One - see pages 6-7\*.

## Left and right turns with u-turn

Left and right turns, side to main and vice versa, with u-turns to be performed as per previous sessions. Trainees can perform exercise in pairs and at different junctions, if possible.

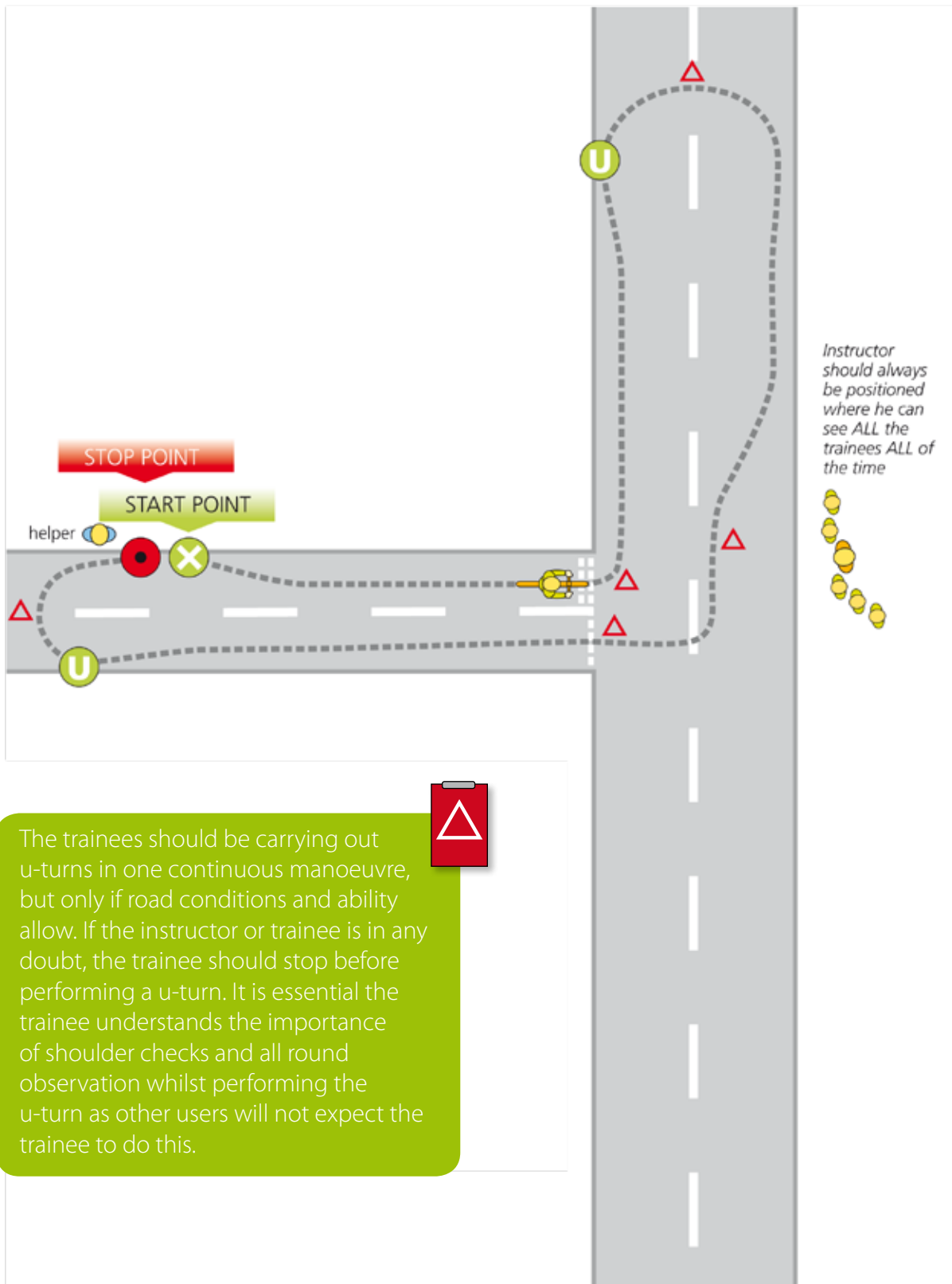


### Notes

Approaching the point where they intend to turn the trainee should look behind over their right shoulder and if there is a safe gap behind and in front complete the turn, slowing down if necessary to do so and taking up the correct cycling position on the opposite carriageway. They should not leave the carriageway while undertaking the u-turn.

