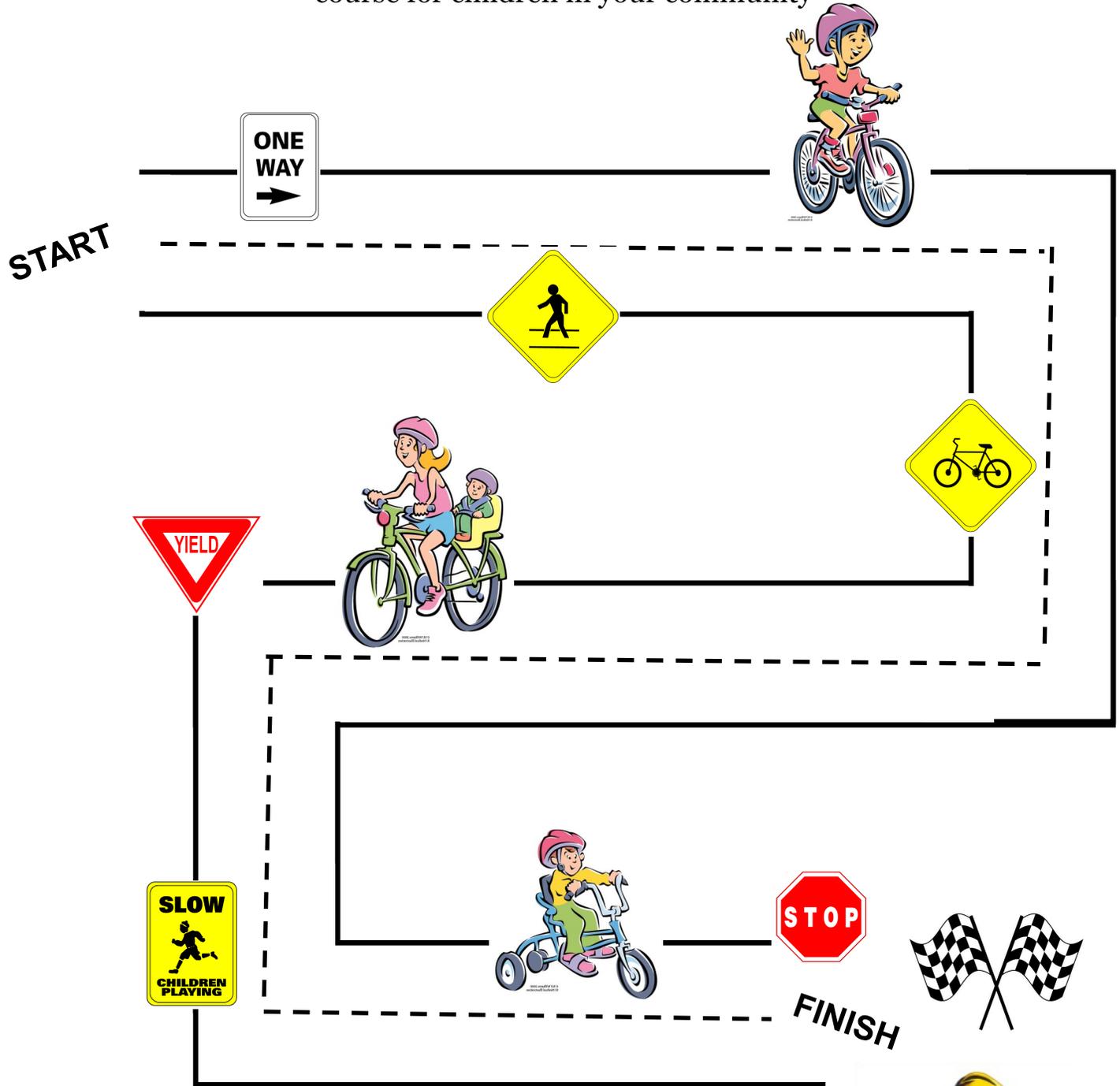


Racing for Safety Planning Guide ©

A guide for planning and presenting a bicycle and pedestrian safety course for children in your community



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For information about this planning guide, please contact Safety Education and Outreach, Indiana University School of Medicine, Department of Pediatrics, 705 Riley Hospital Drive, ROC 1407B, Indianapolis, IN 46202, 1.888.365.2022 or email safestor@iu.edu



