Community-Based Ride Leader Training

FALL 2020

COMMUNITY CYCLING CENTER
PORTLAND BUREAU OF TRANSPORTATION

Contents

Introduction

Purpose

The purpose of this training is to teach staff from community-based organizations, volunteers, or other trusted community members (such as parents, teachers, and older youth) the fundamentals of local bike safety laws and best practices to use while leading others on bike rides.

The intention is that, by learning these knowledge and skills, folks attending this training will be able to confidently act as bike safety ambassadors by leading others in their community (i.e. family, friends, youth) on rides. Ideally, these adults and/or older youth could then lead similar training events with others in their community who are interested in leading bike rides as well.

How to use

Use this manual to accompany in-person training events with small groups (up to 10 people) from community-based organizations, parent-teacher associations, school communities, or the like. A minimum of 3 hours should be allotted for the training, though longer events or a training series may be more appropriate depending on the skill level of the group. There is an optional training worksheet on the following page for participants to fill out as a check for understanding throughout the training.

A crucial component of this training involves leading participants on a group bike ride within the community. Depending on the group's skill level, Part 3 of this training may be covered entirely through demonstration during the group bike ride. However, if participants are not as experienced with riding through different types of intersections, it may be best to spend more time practicing these maneuvers on quiet streets and schedule a follow-up group ride a few days later.

Use Part 4 to gather information from participants about how cycling is viewed/used in the community. This information will also be useful in planning a group ride to a location that is interesting/important to participants via a route that comfortably meets participants' current skill levels and needs.

Training Worksheet (Optional)

Introductory activity: Brain dump (3-5 min)

Write down everything you know about or associate with bikes (ex: bike parts, accessories, laws/signs, memories, games, etc.).

_____

_____

_____

_____

Part 1 Check for Understanding:

1. What gear is required to maintain safety and visibility in dusk/dawn conditions?

_____

2. Where is it **not** legal to ride on the sidewalk in Portland?

_____

3. True or False: Every intersection in Portland is considered a crosswalk, even if it is unmarked. _____

OR

Write down three important bike safety laws/rules you remember from this section

1. _____
2. _____
3. _____

Part 2 Check for Understanding:

Write down three ways to check for safety **before** going on a bike ride.

1. _____
2. _____
3. _____

Question Bike Rack: Space to write any questions you may have during the training

- _____
- _____

Part 1: Riding Safely – Important Laws for Portland Cyclists

Gear

While state law only requires helmets for those 16 and under (ORS 814.440), it is strongly recommended that all riders wear a helmet while bicycling, skateboarding, rollerblading, etc. to reduce risk of head injury in the event of a crash.

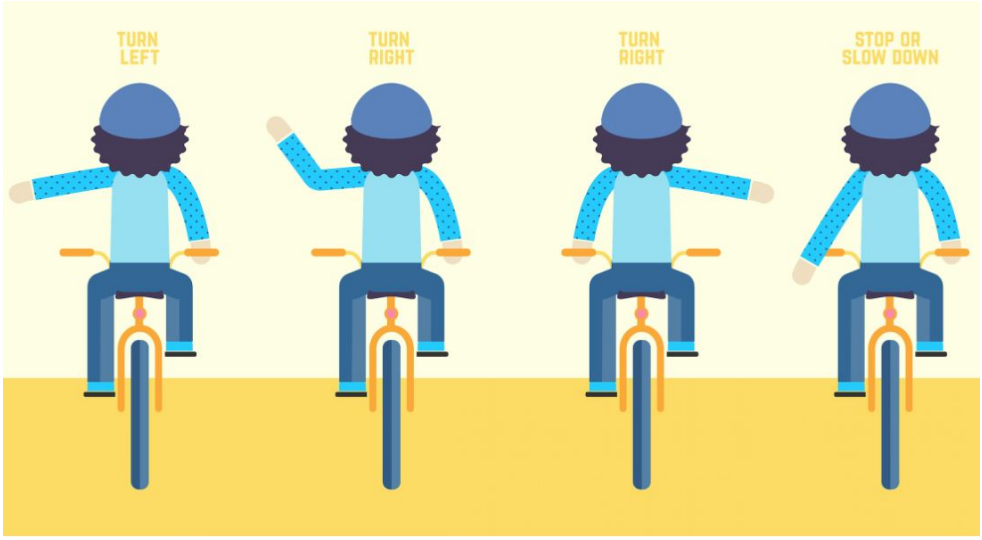
In dusk and dawn conditions, riders are required to have a front white light and *at least* a red rear reflector in order to maintain visibility for other riders, motorists, and pedestrians on the road (OR 815.280). These same requirements also apply to skateboards, scooters, and rollerblades. (CO 16.70.410). In Portland, 18% of wheeled crashes (i.e. bicycles) happen in dark conditions. Using a red rear light (instead of a reflector) as well as wearing bright and reflective clothing help to further improve safety in dark, foggy, or hazy conditions.