They should be demonstrating understanding of safe riding strategy, adopting correct road positioning and signalling and stopping only if necessary.

Trainees riding in pairs will again increase frequency of the exercise (and their cycling time) and replicate real conditions, when they cycle with their friends. It can be a good opportunity to improve a weaker trainee by pairing them with a stronger one. The pairs should be able to explain and understand the strategy of cycling in single file or two abreast.



## Go straight on between side road at crossroads (if available)

As they approach the junction the trainees should check behind and if safe to do so, move out to guard the lane if they are not already doing so. As soon as possible on the approach to the head of the junction they should start checking for traffic from the right and left on the main road. They should also be checking for traffic that may emerge from the side road ahead that they intend to ride into.

If there is a Stop sign they should stop at the stop line and check for traffic from right, left and ahead. If safe to do so they should cycle ahead into the other side road and then resume up their normal riding position.

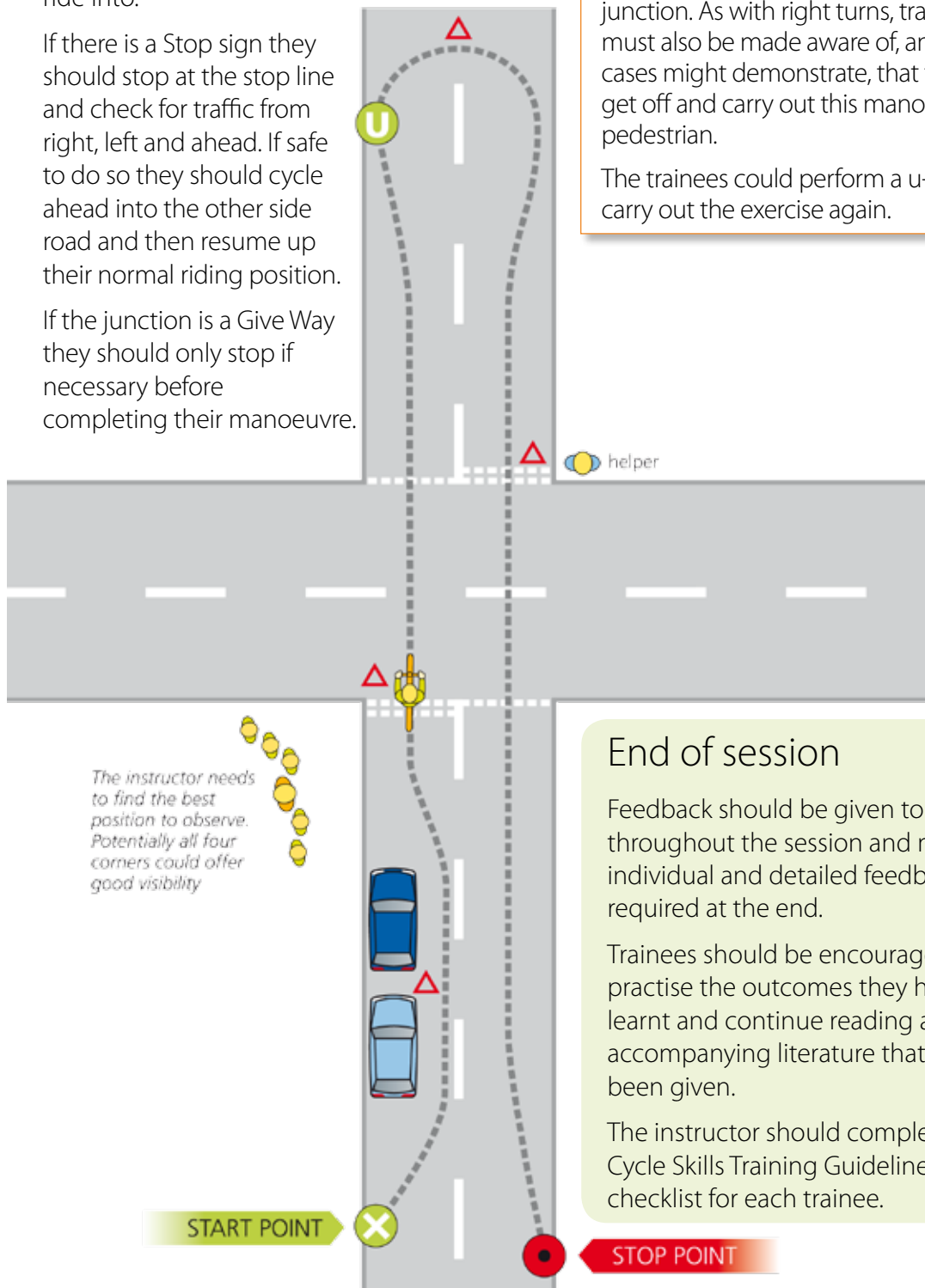
If the junction is a Give Way they should only stop if necessary before completing their manoeuvre.