Revised February 2017

Dear Community Educator:

The Racing for Safety Course is a program developed by The Safety Education and Outreach Division of Pediatrics at the Indiana University School of Medicine. It is an interactive, fun program designed to teach safety on wheels (bike, skateboard, scooter, etc.) as well as pedestrian safety for children of all ages and abilities. Children will learn:

- The importance of wearing a bike helmet
- Basic rules of the road
- Hand turn signals
- Basic traffic safety signs

All children who attend must:

- Wear a properly fitted and Consumer Product Safety Commission approved bike helmet if using a bike, adapted bike, non-powered scooter, skates, or skateboard.
- Know how to use a bicycle or other wheels; all equipment must be the proper size, fit, and in good working order.
- Children who use wheelchairs, adapted bikes, non-powered scooters, skates, or skateboards can also bring this equipment to learn more about safety.

This Racing for Safety Course planning guide will provide you with step by step instructions for how to plan and implement a Racing for Safety Course for your community or organization. We are always glad to answer any questions you may have.

The Racing for Safety Team
Division of Safety Education and Outreach
IU School of Medicine
Department of Pediatrics



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Planning Steps for Success

Step One: Recruit Community Partners

Possible partners to contact in your community:

Community service organizations	Step Ahead Council	Emergency medical services
Churches	Rehabilitation services	Pediatricians
Schools	Driver's education teachers	Family physicians
Fire departments	Libraries	Hospitals
Police department	Bike shops and Bicycle Clubs	Safe Kids Coalition or Chapter
Bike patrols	Cooperative extensions, 4-H	Boys/Girls Clubs
Health department	Parent-teacher organizations	Boy/Girl Scouts

Invite local community groups to participate on the planning team. Planning team members can assist in developing the program, providing refreshments, and recruiting volunteers.

Step Two: Develop your plan

A. What are our goals in presenting a safety course?

Check with your local police department or hospital about the number of bike or pedestrian-related injuries and deaths to children in your community in the last several years. This information might be useful in identifying what age groups to target with your course and could also highlight some needs for education. The fact sheets on bike and pedestrian safety in this guidebook can help in showing the need for education.

The ages and abilities of the children you want to attract to the bike and pedestrian safety course and the goals you identify will help define how you plan and present the course. Our resources give you an opportunity to pick and choose what areas you want to highlight in your course. You can make the course as complex or as simple as you choose.

B. Who do we invite?

Limit the number of participants and define the ages and abilities of the children who can take part in the Racing for Safety Course to help course staff have more time for individual instruction.

Define your target population. Will you focus at a school, church group, neighborhood, or scout group versus an entire community? *A sample letter of invitation to caregivers and children can be found on page 8 of the guide.*



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C. When do we present the bike and pedestrian safety course?

Consider limiting the hours of the course. For example, depending on the day you select, you could set up 2 hour blocks of time in shifts throughout the day or just present the course once.

Give families choices for times that fit their schedule and give the volunteer staff time to re-energize. You also might want to offer the course several times throughout the year, such as once in the spring, once in the summer and once in the fall.

D. How do we present a “safe” course?

At a Racing for Safety Course, these guidelines must be followed for children to be able to participate:

- A bicycle helmet must be worn properly at all times.
- If you are providing bicycle helmets for children to borrow, make certain that you also provide a covering for each child’s head before the helmet is used (i.e. surgical cap or paper towel).
- The bike (or adapted bike, non-powered scooter, wheelchair, skates, or skateboard) used at the course must be of proper size, fit, and in proper working order with all parts intact.
- Children participating at the course must be able to ride a bike or use a wheelchair, non-powered scooter, skates, or skateboard.

Other considerations:

- Be sure to add a disclaimer in your promotional materials that if the weather gets too hot, the course will be cancelled for health and safety reasons.
- Make certain there is an area for shade or shelter near the course.
- Provide periodic breaks with water and light snacks for children.
- Have a first aid kit available and qualified staff person on hand to tend to any children who fall during the course.