**Trainer note: Remind participants that bike lights need to be manually turned on and off during dusk and dawn conditions.*

Signaling & Navigation

Bicycles, e-scooters, skateboards, etc. are all considered vehicles and have the same rights and responsibilities as cars on the road (ORS 814.400, ORS 814.510, CO 20.12.205).

If possible, bicyclists and e-scooter riders are required to signal 100 feet before turning to communicate with other road users (ORS 814.440). The image on the next page shows hand signals that are widely used for stopping and turning while riding. Note that there are two signal options for turning right. In some conditions (i.e. wet or uneven pavement, emergency situations, etc.) when signaling is not possible, riders should keep both hands on the handlebars to maintain control of the bike.



In most cases, bicyclists and other riders are required to ride in the same direction as traffic. The only exception is for specifically marked "contra-flow" bike lanes, as shown on the right (ORS 814.400).

If a bike lane is present, bicyclists are required to use the lane. Note that motorized wheelchairs are also allowed on bike lanes and paths. If no bike lane is present, bicyclists must ride as close as possible to the curb or road edge except when:

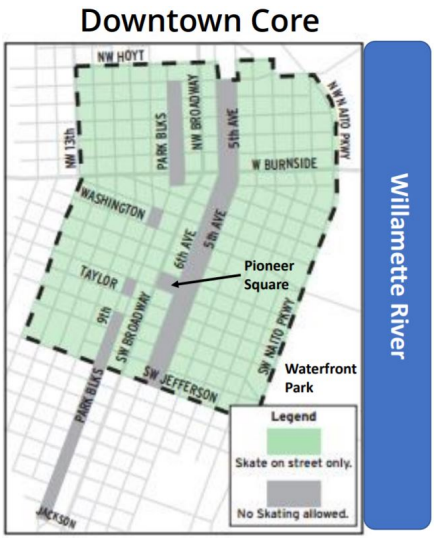
- passing other riders or vehicles
- preparing for a left turn
- avoiding hazards (i.e. broken glass or debris)
- the road is not wide enough for a car to safely pass by

Bike Lane | Protected Bike Lane | Buffered Bike Lane

Bicyclists are also allowed to ride side-by-side when not delaying or obstructing the normal flow of traffic.

Sidewalks

Portland City Code states that it **is legal** to bike, skate, scooter, rollerblade, and the like on any street or sidewalk **except within the downtown core** (CO 16.70.320.E). The downtown core is bounded by SW Jefferson Street to the south, Naito Parkway to the west, NW Hoyt Street to the north, and 13th Avenue to the east (see image on right). Riders must also yield to all pedestrians on sidewalks.

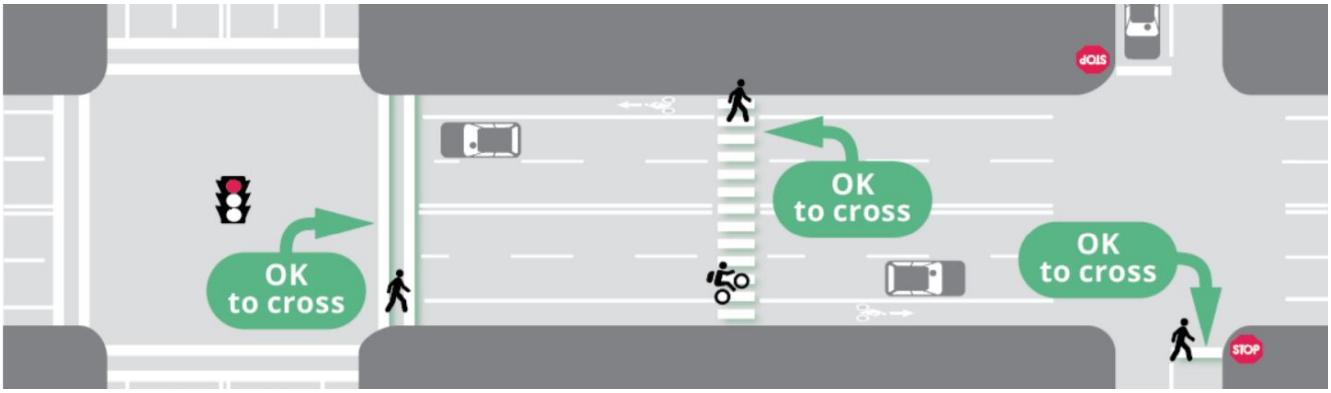


Bicyclists choosing to ride on sidewalks are required to slow down to walking speed when approaching an intersection or driveway where cars are present (ORS 814.410). They must also give an audible warning to a pedestrian while passing on a sidewalk or path (ex. "passing on your left" or using a bell).

**Trainer note: Ask participants why it might not be a great idea to ride on the sidewalk, despite it being legal throughout most of the city. Allow participants to discuss with a neighbor for 2 minutes before calling on 2-3 groups to share their answers.*

Intersections

Every intersection in Portland is considered a crosswalk, even if unmarked, and cyclists must yield to pedestrians at intersections where they show intent to cross (OR 801.220).