### Notes

This manoeuvre should be included in a course if possible.

At a crossroads the trainees have to take account of three different lanes of traffic that may present a hazard to them. Taking/ guarding their lane should eliminate a fourth by preventing vehicles behind attempting to overtake them as they negotiate the junction. As with right turns, trainees must also be made aware of, and in some cases might demonstrate, that they can get off and carry out this manoeuvre as a pedestrian.

The trainees could perform a u-turn and carry out the exercise again.



### End of session

Feedback should be given to trainees throughout the session and more individual and detailed feedback may be required at the end.

Trainees should be encouraged to practise the outcomes they have learnt and continue reading any accompanying literature that they have been given.

The instructor should complete the NZ Cycle Skills Training Guidelines Outcome checklist for each trainee.

## Session 6: contents

- ▲ Welcome and introduction of instructor and helper
- ▲ Take register
- ▲ Re-affirm ground rules
- ▲ Brief recap discussion of last session
- ▲ Explain aims of today's session

**Exercise One:** Quick bike, helmet and clothing check

**Exercise Two:** Turn left at a roundabout

**Exercise Three:** Straight ahead at a roundabout

**Exercise Four:** Turn right at a roundabout

**NB:** Roundabouts are not part of the core guidelines and are therefore non-compulsory, however, they may be delivered if appropriate. e.g. they are on or near site and they have achieved **all of the other outcomes consistently and competently**. If there is a roundabout that is too busy to use it is still worth taking the trainees there to observe, from a safe place, how traffic proceeds on it.

If there are no roundabouts near the site, this session should include a recap of previous sessions, in particular left and right turns with u-turns, ideally on different roads. Alternatively, include any exercises you feel the trainee needs to practise and/or Road Code. The Outcomes checklist will assist you in this area.

**Exercise One:** Quick bike, helmet and clothing check

**Exercise Two:** Left turns, right turns and U-turns

**Exercise Three:** Pass parked or slower moving vehicles

Other Grade 2 outcomes should be included and discussed at every opportunity. For this session the following can quite naturally be introduced:

Explain decisions made while riding, thereby demonstrating understanding of safe riding strategy

Demonstrate a basic understanding of the Road Code, particularly how to interpret road signs

Be aware of everything around them, including behind, as they ride Understand how and when to signal intentions to other road users

Being able to take the correct lane when needed

### Exercise One: Quick bike, helmet and clothing check



As per Session One - see pages 6-7\*.