Step Three: Putting your plan into action

3 months ahead:

- Review Racing for Safety Planning Guide and other available resources.
- Identify goals for your course.
- Gather information on bike riding, wheelchair, scooter, and skateboard use, and walking behaviors by children in your community.
- Determine the audience of children to invite.
- Recruit partners to conduct the course.
- Choose a location, date, and times and a rain date or alternate date if applicable. A parking lot, gymnasium, or playground area that is hard-surfaced and traffic-free works best. Make certain you have permission to use the site.
- Share the course plan with your insurance agent to determine if you are properly insured. Ask the agent for a letter that documents their recommendations and direction.
- Recruit volunteers and assign tasks.



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- Visit www.racingforsafety.org to download, enlarge, and laminate traffic safety signs and mount onto sturdy structures that you can stand up at different points in your safety course. Or, you may borrow our bike resources and signs free of charge available to organizations within the State of Indiana. Contact us at 1-888-365-2022.
- Contact potential sponsors to support the event by contributing such resources as refreshments, prizes, extra bicycles for use during the event, or publicity.
- Contact local emergency medical services to be present at the event for support.

2 months ahead:

- Begin preparing press and media information. A sample press release can be found on page 7 of this guide.
- Publish information about your safety course in local newspapers, newsletters, meetings, schools, churches, etc.
- Display posters about the safety course in your community.
- Invite a local official to proclaim a special day for your safety course.

1 month before:

- Confirm location and finalize details for course.
- Contact radio, television, and newspapers for public service announcement support or coverage of course.
- Complete and distribute press packet to media.
- Secure all necessary supplies for the safety course. The supply list can be found on pages 9 and 10 of this guide.
- Meet with volunteers to review their responsibilities for staffing the safety course.

Planning Considerations

- Anticipate participants in your safety course to vary in age and skill level.
- Be sure volunteers have a clear understanding of their responsibilities and the entire course.
- Provide participants a brief verbal presentation and walk-through of the different stations as well as a photocopy of the course layout.
- Set aside enough space for the course. Anticipate that children will need lots of room to ride their bikes, wheelchairs, scooters, skateboards, and skates.
- Block off the safety course with traffic cones or other colorful and visible barriers.



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Sample Press Release

FOR IMMEDIATE RELEASE

Contact:

Date:

Phone:

“RACING FOR SAFETY” BICYCLE AND PEDESTRIAN SAFETY COURSE FOR KIDS OFFERED

Children are invited to attend a free Racing for Safety course on ***(date)** from **(times)** at **(location of safety course)**. At the Racing for Safety course, children learn about traffic safety basics and practice their skills and knowledge on how to be safe on bikes or whatever kinds/types of wheels they use or as pedestrians. Bike helmets and bikes will be there for children to use during the course.

“We are pleased to present a Racing for Safety bicycle and pedestrian safety course, which is open to all children in our community. A Racing for Safety course gives all children who use any kind of wheels, including bikes, adapted bikes, wheelchairs, non-powered scooters, skates, or a skateboard, a chance to learn information and practice skills to be safe in traffic when riding or walking” says **(safety course coordinator)**.

Children will learn:

- the importance of wearing a bike helmet
- basic rules of the road
- hand turn signals
- basic traffic safety signs

The Racing for Safety course is being presented by **(list sponsors and planning team members)**. To learn more about Racing for Safety and the Racing for Safety Team, visit www.racingforsafety.org.

*Include a rain date or alternate date if applicable



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Sample Letter of Invitation

Please Join Us (day, date and time)

Dear Parent/Caregiver:

Your child is invited to participate in a free, fun, and interactive bicycle and pedestrian safety course called *Racing for Safety* on **(date)** from **(times)**. During the *Racing for Safety* program your child will get to “drive” a mapped out course to learn and practice safety skills that may help save their life.

Your child will learn:

- The importance of wearing a bike helmet
- Basic rules of the road
- Hand turn signals
- Basic traffic safety signs

If your child uses a scooter, skates, or a skateboard, or an adapted bike or wheelchair, please bring that equipment with you. We will provide bikes and bike helmets for kids to use while going through the course. If you like, your child can bring their own bike. We will be inspecting bikes, and only the bikes and other equipment that are of proper size and fit and in good working order will be allowed. Your child must know how to use whatever equipment you bring or that is provided in order to take part in the safety course.