Just like drivers, bicyclists must stop at red lights in a standard traffic signal. A stop requires riders to put one foot down on the ground. A recently adopted law allows bicyclists to treat stop signs and flashing red lights as a yield signal, though riders must check for traffic that has the right of way and stop if necessary to prevent a crash (ORS 814.414, 814.416).

Because 75% of wheeled crashes occur at intersections in Portland, it is important to remain careful and aware while riding, especially when navigating new and tricky intersections (i.e. lightning bolt intersections, left turns, and unmarked crosswalks). Making eye contact with drivers, pedestrians, and other riders while signaling helps to make communication more clear. Some intersections will also have bicycle-specific instructions, such as signal activators (see image on right).

E-Bikes & E-Scooters (Optional)

It is important to note that some bicycle safety laws differ when it comes to e-bikes and e-scooters, especially as Portland's BIKETOWN fleet transitions to all electric bikes beginning September 2020. For example, e-bikes are considered bicycles, not motorized vehicles. Both e-bikes and e-scooters require riders to be 16 years of age or older, and neither are allowed in Portland parks or park-owned paths (this includes Springwater, Eastbank Esplanade, the Peninsula Crossing Trail, Waterfront Park, and Gateway Green). All e-scooter riders must wear helmets, yield to pedestrians, and may not be ridden on sidewalks (ORS 814.512).

**Trainer note: Remind participants that e-bikes <u>are</u> allowed in Oregon State Parks.*

Part 1 Summary

Helmets are required for folks 16 and younger while riding a bike, skateboard, scooter, etc. Front white lights and a rear reflector are required for all riders during dusk and dawn conditions. If possible, cyclists must signal and make eye contact with others on the road before stopping and turning (see image on page 6). Cyclists must also use the bike lane if one is present or ride as close to the curb as possible if no bike lane is present, except in dangerous conditions.

Riding on the sidewalk is legal throughout Portland **except** within the downtown core (see map on page 7), though cyclists must slow down while riding through intersections and give an audible warning while passing pedestrians on the sidewalk. Cyclists must yield to pedestrians at **all** intersections. They are allowed to treat stop signs and flashing red lights as a yield sign but must stop for oncoming traffic and obey standard traffic signals.

Additional Resources

The information in this section comes from various Portland Bureau of Transportation (PBOT) resources on bicycle and pedestrian safety and laws, linked below:

- Portland Biking Guide
- Bikes and the Law
- Walking and Rolling Safety slideshow

**Participant note: When teaching youth about hand signals, try incorporating a game of Simon Says. Make the game more advanced by adding non-signal directions (i.e. "touch your toes") or quickening the pace.*

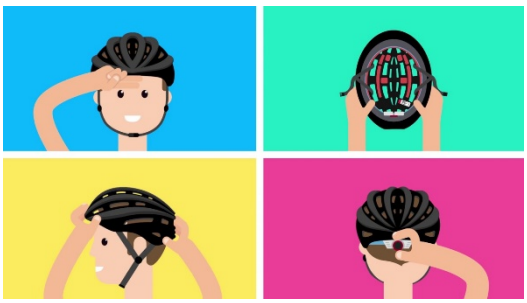
Part 2: Pre-Ride Safety Checks

Personal Safety Check

**Trainer note: Quick check for understanding – who is required by law to wear a helmet while riding?*

Helmet Sizing and Position

Helmets should fit snuggly while sitting flat on the head and shouldn't move too much with a head shake. Helmet fit can be adjusted by inserting thinner or thicker helmet pads inside the helmet as well as loosening or tightening universal ring wheels on the back of the helmet.



Ideally there should be a bit of space between the head and helmet for optimal safety – not too much space (again, test with a head shake), but some. If riders need to size up to allow for better head fit or to fully cover thick hair and braids, they should be encouraged to do so. If riders need to protect their hair while bicycling, there are several recommended hairstyles or accessories (i.e. cycling caps, bandanas, headbands, etc.) through various cycling articles and blogs online.

To position helmets correctly, there are three 2-finger rules to follow:

1. About two fingers should fit between the eyebrow and helmet on the forehead. Move helmet forward or backward on head to adjust.
2. Straps on the side of the head should form a 'V' or peace sign around the ears.
3. No more than two fingers should fit between the chin and the buckled strap. To adjust straps, it is often easier to remove the helmet to do so.

Clothing

Clothing that is comfortable, close-fitting, protective, and can withstand the elements will make for the safest and most comfortable ride, especially while traveling longer distances. It is best to avoid loose clothing while riding, as it can get caught in bike chains and create dangerous conditions. Keep an eye out for loose backpack straps and long shoelaces for these same reasons, and tuck them in somewhere before starting the ride. Close-toed shoes with plenty of traction (grip) are a safe footwear option that help to reduce riders' risk of slipping off bike pedals.

Weather Gear

Planning ahead and using weather-appropriate gear helps to improve the overall ride experience and safety for everyone on the road. For rainy, foggy, and smoky conditions (even outside of dusk and dawn hours), riders should use lights and wear bright, reflective clothing and communicate with others on the road. For smoky or hazy conditions, check air quality alerts before riding, wear a mask if air quality conditions are within or above the moderate range, and pay particular attention to riders with respiratory illnesses. Consider rescheduling your ride if air quality conditions are unhealthy for sensitive groups or if air quality conditions worsen throughout the day.