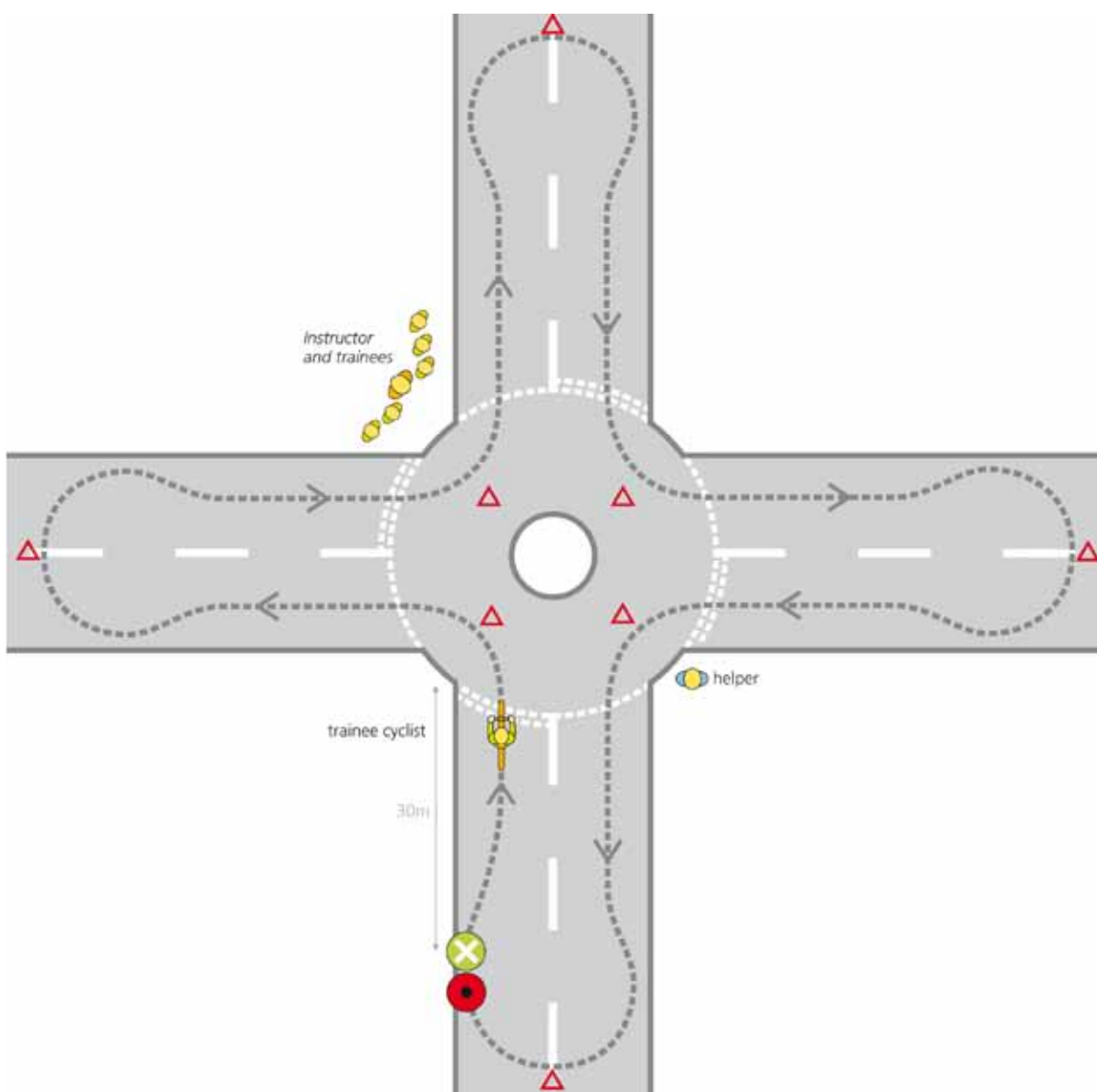
## Turn left at a roundabout

As the trainees approach the roundabout they should check behind and if necessary signal their intention to turn left. They should take the lane (in the left hand lane if there are two lanes on the approach) as they approach the Give Way line, checking for traffic from the right on the roundabout as they do so.

They should stop at the give way line if it is necessary to give way to traffic on the roundabout and before setting off should carry out a left shoulder Life Saver before entering the roundabout. If necessary they should signal left again once they have set off before leaving to the left at the first exit.

### Notes

Many roundabouts will have a central island that can be driven over and often the lane discipline will be ill defined both on and off the roundabout. Trainees need therefore to be aware that other road users will not use the roundabout as intended and be prepared for this. Again, like crossroads, the instructor needs to find the best position to observe the exercise.