The Racing for Safety course is free. We welcome you to stay and be a part of your child’s learning that day. Our Racing for Safety Course is presented by **(list local partners)** along with the Racing for Safety Team at the Division of Safety Education and Outreach, Indiana University School of Medicine, Department of Pediatrics.

Don’t miss this opportunity to teach your child important safety skills. Safety educators will be on hand to answer questions from you and to teach the children. For more information, please contact;

(NAME)

(PHONE NUMBER)

(EMAIL ADDRESS)

You can also learn more about Racing for Safety by visiting www.racingforsafety.org.

Sincerely,

(Your name)

Racing for Safety Course Coordinator

Event Date:

Time:

Place:



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The Day of the Event

Introduction (30 minutes)

- Welcome your participants to your Racing for Safety Course
- Explain how the course helps encourage all children to be safe when using bikes, other wheeled devices like wheelchairs, scooters, skates, and skateboards, and as a pedestrian.
- Explain how the course is designed to help teach the following basic areas:
 - Selecting and using a bike helmet
 - Selecting an appropriate bicycle
 - Basics in bike inspection
 - Safety basics on bikes or other wheeled devices
 - Traffic safety basics for bicycling and walking
 - Proper clothing for bicycling and walking
- Distribute safety quiz (see www.racingforsafety.org for example)

Racing for Safety Class (50 minutes)

- Divide the participants into 5 stations for smaller group learning about the different topics
- Each station should last 10 minutes
- See details on page 12

Inspection Station (15 minutes)

- Teach the participants about the areas of a bike that should be inspected before riding
- *Tip:* This part of the course could be taught by bike safety patrol members or local bike shop staff
- *Tip:* Have the participants label their equipment with a tag or sticker with their name

Bike Safety Skills Section of Safety Course (30 minutes)

- See details on page 10

Traffic Safety Skills Section of Safety Course (30 minutes)

- See details on page 10

Graduation (10 minutes)

- Thank the participants for taking part in your Racing for Safety Event
- *Tip:* recognize the children with a certificate

Supply List for Day of Your Racing Safety Course

- Every child who participates in the event **MUST** wear a helmet. Arrange with a local store or health agency to borrow helmets to use for the day of the event. Your event might provide an opportunity for helmets to be purchased through local stores or hospitals at a discount rate or through special coupons.
- Contact your local hospital or medical supply agencies to secure surgical caps that each child should wear before putting on a helmet from the pool of borrowed helmets for the day. Paper towel sheets are a substitute if surgical caps cannot be obtained. This step is necessary to prevent the spread of head lice.
- Certificates of completion for children participating in the course.
- Have extra bicycles of varying sizes available for children who may stop by the safety course the day of the event and want to participate. Local stores and bike shops would be possible sources of support for extra bikes to have available for children to ride.
- Tags or stickers for children to label their equipment with their name.
- Provide refreshments, especially water, to children and volunteers participating in the safety course. Check to see if any participants have special diet restrictions.
- Local sponsors might want to contribute special bike equipment, such as reflective clothing or bike helmets, that could give you an opportunity to sponsor a drawing at the safety course. Other types of local support could be provided through the media or through professional print shops.



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- Supplies for course set-up include:
 - Registration tables
 - Chairs
 - Name tags
 - Marking pens
 - First aid kit
 - Public address system
 - Basic tools and tire pump for inspection station
 - Traffic cones, colored masking tape, sidewalk chalk or sponges to mark the course
 - 100 foot tape measure (to assist in mapping out the course)
 - A cooler for soft drinks and water/ice
 - Prizes
 - A shaded area such as a tent. **Note:** In very hot weather, the course should be cancelled for health and safety concerns.
 - Sidewalk chalk and/or masking tape (use to help guide children from station to station)

Bike Safety Skills Course (See Sample Course Layout on Page 11)

Station Name	Purpose	Set-Up	Example
Follow the Line	to practice riding or moving on a straight line in one direction	Use sidewalk chalk, tape, or a pre-existing parking lot line	Station 1; Station 6
Zig-Zag	to practice riding or moving in and out between obstacles	Use sponges or traffic cones	Station 2; Station 5
Figure 8	to practice turning the wheels in a changing direction	Use sidewalk chalk or tape to outline a figure 8 pattern that is large enough to make safe turns	Station 3
Slow Race	to practice riding or moving slowly and learn how going slow helps one stay in control	Mark a start and finish line with sidewalk chalk, tape, or a preexisting parking lot line; Use a stop watch for timing	Station 4

