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## CYCLING TO SCHOOL POLICY

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### PURPOSE

To clarify the roles and responsibilities of students, parents/carers and Mickleham Primary School around the safe use of bicycles and scooters when travelling to and from school.

### SCOPE

This policy applies to the use of bicycles and scooters by students and supervising adults when travelling to and from school.

### POLICY

This policy outlines the practices that Mickleham Primary School has in place for the safe use of bicycles and scooters when travelling to and from school. It also explains the circumstances in which Mickleham Primary School will seek parent/carer support with the safe use of this equipment.

#### The School will:

- Provide a locked storage area, with racks for use during the school day
- Provide supervision for students entering and exiting the bicycle storage area
- Inspect the bicycle or scooter and helmet to confirm they are in a suitably safe condition and confirm the bicycle or scooter are NOT electronically powered or motorised
- Provide user safety agreements and monitor compliance by students and parents.

#### Students will:

- Sign an annual Bicycles and Scooters Safety Agreement PRIOR to riding their bicycle or scooter to school under the supervision of a member of the school Leadership Team
- Wear a helmet at all times when riding to or from school
- Walk bicycle or scooter across school crossings and whilst in school grounds
- Park and lock bicycle or scooter immediately upon arrival at school in the bicycle storage area
- Follow all road rules and traffic signs, including giving way to pedestrians
- Children under 12 years may ride on the footpath, as can their supervising adult
- Children 12 years and older are required by law to ride on the road
- Primary school age children CANNOT supervise younger siblings.

#### Parents will:

- Co-sign the annual Bicycles and Scooters Safety Agreement
- Provide an approved bicycle helmet (In compliance with Australian Standards Mark TM AS/NZS 2063) and bicycle lock to secure the device to the school's bicycle rack
- Understand that the school is not responsible for the safe condition of the bicycle or scooter and agree to maintain the device used by their child
- Understand that the school is not responsible for the supervision of students travelling to and from school on a bicycle or scooter
- Educate their child about road rules and traffic signs
- Accompany children under the age of 10 years throughout the journey to and from school
- Consider the age, riding experience, travel distance, traffic conditions, weather and light conditions, and ability to perceive hazards, when deciding to allow their child to ride to and from school
- Collect any child and their bicycle or scooter from school if they do not have an approved helmet or comply with the Agreement.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletters
- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Hard copy available from school administration upon request

## FURTHER INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library: [Cycling](#) to and from School



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Mickleham Primary School on 03 9745 2250 or [mickleham.ps@education.vic.gov.au](mailto:mickleham.ps@education.vic.gov.au).

## POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2025
Consultation	School Council, August 13 <sup>th</sup> 2025
Approved by	Principal
Next scheduled review date	February 2026



## 2025 BICYCLE AND SCOOTER AGREEMENT

The following agreement is to be completed by any student who will be travelling to and from school using a bicycle or scooter during this year, and their parents/carers.

We agree to observe the following conditions and expectations related to the safe and responsible use of a bicycle or scooter when travelling to and from school:

### Students will:

- Sign an annual Bicycles and Scooters Safety Agreement PRIOR to riding their bicycle or scooter to school under the supervision of a member of the school Leadership Team
- Wear a helmet at all times when riding to or from school
- Walk bicycles and scooters across school crossings and whilst in school grounds
- Park and lock bicycles and scooters immediately upon arrival at school in the bicycle storage area
- Follow all road rules and traffic signs, including giving way to pedestrians
- Children under 12 years may ride on the footpath, as can their supervising adult
- Children 12 years and older are required by law to ride on the road
- Primary school age children CANNOT supervise younger siblings.

### Parents will:

- Co-sign the annual Bicycles and Scooters Safety Agreement
- Provide an approved bicycle helmet (In compliance with Australian Standards Mark TM AS/NZS 2063) and bicycle lock to secure the device to the school's rack
- Understand that the school is not responsible for the safe condition of the bicycle or scooter and agree to maintain the device used by their child
- Understand that the school is not responsible for the supervision of students travelling to and from school on a bicycle or scooter
- Educate their child about road rules and traffic signs
- Accompany children under the age of 10 years throughout the journey to and from school
- Consider the age, riding experience, travel distance, traffic conditions, weather and light conditions, and ability to perceive hazards, when deciding to allow their child to ride to and from school
- Collect any child and their bicycle or scooter from school if they do not have an approved helmet or comply with the Agreement.

### Consequences for irresponsible and unsafe use of a bicycle or scooter may include:

- A warning to the student to adopt features of the agreement that are not being complied with
- The privilege of riding a bicycle or scooter will be removed from the student and parents notified

We agree to the conditions and expectations stated above:

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** - - 25

**Parent/Carer Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** - - 25