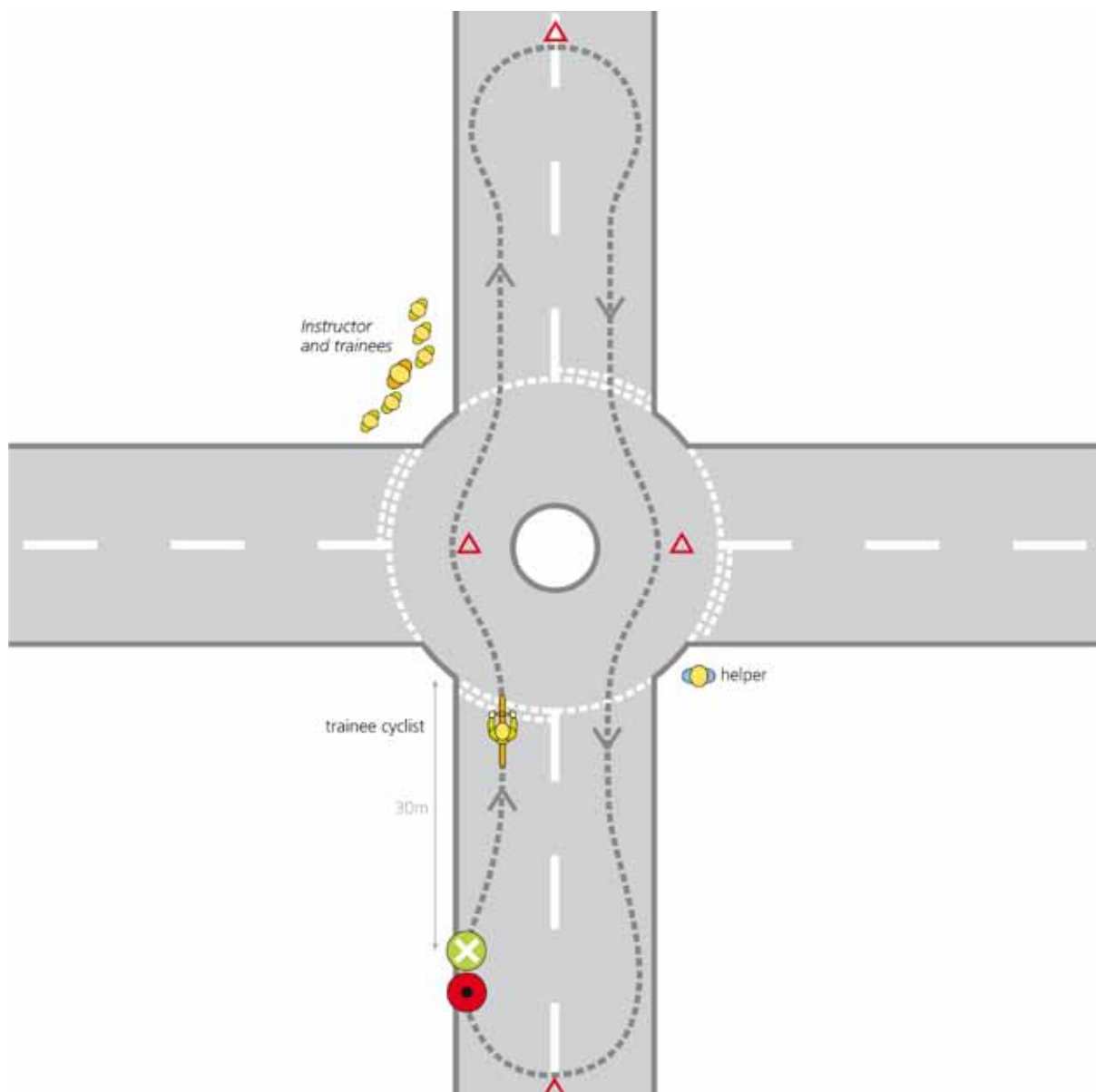


## Go straight ahead at a roundabout

Trainees should stop at the Give Way line if it is necessary to give way to traffic on the roundabout and before setting off should carry out a left shoulder Life Saver before entering the roundabout. They should cycle across the roundabout still taking the left hand lane. Once they have passed the exit before the one they wish to take they should check behind and ahead for traffic and signal left again if necessary before exiting the roundabout. Just before exiting they should check left and behind for undertaking traffic.

### Notes

As the trainees approach the roundabout they should check behind and guard the lane (in the left hand lane if there are two lanes on the approach) as they approach the give way line, checking for traffic from the right on the roundabout as they do so. If there is only one lane on the approach, and on the roundabout, they should adopt the primary position to guard the lane.