Traffic Safety Skills Course

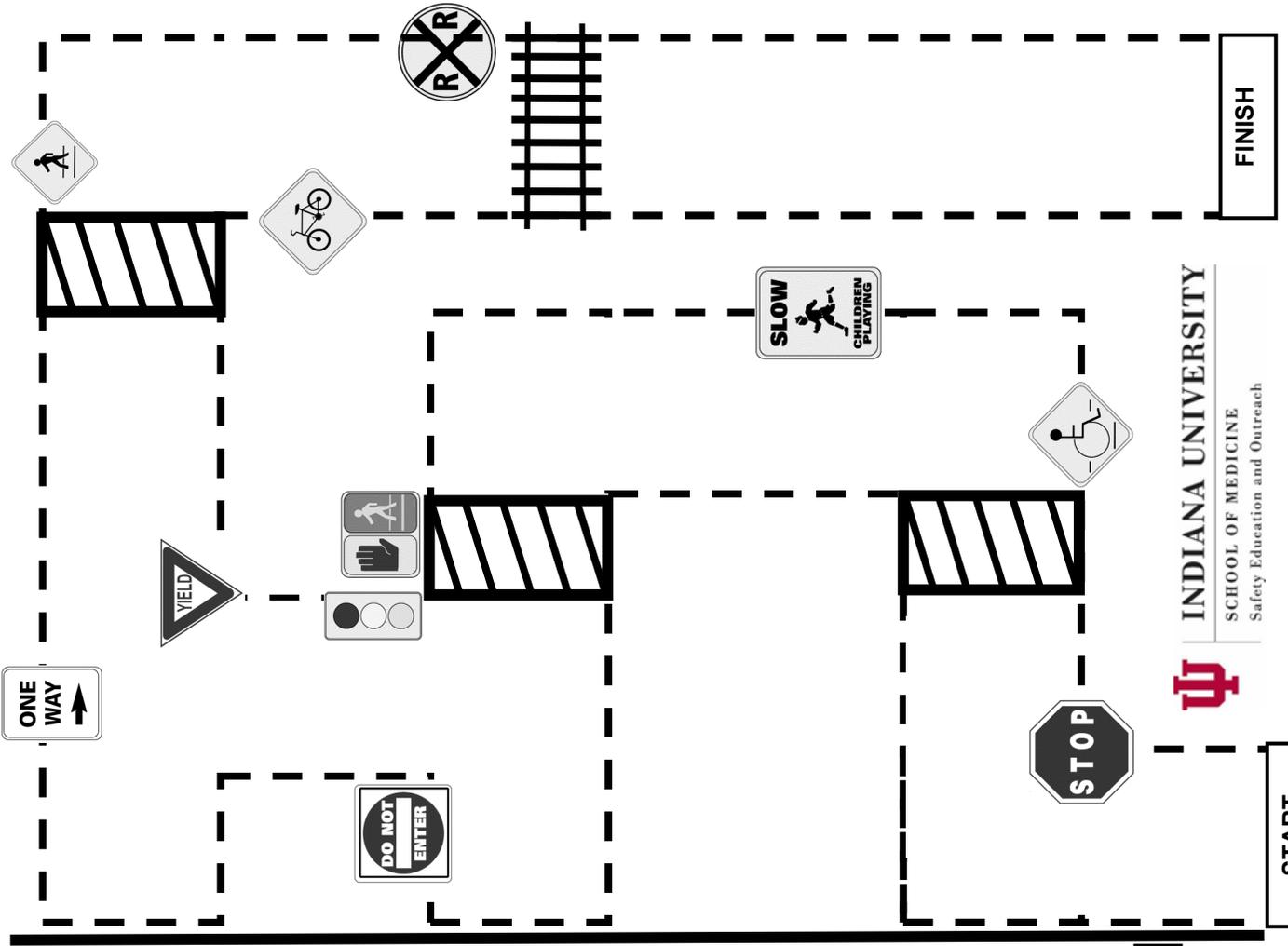
- Put all or selected traffic signs around the course to give every rider an opportunity to respond properly to every sign.
- Put some of your volunteers at different points across this part of the course to interrupt the progress of a bike rider, wheelchair user, skater, skateboarder or pedestrian by pretending to be an obstacle such as a dog, pedestrian, school bus, another bike rider or a car. Obstacles could be constructed as cardboard cut-outs or as posters.
- Put 2-4 volunteers (depending on the number of participants) in this area of the course to help monitor each child's progress and to help the child repeat an area where improper responses were given.