Wearing waterproof clothing, including pants and shoe as well as helmet rain covers, protects riders from rain and other severe weather, which is especially useful while commuting. Helmet visors can also help to keep both sun and rain out of riders' eyes. Sunscreen should be applied regularly (follow instructions on the product label) in both sunny and cloudy conditions.

Nourishment

Packing enough snacks and water is key for maintaining energy levels while riding, especially in dry and hot conditions. Snacks such as protein/power bars and fruit are good for restoring energy levels with protein and sugar. When cycling for more than 2-3 hours, riders should also consider packing a lunch. In order to stay properly hydrated, riders should pull off to the side of the road at least 1-2 times per hour for regular rest and water breaks.

Mindset

Even the most prepared, knowledgeable, and experienced riders are not immune to hazards on the road. This is because other road users' actions, reactions, and communications are not always clear or predictable. In order to maintain a safe mindset, riders should remain aware of others on the road at all times, double check each intersection before crossing, and make eye contact while signaling. Riders' decisions and communications should be made clearly and assertively (though not aggressively) while giving others on the road enough time to react. If riders are distracted, upset, tired, or dehydrated, they should pull off to the side of the road to rest and recover before continuing the ride.

Mechanical Safety Check

An easy way to make sure your bike is in good working order is to do an ABC Quick Check:

- **Air:** Be sure you have enough air in your tires
- **Brakes:** Look to see that your brake pads are not worn
- **Chain and Cranks:** Pull on your cranks to see that they are not loose and look to see that the chain is not rusted and it is free of gunk or buildup
- **Quick Release:** Make sure all quick releases are closed
- **Check:** Take a slow, short ride to check that your bike is working properly

**Trainer note: When reviewing the ABC check, show a video demonstrating the process if possible (such as those from the League of American Bicyclists), followed by a live demonstration with an actual bike.*

When riding with youth or groups, let them know ahead of time that they need to be off of their bikes to check them. Particularly on the first day, ride leaders should make close observation of the type and state of folks' bikes. Keep an eye on how the bikes fit and how comfortable participants look on their bikes. When riding with youth, make note of which bikes have coaster brakes, as this limits their ability to stop quickly and should be considered when riding downhill. Coaster brakes will also be limited on how fast they can go (single speed vs. multiple gears).

Part 2 Summary

Before riding, check to make sure helmets fit correctly using the three 2-finger rules (see page 10). Tighten or loosen helmets using helmet pads or the universal ring at the back of the helmet, and size up if needed. Make sure to wear close-toed shoes and comfortable clothing that isn't too loose. Tuck in long shoelaces or backpack straps so they don't get caught in bike chains.

Check the weather forecast ahead of time, and prepare for rain by wearing waterproof clothing (including shoes) and a helmet cover. Make sure lights and reflectors are working well before riding in dark, rainy, or hazy conditions. Also check the air quality index (AQI) to make sure conditions are safe for outdoor activity.

Pack enough water, sunscreen, and snacks to last through the whole ride. Be sure to take regular breaks to rest and hydrate, especially on hot or dry days.

Do an ABC Quick Check to test your bike before riding:

- **Air:** Is tire inflation okay? Not too squishy?
- **Brakes:** Working well? Stopping quickly enough?
- **Chain and Cranks:** Pedaling smoothly? No squeaking?
- **QUICK releases:** Closed and tight?
- **CHECK:** Anything loose or rattling on the bike? A quiet bike is a good bike!

Part 3: Riding with Youth

Basic Skill Check

Before riding on streets, paths, or roads, it is important to practice basic skills and gauge (check) the comfort and skill level of different riders in the group.

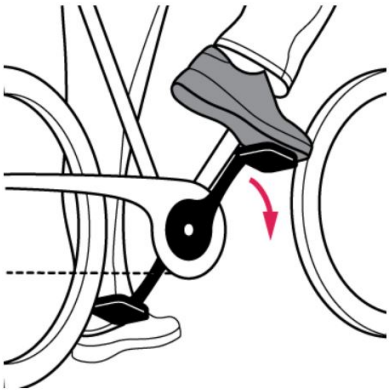
Braking

Braking is an important skill for youth to learn, as it will help them maintain a safe space between their bike and the rider in front of them, also known as a ghost space. In order to control their speed, youth should tap both of their brakes instead of squeezing them completely.

***Note:** Ride leaders should make note of the type of brakes their group has at the beginning of the week. Younger children (grades 1-4) usually have a mix of coaster brakes and handbrakes.*

Power Pedal Position

Have youth start pedaling from the power pedal position (2 o'clock position) to gain the most momentum from the first pedal push. This can be practiced using a slow-motion race on a smooth flat surface at a park or parking lot.



