



OCLS Book Bike Safety Training

Training:

Staff must complete all safety training before being able to ride or take the book bike to outreach events.

- In-person training from Coordinators/Managers (includes riding bike practice session)
- Review OCLS Book Bike Safety Training
- Review OCLS Book Bike Checklist
- Review Florida Bike Safety Laws & Local Ordinances
- Watch OCLS Van Transportation Video (if using van)
- Watch OCLS Bike Video (to be made)
- Watch the following *BikeSafe* Videos:
 - Riding in Unprotected Bike Lanes- https://youtu.be/_VjWGLzatv0
 - Riding Safely on Sidewalks- <https://youtu.be/j-mFhO4scPQ>
 - Riding on the Street- <https://youtu.be/elmFY3lwAO4>
 - Navigating Intersections- <https://youtu.be/j8zkgZVmyww>
 - Dangers of Riding Against Traffic- <https://youtu.be/Sz7h0yJINMQ>
- Take the Florida Bicycle Safety Quiz- <https://www.alerttodayflorida.com/Bicycle>
 - Use OCLS email when taking the test
 - Email results to Genevieve and Adrian
 - Must pass with 80%

Before you go:

- Schedule bike use with coordinator/manager.
- If using van for transportation, schedule with coordinator/manager (van training must be completed).
- Perform OCLS Book Bike Checklist.
- Carry items in backpack, bike bag, cargo box, or strapped to back of bike.
- Travel with a buddy.
- If raining, bike use may need to be cancelled/rescheduled.
- If lightening, bike use should be cancelled.

What to wear:

- Wear properly fitted & fastened helmet.



(image from *Florida's Top Trails 2016 Edition* brochure)

- Use helmet & bike lights at dusk and night.
- Reflective safety vest.
- Sunglasses or eyewear.
- Brightly colored clothing for nighttime
- Comfortable shoes for riding such as sneakers (no flip-flops or open toes shoes). Tuck your shoelaces and pant legs so they do not get caught on bike chain.
- Sunscreen.

Safe Bike Riding:

- Plan your route- choose routes with less traffic and slower speeds. Your safest route may be away from traffic altogether, in a bike lane or on a bike path.
- Riding on street- People riding bicycles on the road have the same rights and responsibilities as people behind the wheel of a vehicle.
 - Be focused and alert to road and traffic; anticipate what others may do before they do it. This is defensive driving—the quicker you notice a potential conflict, the quicker you can act to avoid a potential crash.
 - Drive with the flow, in the same direction as traffic and stay as far to the right as much as possible while remaining in the lane. Use bike lanes whenever you can.
 - Use hand signals for stopping & turning.



(image from *Florida Bicycle Signs, Signals & Markings* brochure)

- Always ride cautiously, maintaining complete control and a reasonable speed. Only use e-assist when driving straight, not around corners.
- Avoid high speed sharp turns, as the bike may tip over.
- Wet weather significantly detracts from brake performance. You will need more distance to safely stop in the rain, or on a wet street.
- Obey all traffic laws and follow the signs and traffic signals.
- Assume the other person doesn't see you; look ahead for hazards or situations to avoid that may cause you to fall.
- Yield to bicyclists as you would motorists and do not underestimate their speed.
- In parking lots, at stop signs, when packing up, or when parking, search your surroundings for other vehicles, including bicycles and pedestrians.
- When turning right on red, stop completely and look left-right-left and behind before turning.
- Cross at intersections and never pull out into the roadway from between parked cars.

- No texting, listening to music or using anything that distracts you by taking your eyes and ears or your mind off the road and traffic.
- Riding on sidewalk- Check local laws to make sure sidewalk riding is legal.
 - Watch for pedestrians- Bicyclists riding on the sidewalk must yield to the right-of-way to any pedestrians.
 - Pass pedestrians with care by first announcing “on your left” or use a bell.
 - Ride in the same direction as traffic. This way, if the sidewalk ends, you are already riding with the flow of traffic.
 - If crossing a street, motorists will look left, right, left for traffic. When you are to the driver’s left, the driver is more likely to see you.
 - Slow and look for traffic (left-right-left and behind) when crossing a street from a sidewalk; be prepared to stop and follow the pedestrian signals.
 - Slow down and look for cars backing out of driveways or turning.
- Watch for pedestrians crossing.
- Stay clear of parked cars to avoid the potential of doors swinging open.
- Do not sit on the bike box or let anyone ride on or in the bike box.
- Do not ride when visibility is impaired.
- Turn on bike & helmet lights at dusk and at night.
- There are areas where scooters and bicycles are prohibited, including certain city parks such as Lake Eola. Please adhere to posted signage. *OCLS has a special agreement to bring the bike to Lake Eola provided park officials are notified in advance and permission is given.
- REFER to Florida Bike Safety Laws-
<https://www.alerttodayflorida.com/Resource/Law%20Synopsis%20Brochure%20English%202020%20-%20Bicyclist.pdf>

Parking the bike:

- Engage parking brakes.
- Lock bike & back wheel with U lock & cable to a bike rack or immovable object (if leaving bike unattended).
 - Both bike & wheel must be secured. The back wheel can be stolen if not locked. Back wheel has a quick release, making it an easy target for stealing. The bike can be stolen if only the back wheel is locked.
 - If leaving the bike unattended for any period of time, remove e-battery pack and any technology equipment. These must stay with you in a bag or backpack.
- Don't block sidewalks, curb ramps, wheelchair ramps or bus stops.
- Don't block fire hydrants, call boxes or other emergency facilities.
- Don't block driveways or parking spaces.
- Don't park in the street.
- Don't park inside transit facilities, on railroad tracks or crossings, or inside railroad rights-of-way.
- Don't park in loading or freight zones.
- Don't park in parking garages.
- Don't park in building or resident entryways.

Displaying bike at events:

- Engage parking brakes.
- Lock back wheel to bike frame with U lock.
- Do not leave bike unattended, unless unavoidable. If left unattended, lock both back wheel and bike.
- If leaving the bike unattended for any period of time, remove e-battery pack and any technology equipment. These must stay with you in a bag or backpack.
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- Do not let customers ride or sit on the bike or in the cargo bin.

- Keep library and personal items secure to avoid theft. Remove & keep items with you.
- Display umbrella securely.
- Display & distribute materials evenly to avoid tipping the bike to one side.
- Cover bike and cargo bin with plastic covering when raining.

More Resources for Bike Safety:

- FDOT Alert Today-Florida's Pedestrian & Bicycle Focused Initiative:
<https://www.alerttodayflorida.com/Bicycle>
- FDOT Bicycle Safety Resources:
<https://www.fdot.gov/agencyresources/bicyclesafety>

Transporting bike with van:

- Schedule van use with coordinator/manager which will be coordinated with F&O.
- Van key will reside with manager and outreach coordinators..
- At least two staff members should be scheduled for bike transportation in van.
- Complete van training- watch video
 - How to set up ramp.
 - How to load/unload bike in van.
 - How to secure bike in van.
 - Empty cargo prior to loading or unloading bike in van.
- Prior to loading bike in van, perform OCLS Book Bike Checklist.
- Leave van clean and neat after use and return keys