

## Way2Go Bike Ed School Coordinator Planning checklist

Download all forms and documents from the **Way2Go Bike Ed** planning webpage. You may need to make the **Way2Go** website a trusted site in your web browser and/or from your school's network.

- Check that all participating students will be aged between 9 and 13 years when the program commences and have not completed the program in previous years and confirm with Bike SA that the number of participants meets the minimum requirements for the program model you have selected.

Program model (either metropolitan or regional)	Minimum participants
Small school (2 sessions per day)	more than 30 and less than 60 students <small>(unless combined with another small school)</small>
Standard school (3 sessions per day)	more than 59 and less than 91 students
Large school (4 sessions per day)	91 or more students

- The agency responsible for the bike check to your school will contact you. Submit a **bike check plan**.

RAA	Bike SA
8202 8214 <a href="mailto:dfairlie@raa.com.au">dfairlie@raa.com.au</a>	8168 9903 <a href="mailto:kay@bikesa.asn.au">kay@bikesa.asn.au</a>

- Send out **parent information and permission letters** with bike check plan page and collect by \_\_/\_\_/\_\_.
- Complete the **class schedule and list form and Forward to Bike SA** by \_\_/\_\_/\_\_. Include the number of bicycles and helmets required (up to 15 bikes and helmets can be supplied without charge - additional bikes may incur a fee)
- Share the [Way2Go Bike Ed teacher resource](#) with appropriate staff, and explain the essential requirements.
- Order required resources** at least one month before participation (use the online **Way2Go Bike Ed** order form – indicate amounts for all essential items). Notify front office staff that you are expecting an order. Once delivered, check that the correct amount have been sent.
- Negotiate completion of the **student assessment checklist** with Bike SA and class teachers.
- Discuss requirements to meet the learning needs of all participating students with Bike SA (e.g. how to access specialist bikes).
- Provide Bike SA with a map identifying the allocated asphalt space for onsite program delivery (area totalling at least two tennis courts in size. (2-3 separate areas of small size ok). A classroom space with access to an interactive whiteboard is required.
- Create student **name tags** ready for the first day.
- Make arrangements to meet supervision ratio with school staff/ Bike SA.  
Supervision ratios appear below (only staff with appropriate duty of care status can be included)
- |                |      |         |     |
|----------------|------|---------|-----|
| On school site | 1:10 | On road | 1:5 |
|----------------|------|---------|-----|

Dates that we require additional staff are:-

Confirm approval from principal to fund additional instructors if required

- Liaise with DPTI staff if your school would like to invite a state or local government representative to a **Way2Go Bike Ed** presentation.

For more information refer to [http://www.dpti.sa.gov.au/way2go/bike\\_ed/apply/roles\\_and\\_responsibilities](http://www.dpti.sa.gov.au/way2go/bike_ed/apply/roles_and_responsibilities)