Shifting

Start ride with all youth in a laser line (see below for definition) and have them follow a ride leader around a park. To get youth used to the gears on their bike, lead the line through different riding surfaces at a park (concrete, grass, bark chips, etc.) to see how the surface makes pedaling easier or harder. Once they have experience this, guide them through shifting their gears – call out gear numbers and have them shift to that gear. Gradually have youth work their way up through their gears while riding on different surfaces and have them find their preferred gear on each surface.

Riding as a Group

Groups should ride in a single file line with one adult at the front of the line (lead) and another adult at the back of the line (sweep). This ensures that an adult is the first to approach an intersection and the last to leave an intersection. The group should remain single-file without passing on the road, referred to as a "laser line." Keeping at least one bike space between their bike and the bike in front of them (referred to as a "ghost space") allows youth to be able to stop safely and increases the distance when biking downhill.

**__Note:__ All riders must be able to start and stop on their own in order to ride safely on the road with the group. If participants are not able to do this, take some time to practice basic riding skills in a park or quiet street until they are.*

It is important to tell youth that all riders on the road are responsible for riding safely by following traffic laws and communicating with others on the road. After completing personal and mechanical safety checks, instructors should review how to communicate while riding in the group line.

When the ride leader calls out messages to the group, group members in the front should loudly and clearly pass the message to the back of the line to ensure that all riders are on the same page, including the sweep. This can be practiced through a game of Telephone. Messages should include:

- "Car up" & "Car back" (also for bikes and pedestrians)
- "Glass" & "Hole/Bump" (and other hazards)
- "Stopping", "Slowing", & "Going"

Group Pace

The group's pace should be set by the ride leader (an adult), not the participants. In order to set an appropriate pace, the lead will continually look back with a shoulder check to see how the group is spaced out. At minimum, the lead should shoulder check at least once per block. If the group is too spread out, the lead should slow down so there is only one Ghost Space between riders. If the group is too close together, the lead should speed up to allow for at least one Ghost Space between riders.

**Note:* *It is especially important to regroup when entering intersections (when the group has right of way), as cars in the cross traffic may be tempted to drive through the gap in the line. The average speed of youth group ranges from 8-12 mph.*

Intersections

Ride leaders are responsible for everyone's safety on the road. Communication and understanding between the two ride leaders is important to maintain group safety. If at any point they are unsure how to proceed on the road and/or intersection, they should transform into pedestrians. This is used when walking the bikes is safer than riding (ex. crossing a busy street when the group doesn't have the right of way). When an instructor tells the group to "transform into pedestrians," all riders should get off their bikes and walk them to the sidewalk and/or through the intersection.

When approaching an intersection where the group does not have a right-of-way or may lose right-of-way (stop signs, intersection with traffic lights, T-intersections, etc.), the sweep will ride to the front of the line while communicating, "passing on your left" to the group. With both ride leaders at the front, they are able to decide how the group should cross the intersection. The lead will then explain the process to the group. When passing through any intersections, the sweep is always the last to exit the intersection. This allows the adult to stop the group from crossing the intersection if the situation changes and it is no longer safe to cross.

Individual Stops

This way of crossing is most similar to how an individual would stop. Though it takes more time to cross compared to a group stop, it is important for every participant to understand how to cross individually since this method can be used when they are riding or walking on their own.

Once the group has stopped and ride leaders have informed them that they will proceed with an individual stop, the lead will check in with the first participant in line to choose a spot for them to stop and wait once they've crossed the intersection. For younger riders, it's best to select a spot for them. For older riders, this is an opportunity

to empower them to select a spot that they think is best. When selecting a stopping point, keep these in mind:

- The spot must be visible from the intersection by at least one ride leader
- The spot must be within the block of the intersection
- The spot must be on the right side of the road

Once the first participant knows where they're going to stop at the other side of the intersection, the lead will have them approach the intersection to begin assessing the intersection. While the participant is looking to the left, right, and back to the left, the lead should ask them to see if they think it's safe. The lead should encourage the participant to make their own decision and point out any car, bike, or pedestrian that the participant may not see.

Once a participant has crossed, they should wait at the designated spot on the other side of the intersection. As the 4th or 5th participant approaches the intersection, the lead will let them know that they will be crossing with them. The sweep will then take the spot and continue to guide the participants through their assessments. Once the lead has crossed, they should re-position themselves at the start of the line and engage the group.