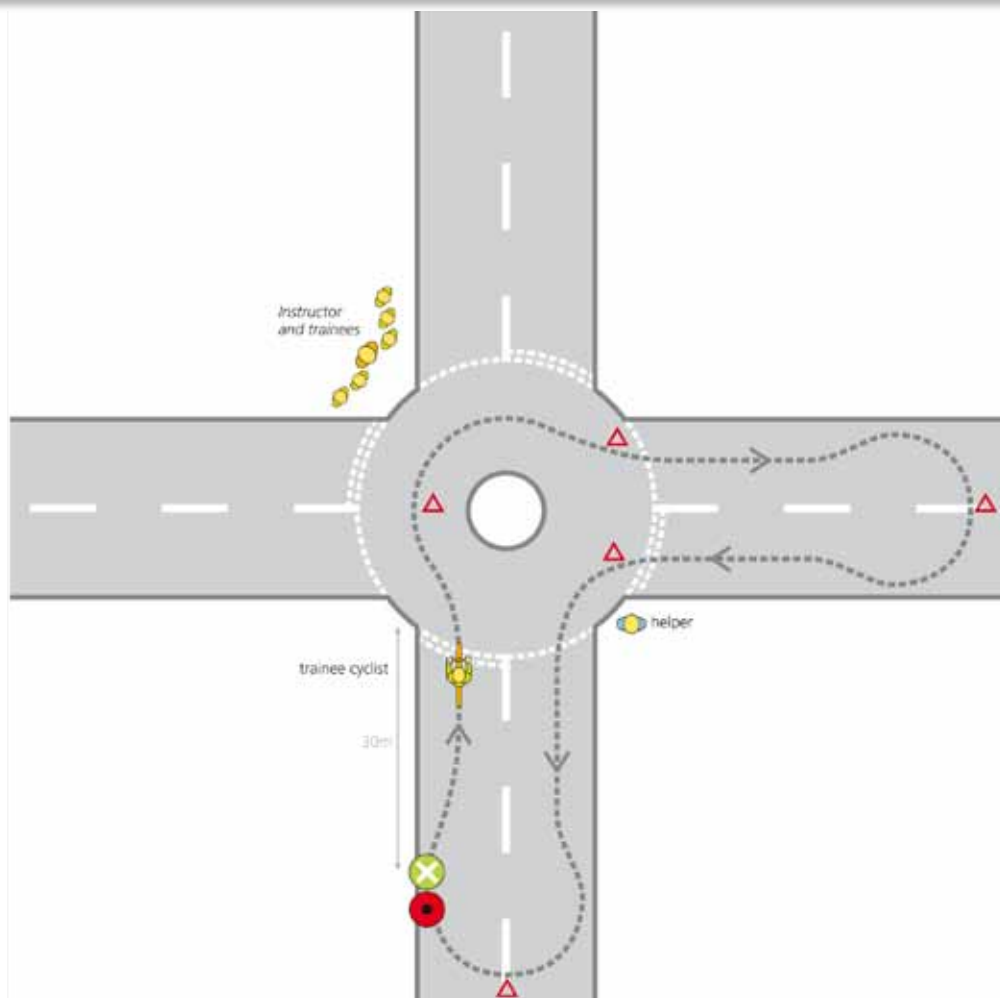
### Turn left at a roundabout

As the trainees approach the roundabout they should check behind and take the lane, signalling right if necessary to move across (to the right hand lane if there are two lanes on the approach) as they approach the Give Way line, checking for traffic from the right on the roundabout as they approach it.

They should stop at the give way line if it is necessary to give way to traffic on the roundabout and before setting off should carry out a left shoulder Life Saver before entering the roundabout. They should cycle across the roundabout still taking the lane and signalling right, if necessary, until they have passed the first exit. Once they have passed the exit before the one they wish to take they should check to the left and behind and signal left, if necessary, before exiting the roundabout. Just before exiting they should check left and behind again for undertaking traffic. They should then leave the roundabout taking up their normal riding position on the exit road.

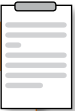
#### Notes

The right turn will expose the trainee to most risk where the roundabout conditions are described as above. Trainee should also be aware and prepared for vehicles entering the roundabout from their left at each access as they pass it.



### End of session and course

Trainees should be encouraged to practise and make more cycle journeys. Discussion and advice on appropriate routes will assist this.



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February 2010