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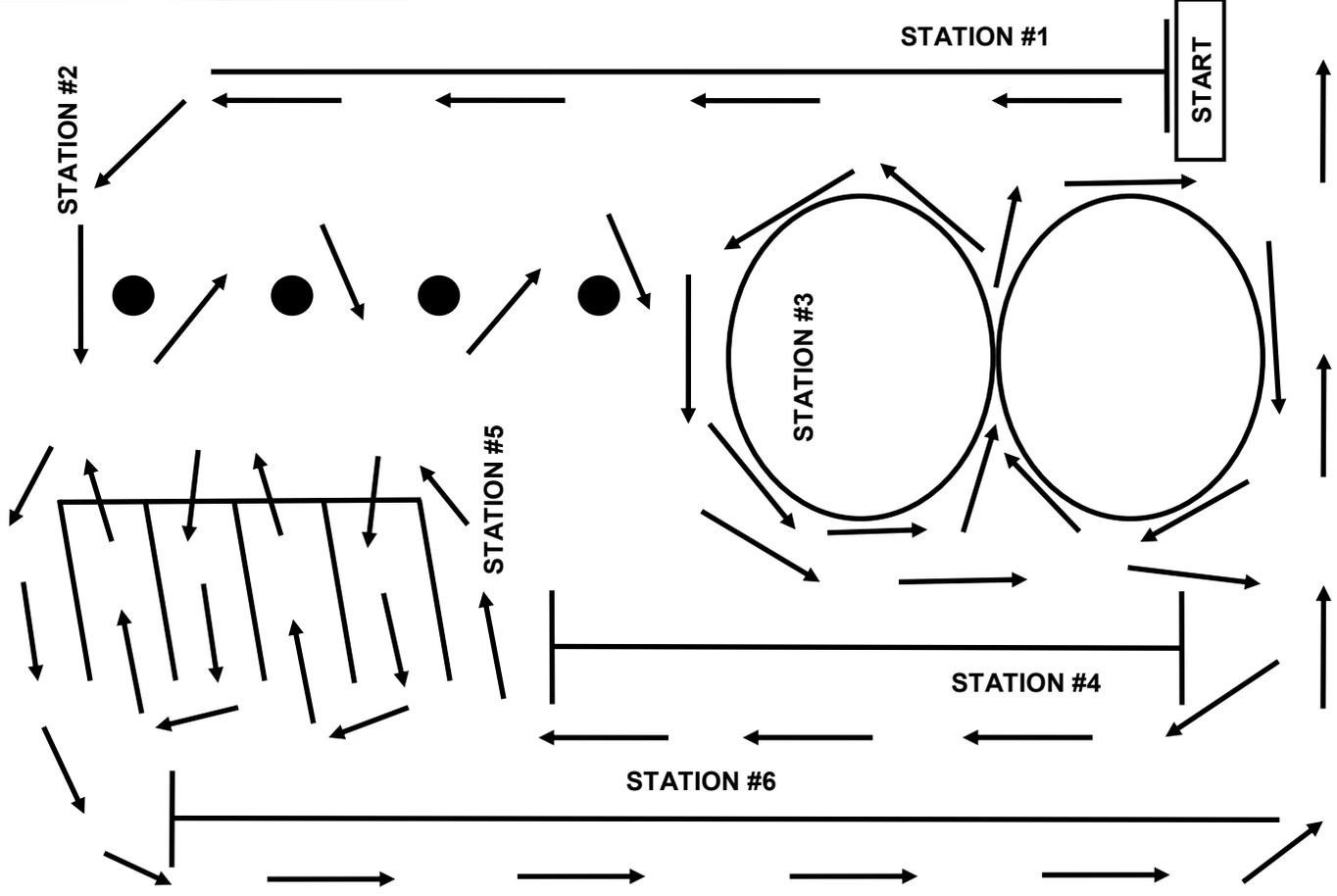