Group Stops: Corking

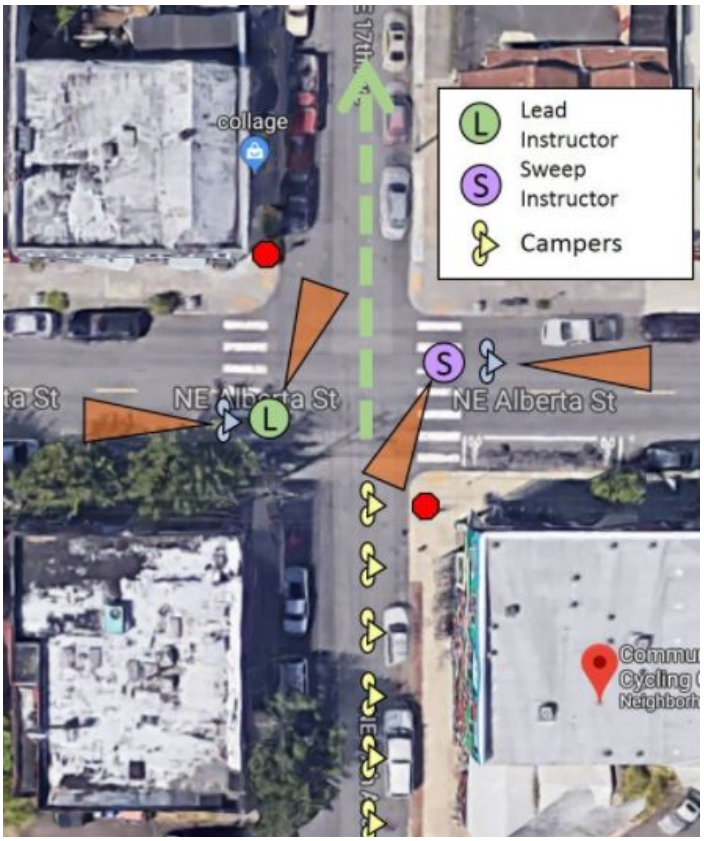
Double Corking: Group stops are useful when crossing 2-way stop intersections that have slightly higher rate of traffic (NE Alberta/18th, SE Miller/13th) or when the intersection is offset to form a lightning bolt (NE 17th/Killingsworth). It should not be used when there are traffic signals at the intersection.

During a group stop, the line of participants will proceed through the intersection as one collective cyclist rather than 12 individual cyclists. In order to keep the intersection clear and safe for the group to pass though, both ride leaders will cork the intersection to prevent other cars from entering the intersection while the group is in it.

Once the ride leaders have decided that a group stop is the best way to cross and have informed the group on how to cross, it is very important to communicate to the group that they MUST wait to cross until the ride leaders tell them to. This insures that the front of the line does not follow the leaders into the intersection as they set it up for the group stop.

As with the individual stop, the lead will check in with the first participant in line to go over where they should stop once they have crossed the intersection. To set up the intersection, ride leaders will:

1. Wait until the intersection is safe to cross
2. Dismount from their bike and walk to the points shown in the image below
3. Place their bike between themselves and any approaching cars
4. Wave to approaching cars to let them know that there is a group crossing
5. Between the ride leaders, there should be clear line of sight towards any car that may enter the intersection as well as a line of sight from where the group is starting and where they will stop on the other side.



Once the intersection is set up, the lead will let the group know that they can proceed. As the last participant passes the lead, the lead can ride ahead to re-position themselves in front of the group. After the last participant exits the intersection, the sweep will follow the group.

**__Note:__ When ride leaders are entering the intersection to set up for a group stop, they should use their best judgement before walking out into the road as pedestrians. In some cases, they can use nearby lights to wait until traffic is stopped further down the road. If ride leaders experience aggressive drivers while setting up, simply step back onto the sidewalk to let them pass. If the ride leaders feel that it is unsafe while setting up, communicate with the group to transform into pedestrians and cross as pedestrians.*

A lightning bolt turn is a crossing that involves a street jog, an intersection that is offset, which requires two quick consecutive turns to cross. For lightning bolt turns, the group may not have a clear visual of the other side of the intersection. In this case, the ride leaders will communicate where to stop after they have set up the intersection. The set up for a lightning bolt turn is the same as a group stop. Note the position of the ride leaders and their line of sight in the diagram below.

Single Corking: When crossing 2-way stop intersections in a low traffic area, a single cork (only one leader corks the intersection) can be sufficient. When single corking, the ride leader corking (ideally the sweep) will stand in the middle of the intersection. This placement will allow them to have a line of sight down each road.

Single corks can also be used at 4-way intersections once it's the group's turn to cross. By single corking, the ride leader can make sure that other cars approaching the intersection understands that the group is crossing as a single cyclist unit.

**Note:* *In busy 4-way stop intersections, it may better to cross as pedestrians. In these cases, ride leaders should discuss the best way for the group to cross.*

Crossing at a Light

When crossing at an intersection with a light for the first time, it may be useful for the group to dismount and pull off to the sidewalk while explaining the procedure (especially with younger riders). It is important for participants to understand that even though this is similar to a group stop, they are responsible for keeping an eye on the traffic light as they approach the intersection.

As the group approaches the intersection, the lead should keep an eye on the pedestrian signal (if present) to see how much longer the light will remain green. The lead should then slow down as they approach the intersection to make sure the group isn't spread out.

The sweep will quickly pass the group on the left and dismount to position themselves on the right side of the line. The ride leaders will remind the group to keep an eye on the light and to yell out the color of the light as they pass the sweep. At these intersections, the lead instructor leads the line through the intersection (this is different from a group stop where the participants lead the group through).

Participants MUST stop if the light turns yellow before they pass the sweep. If the group does not all make it through one light cycle, the lead should find a safe spot within the block to wait for the rest of the group with the first half of the group that already crossed the intersection.

