



Prairie Trace Bike Form/Procedures/Safety Info.

To ensure the safety of our students at PTE, this handout and form will give the basic rules and requirements for riding a bike to and from school. **Riding a bike is a wonderful way to encourage movement, but it is also a big responsibility to ride safe.**

A Bike Use Permit form must be signed by both the student who will be riding a bike and a parent or guardian of that child. **The next pages will have the Permit Form and Safety Info.**

Note: Once this form has been turned into the office and the student has received a copy of the form, **the student may begin riding their bike to school for all the years they attend PTE as long as they have the permit on file.** ****There is no need to fill out another form for each year.

- ✓ Important
****PARENTS MUST FILL out the online CCS parent portal School Dismissal Manager FORM EACH DAY on the CCS parent link, if their child is riding their bike to school and back.**
- ✓ Parents may choose to allow students in grades 3-5 to ride to school alone, but please remember, that crossing guards are not in place during a normal school day. **Students in grades K-2, must have a PARENT accompany the student on their ride to and from school.**
- ✓ **All students should ride on sidewalks or multi-use pathways for safety.**
**** Please read Kids and Bicycle Safety guidelines attached to explain this request.**

PTE Bike Rules/Procedures:

1. **Bikes MUST be walked at ALL times on school property.**
2. **Riders MUST wear helmets at all times.** 1 warning will be given, then bike permit will be revoked for a period of time.
3. **Any damage or loss of property due to parking the bike on school property is NOT the responsibility of Prairie Trace.** Bikes should always be secured in the designated bike area(s).
4. **Biking issues are NOT acceptable reasons for being tardy to class.** If a student cannot make enough time to get on school grounds and make it to class by 7:40 AM, they should not be riding to school.
5. **Students should proceed along back of the school sidewalk, by back field that leads to bike racks by playground. Students will need to remain on playground area until the first bell rings at 7:40 am.** Students will then enter through doors 5, 6, or 4, depending upon their grade level entry doors.
At the end of the day, students will wait in the front foyer/ office area until all buses and carpool vehicles have departed and then be called to walk through the cafeteria and out door 4 with a PTE staff member.
A PTE staff member, will be there to guide and assist students to the bike rack area.
6. **Safe bike procedures should be reviewed by parents when allowing students to ride to school.** Recognizing stop signs, crosswalks and other children who are still utilizing the sidewalks for coming to school on foot, should be respected at ALL times! **A parent or guardian must review the Kids and Bicycle Safety guidelines from the National Highway Traffic Safety Administration (NHTSA) with their child(ren). This information is attached.**
7. **Each student and their parent or guardian must identify the safest route to school and then practice this route together.** The student and their parent or guardian are required to identify the safest route, practice riding the route together, and record the time it took to get to the school. This procedure is in place to ensure that your child is following the safest route to school and has enough time allocated in the morning to make it to school on time.
8. **Inclement Weather** - Please make sure you and your child(ren) have discussed plans for inclement weather. **The inclement weather plan will default to the usual way the student goes home (bus or carpool).** Bike riding during bad weather is not safe for the well-being of our students. At the end of the day, **a staff member** will make the decision whether students ride home on their bikes or go home using the inclement weather plan. **Therefore, calling home to notify parents at that moment will not be possible. So expect your child to take their normal way home if bad weather comes at the end of the day. It is necessary that the Prairie Trace staff know in advance the plan that has been arranged and discussed by checking it off on the form. You can always come back later to pick up your child's bike.**