TRAFFIC SAFETY SKILLS

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BICYCLE CONTROL SKILLS

Racing For Safety Course Stations	
Station Name	Major points to emphasize in presentation
Bicycle Helmets	<ul style="list-style-type: none"> • The helmet should be Consumer Product Safety Commission approved. • Helmet must fit properly on your head. Additional padding that came with the helmet can be added inside helmet if needed for a tight fit. Front of helmet should be no more than 2 fingers width above eyebrows and be placed on the head so it is parallel to the ground. The thickest part of the helmet goes in back. • The helmet should not move when you shake your head up and down and from side to side. • Helmet strap should be snug and buckled at all times. • All members of the family who ride bicycles or tricycles should wear helmets. • If helmet is ever involved in a crash, it should be replaced immediately. "One crash and its trash."
Bicycle Selection	<ul style="list-style-type: none"> • With both feet flat on the ground, a child should be able to sit on the seat and reach the handle bar. • An appropriate bike is one that allows a child to operate it properly and remain in control at all times.
Bicycle Inspection	<ul style="list-style-type: none"> • The bicycle brakes and steering should always be in good working order. • If there is any question in your mind about your bike and its safety, do not ride it and tell an adult immediately. • Bike should be inspected regularly by an adult to be able to determine that all parts are working at all times. • Bike may have a mirror for monitoring rear traffic. • Bike must have a horn or audible device and a light to alert others.
Bicycle and Walk Safety Basics	<ul style="list-style-type: none"> • Make certain your bike has a horn, reflectors, and a light. • Wear bright, light or reflective clothing if riding or walking at night or dusk hours in rain, snow, or fog. A headlight and tail light should be used for night riding. • Always use hand turn signals to let other traffic know what you are going to do. • Always wear proper shoes, no sandals, when riding your bike. • Never carry anything while riding your bike. • Ride single file and with the flow of traffic if bicycling on the road.
Traffic Safety Basics	<ul style="list-style-type: none"> • Know what different traffic signs mean. Do not ignore any traffic sign. Each sign serves a specific purpose. • Your bicycle (wheelchair, non-powered scooter, skates, or skateboard) is like any other vehicle on the road. What would you do if something or someone (such as a dog, other children, other bicycle riders) crossed your path? Or, what would you do if you meet other vehicles (such as a school bus or another car)? You have to look in all directions to see and hear things coming. You will need to decide the best way to respond to someone or something in your path just like if you were driving a car. With dogs, other children, and other bike riders, you need to be careful not to hit anyone. This means you will need to slow down or stop your bike. • As a bike rider or pedestrian, always be sure the street is clear before crossing. Look left – right - left and behind. Walk your bike across busy intersections to remain in control of the bike. • Watch for cars backing out of driveways or car doors opening suddenly. • Use designated crosswalks when crossing the street. • Obey all traffic signals and road markings when biking or walking.

Classroom Activity Ideas for Teaching Bicycle and Pedestrian Safety

Practicing Hand Signals

To teach students the proper hand signals to use while riding their bicycle, the teacher stands in front of everyone and demonstrates each hand signal and when it should be used. (Note: these hand signals also can be used by children using a wheelchair, non-powered scooter, skates, or skateboard)



To Turn Left - Extend your left arm out straight sideways.



To Turn Right - Extend your left arm out sideways bent at a 90° angle at the elbow joint, hand pointing upwards and the palm of your hand facing forward. Another choice is to extend your right arm out straight.



To Stop or Slow Down - For stopping, extend your left arm sideways and have a 90° angle at the elbow joint and hand pointing downwards and the palm of your hand facing backwards.

After the teacher has demonstrated, the class must then show and use the proper hand signal as the instructor calls out a left turn, right turn and stopping. Help the people who give the incorrect hand signal. The activity lets you learn when, why, how and where to make a hand signal.

Bicycle and Clothing Check

Teach students to check the following things on their bike:

- Brakes - if they don't work you won't be able to stop.
- Reflectors - without these drivers can't see you at night.
- Tires - Flat or low tires will make it hard to control your bike.
- Proper seat position - an improper seat position may make it difficult to pedal and stop the bicycle.