The second half of the group waits until the light turns green for them. Once the light turns green, the participants can begin proceeding through the intersection to regroup with the first half of the group. As the last participant approaches the intersection, the sweep follows them and crosses the intersection.

As the group becomes more comfortable with this procedure, the time to cross decreases. The sweep can anticipate the upcoming intersection with a light and begin passing the group on the left as soon as they're within a block of the intersection – after doing a shoulder check to make sure it's clear.

**__Note:__ Ride leaders should continue to engage the group while they're waiting (to cross or after they've crossed) to make sure they're aware of the surroundings. In some cases, cars will also be crossing the intersection and it's important for the group to keep on the right side of the lane.*

Crossing Other Intersections

T-intersections: When approaching from the bottom of a T-intersection, cross traffic has the right of way. The group should treat it as though there's a stop sign if a car is already proceeding through the intersection. Because the group can lose the right of way if cross traffic approaches, a ride leader should remain at the intersection as a single cork until the whole group clears the intersection.

Uncontrolled Intersections – No Stop Signs: As with intersections with the right of way, the lead should do a shoulder check and make adjustments to the pace to make sure gaps aren't forming in the line. As they slow down the group, the lead should look both ways to make sure there are no cars before proceeding through the intersection. If a car is already crossing through the intersection, the lead should communicate "stopping!" while bringing the group to a full stop. The lead can then proceed once the intersection is clear.

Unprotected Left Turns:

Turning left can be one of the most complicated maneuvers while riding in a group. Though it seems simple when riding individually, in a group setting, it involves taking the lane as a group which takes preparation and clear communication with the other ride leader and participants. It is not something that can be done at the last minute. One of the reason for this is that the group loses its right of way as soon as there is an oncoming car. Compared to other maneuvers that begin from a stopped position, left turns happen while the group is riding and requires extra attention to the changing situation in the intersection.

Before making a left turn on the road, it's helpful to practice the procedure for taking the lane in a safe space at a park or on the sidewalk. It is important for all participants to understand all three steps:

1. **Shoulder check** – check for vehicles behind you. Is it clear?
2. **Signal left** – let vehicles behind you know that you're going to take the lane.
3. **Shoulder check & take the lane** – is it still clear behind you? If so, take the lane and ride in the middle of the traffic lane

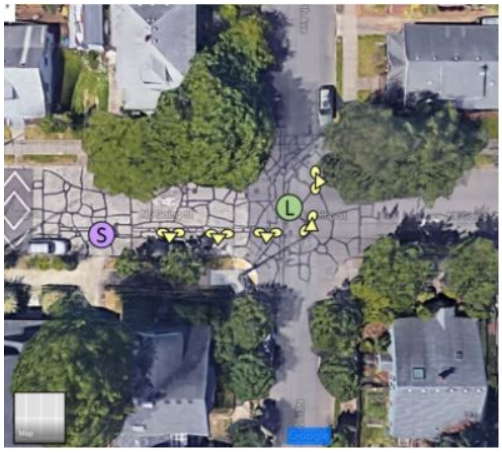
**Note:* *This should be done 1-2 blocks before the actual turn.*

Ride leaders should know ahead of time when a left turn is coming up in their ride. If not, they should bring the group to a safe spot and quickly discuss where the left turns are on the route.

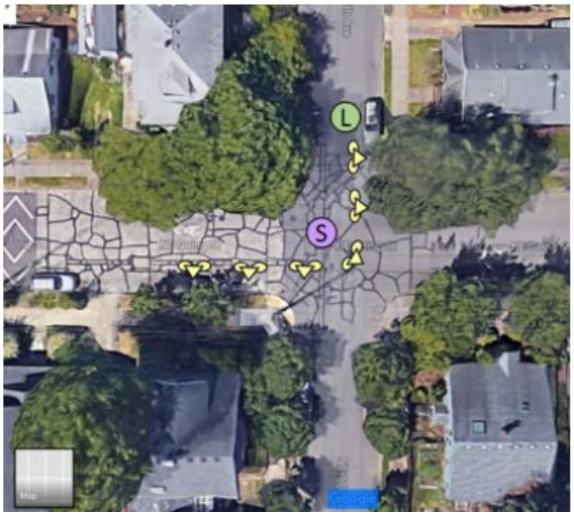
When approaching the upcoming left turn, the sweep will be the first person to take the lane to make sure it's safe for participants to take the lane. Once it's clear the sweep has taken the lane, they will visually communicate with the lead that the lane has been taken by giving a thumbs up. During this time, the lead should be slowing down and frequently checking behind them to check with the sweep.

Once the sweep has taken the lane, the lead will communicate with the group to, "shoulder check, signal left, and take the lane." They'll model the behavior and take the lane while the group follows.

With the group in the lane the lead will communicate with the first participant in line that they will be stopping in the middle of the intersection and that the participant should go ahead the turn in front of them. The lead will also have a visual of the road to the left and will be able to tell the participant where to stop.



After the group has begun turning left, the sweep should pass the group on the left (but still in the lane of traffic) to take the lead's position. The lead can then regroup at the front of the line to continue the ride.



Paths & Bike Lanes

Paths

Using paths lets a group cover a lot of distance without having to stop frequently for lights or stop signs. Mixed use paths come with their own set of risks to be considered. Ride with a group on a path the same way you would ride on the street (i.e. staying to

the right, using ghost space and laser line, and communicating). When getting on a path, remind the group of this process.

Riders should yield to pedestrians, who have the right of way on mixed use paths. When passing pedestrians gently let them know you are passing by using your voice or a bell i.e. – "passing on your left!"

Bike paths are often narrow and some cyclists may ride fast. If you pull your group over on a path, make sure to pull the group aside so you are not blocking the path. There are also places where the multi-use path crosses roads. At these intersections it is important to follow the directions on posted signs.

Bike Lanes

Ride leaders might also consider taking participants in a bike lane (typically grades four and up). It may be helpful to practice in park or quiet street to let participants know what is expected while riding in the bike lane (see "position in bike lane" below). Ride leaders do not have to take groups in the bike lane if the group is not riding at a safe level to do so.

Precautions: Bike lanes are typically on roads with by higher volume, faster moving traffic compared to neighborhood greenways. Therefore it is very important that the group is able to ride in a straight line. Take extra care to make sure the group maintains a laser line, communicates well, and keeps their ghost space.

Position in Bike Lane: The lead should set the line as far to the right in the lane as is safe. If there are hazards to the right (ex. parked cars with the risk of doors opening, glass, signs or other objects), ride leaders can set the line in the middle of the lane. If there is nothing to the right of the bike lane, it's a good idea to use the right side of the lane to give more buffer (protection) from passing cars.

Part 3 Summary Checklists

Navigation Skills Checklist

Before leading others on group rides, it is important for ride leaders to know and practice the following navigational skills (review topics in Part 3 as needed):

- Practicing braking, power pedal, and shifting gears before riding on the road
- Laser line and ghost space
- Communicating as a group
- Group pace
- Crossing as pedestrians
- Individual stops (as a group)
- Group stops: Single **and** double corking
- Group stops: Lightning bolt turns
- Group stops: Crossing at a light
- Group stops: T-intersections and uncontrolled intersections
- Group stops: Unprotected left turns
- Paths and bike lanes

Ride Leader Supplies Checklist

- First aid kit
- Tool kit and pump
- Emergency contact sheet and medical info of group participants
- Maps/directions
- Lunch/snacks
- Water bottle
- Helmet
- Sunscreen
- Closed toe shoes
- Backpack
- Make sure all participants have proper gear, water, and food before riding
- Review communication protocols with group before riding (page 15)
- Conduct personal and mechanical safety check with group before riding

Part 4: Navigation Basics & Community Input (For Trainers)

Where to Ride

Trainers should complete this section with input and guidance from community-based organization staff, volunteers, or other trusted community members (ex. parents, teachers, and older youth). This information will help guide trainers when planning routes and training events for specific communities and/or individuals. For example, it may be helpful to incorporate anti-hate strategies, spend more time on navigating specific infrastructure or intersections that are difficult, or come up with park games for youth depending on the communities' needs and desires.

- How is biking viewed/utilized by the community?
    - Ex. recreation, exercise, commuting, for kids, etc.
- What are the community's main safety concerns around biking?
    - Ex. unsafe infrastructure, planning safe routes, COVID-19 precautions, instances of hate, unaware of laws, unsure of proper riding practices, keeping youth engaged, etc.
- Where would the community most like to explore?
    - Ex. Parks, trails, community centers, routes to school, different neighborhoods, or other points of interest

Route Planning

Trainers should use input gathered from community members using the questions above to choose a location and plan a route that will match riders' skills/needs while also expanding their knowledge of bicycling within the community.

Physical copies of route maps and directions should be provided to training participants, and trainers should plan to spend some time explaining the route prior to beginning the ride. Google Maps typically provides bicycle-friendly routes, and many ride leaders will end up using Google Maps to route themselves before/while riding. For these reasons, trainers should create a route map and use directions provided by Google Maps since this is what training participants will likely use for future routes.

Trainers might consider condensing directions if necessary/helpful or revising the route to follow quieter streets if the training participants have less experience using infrastructure like bike lanes. Whenever possible, trainers should practice the route together ahead of time to double check that the route directions are clear, accurate, and safe for participants to navigate as a group. As a rule of thumb, select a route that the least experienced rider would still be comfortable and safe riding. Assume that the route will take twice the amount of time suggested by Google Maps in case a slower pace or mechanical fixes are necessary during the group ride.

When creating a route, it is often helpful to switch to the satellite view in Google Maps to see what the actual street will look like when riding. This can also help to highlight tricky intersections or infrastructure on the route. Take a zoomed-in snapshot of these intersections and provide some navigation notes on the back of the route, as well as any points of interest along the way. This will help to empower training participants to navigate on their own while leading others on community rides.