Teach students to check the following things on their clothing:

- Loose clothing - clothing could get caught in gears.
- Untied shoelaces - laces could get caught in gears.
- No bicycle helmet - risk for head injury is significant without wearing one.
- Elbow and knee pads - prevent additional injury when biking.
- Light colored clothing increases visibility for walking or riding at night.

Teaching idea: Have the teacher enter the room with a bike, improperly dressed for riding. Have the students identify the problems with the teacher's clothing and what problems it might cause.



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Traffic Sign Identification

Teach students what each sign means and what to do when you come across one:

- | | | |
|------------------------|------------------|-----------------------|
| 1. Do Not Enter | 5. One Way | 9. Children Playing |
| 2. Bike Crossing | 6. Traffic Light | 10. Pedestrian Signal |
| 3. Wheelchair Crossing | 7. Stop Sign | 11. Railroad Crossing |
| 4. Pedestrian Crossing | 8. Yield Sign | |

See Page 15 for pictures and descriptions of each sign. Hold a picture of the sign up and have class discuss what they should do when they see it while riding or walking.

Scanning Traffic and Avoiding Obstacles

Teach students that they must look up, out and around and stay alert for oncoming traffic like: cars, other bicyclists, animals and pedestrians.

Give a student a goal to walk from Point A to Point B across the classroom. Have the teacher approach the student from the side. The student must see and point out the teacher while still moving before the teacher reaches the student. Do this several times with the teacher changing his pace toward the student.

This activity teaches students to look up and be aware of their surroundings, not looking down at the ground. This activity also teaches students to look out for moving objects and avoid common road obstacles.

The purpose of this first part is to introduce you to important ideas that can help you be safe on any kind or types of wheels you use. You've just heard a lot of information and you're going to get a chance to practice what you've learned at our safety course.



For more information and resources on Racing for Safety or bicycle and pedestrian safety, visit www.racingforsafety.org



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Discussion Points for Each Traffic Sign in Racing for Safety Course



STOP

When you see this sign, come to a complete stop, just like any other vehicle on the road is required to do and no matter of what kinds or types of wheels you use. Signal a turn or brake and slow down for 100 feet continuously before stopping your bike and putting foot down. Your foot on pavement is a sign to other cars you are stopped. Look left – right – left and behind to make certain no vehicle is present and then cross the road when it is clear of vehicles.



ONE WAY

All traffic - bikes and cars - must move in the direction that the arrow is pointed toward. You cannot travel in the opposite direction.



YIELD

Look left – right – left and behind to make certain that the intersection is clear before proceeding. If there is any approaching traffic, stop your bike and put both feet down. Proceed only if the intersection is clear.



BIKE CROSSING

This yellow warning sign alerts motor vehicles and pedestrians to watch for bicycle riders crossing the road.



DO NOT ENTER

Stop. Do not go into this area. It is dangerous. Turn around and take a different direction to your destination.



PEDESTRIAN CROSSING

Scan left – right – left and behind for pedestrians. If pedestrians are seen, then stop your bike and put both feet down. Allow pedestrians to cross safely. Car drivers and bike riders (and users of other kinds/types of wheels) should only proceed once pedestrians have crossed the intersection.



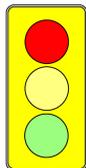
WHEELCHAIR CROSSING

Scan left – right – left and behind for persons in wheelchairs who may be crossing street. If a wheelchair is seen, put both feet down and come to a complete stop on your bike. Allow person in wheelchair to cross and proceed only after the person in the wheelchair has cleared intersection.



CHILDREN AT PLAY

Watch out for children who may be running and playing in this area. Slow down and be ready to stop suddenly.



TRAFFIC LIGHT

Red = Stop

Yellow = **Clear the intersection.**

Green = Go

Wear sunglasses or use a visor if it is hard for you to see the colors of the traffic light. Or, if you wear eyeglasses, use clip-on sunglasses.



STOP/WALK SIGNAL

When you see the red hand, that means **DON'T WALK**. Only cross the street when you see that the white picture of the person who is walking is showing.



RAILROAD CROSSING

Stop on edge of pavement before railroad crossing and walk bike across tracks. Walk bike across tracks only if you do not hear or see an approaching train, the lights are not flashing and the crossing arm is up.