

MANUAL

KOHL'S KIDS BIKE SMART MANUAL



First Edition
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OVERVIEW

This trailer contains everything you need to run a comprehensive bike skills program. Refer to this guide to understand the purpose of the materials and resources in the trailer.

Contact Mary Catherine at marycatherine@localmotion.org if you still have questions.

We try to organize the trailer whenever we can, but our driver will almost always take the trailer directly from one school to the next. Out of respect for your fellow teachers, please leave this trailer as organized and tidy as possible.

WHAT'S INCLUDED IN THE TRAILER

- Small, Medium, & Large Bikes
 - Cones (Large & Small)
- Training Course Marking Supplies
 - Training Supplies
- Helmets (Loaner & Giveaway)

Please leave the trailer in as good (or better!) condition as you found it! The next teacher will thank you for your thoughtfulness.

THE TRAILER & THE BIKES

OPENING THE TRAILER DOORS

Combination For All Of The Locks:

2014

Using The Levers:

Pull down the levers and pull them to the side. Hang the locks on the levers (for easy retrieval later)

Special Notes About The Doors:

1. *DO NOT* shut the door too quickly. If this happens, the spring that opens and closes the door will break, and the door will not open.
2. If the ground is uneven, please put blocks underneath the door to even it out. If the door is uneven, and someone steps on it, it will torque the door and make it difficult to shut.

*Please be careful with the doors!
If they break, you will NOT be able to get in.
It is very expensive to get the doors fixed.*

Use the blue painter's tape as a way to assign bikes to students.

VERY IMPORTANT: At the end of the week, please have the children remove the tape so that the bikes are clean for the next school. You can find the painter's tape in the plastic drawers located in the front of the trailer.

ABOUT THE BIKES

Bike Maintenance And Repairs

The bikes are pretty tough. Sometimes, though, they need repairs. Some fixes are relatively easy, and can be done by anyone: tightening brakes, pumping tires, tightening quick-releases, re-setting the chain. More complicated repairs will need to be repaired by one of our bike mechanics. If you have a bike that isn't working, and you can't fix it, please note the bike's number, put a piece of blue tape on it, set it aside and tell Bob about it. He will put it into the van instead of in the trailer.

Bike Sizing:

We have enough bikes for a class of students. These bikes will fit children ages five to adult.

Tiny bikes without pedals: Balance bikes for teaching riding. If you have an older/larger child who does not know how to ride, remove the pedals from one of the small bikes (you can use the wrench in the toolbox for this).

Small bikes: For children ages 5-8.

Medium bikes: For children ages 7-11.

Large bikes: For ages 10 to adult.

STORING THE BIKES DURING THE LOAN PERIOD

Putting the bikes back into the trailer every day is time consuming. Some solutions:

- 1) Kids love to help! Engage a group of about 5 students to help you with unloading and loading the trailer. We have had teachers enlist students as young as 2nd grade to help with the trailer.
- 2) We have two 20' cables. Tie the bikes together with the cables and keep them inside (when not in use) during the duration of the loan. Run the cable through the wheels or the frames of the bikes, making sure that all of the bikes have a cable running through a wheel or a frame. You can use a trailer lock to lock the two loops together.
- 3) Store the moving pads somewhere (a custodial closet or a dry shed space works very well) and put the bikes in the trailer without padding layers.



REPACKING BIKES INTO THE TRAILER BEFORE A MOVE

How the bikes are packed impacts how easy it is for the next teacher to UN-pack them. Inadequate packing will also result in damage to the bikes en-route.

We've tried a lot of ways to pack the bikes, and after much trial and error, we think we've finally come up with the best solution, which we've outlined for you on the following pages.

Here are some things to keep in mind:

- 1) Alternate the direction that the bikes are facing—ex: if the handle bars are facing the front of the trailer with one bike, the handlebars of the bike next to it should be facing the back of the trailer.
- 2) If there are damaged bikes, please put blue tape on those bikes, and put them in the trailer last. E-mail us to let us know to take these damaged bikes out of the trailer to be repaired: marycatherine@localmotion.org or reichelbob@prodigy.net



Pack the heaviest, largest sized bikes into the first row ON THE BOTTOM LEVEL.



Alternate each bike's direction, so that they alternate facing to each end.



Make sure that all of the kick stands are up, and that the pedals alternate up/down on each bike.





Each row will fit 7-8 alternating bikes, depending on their size. They will be dovetailed, with a slight lean, left to right.



The next two rows are for the remaining heavy bikes, and for medium bikes, stacked the same way.



Use the wood marking strips to align each row. This allows for plenty of room to get bikes out without interfering with the other rows.

Pack the most lightweight, smallest sized bikes into similar rows ON THE UPPER LEVEL, using the same stacking method.



The tandem bike is packed last, backed in on the lower level in the access lane, leaning against the other bikes.



Use blue tape to label any bikes in need of repair (tape it to the seat), & send us an e-mail to let us know. marycatherine@localmotion.org or reichelbob@prodigy.net



HELMETS

We have included helmets that stay with the trailer (loaner helmets), as well as helmets for providing to low-income students (giveaway helmets).

LOANER HELMETS

The loaner helmets are the “all-sports style” helmet. They have turn-dial adjusters that are easier to fit to children’s heads. There are extra “loaner helmet” pads to help adjust the fit. Mix and match thickness to adjust the helmet to fit individual head shapes. They’re in the plastic drawers located in the front of the trailer.



Use the blue painter’s tape as a way to assign helmets to students.

VERY IMPORTANT: At the end of the week, please have the children remove the tape so that the helmets are clean for the next school. You can find the painter’s tape in the plastic drawers located in the front of the trailer.

GIVEAWAY HELMETS

The giveaway helmets are the “spaceship” style helmet. We provide these giveaway helmets for teachers to give to children who cannot afford their own helmets. They are easier to adjust and fit to children’s heads. There are three sizes: Small, Medium and Large/Extra-Large.

There are extra “giveaway helmet” pads to help adjust the fit. They’re in the plastic drawers located in the front of the trailer.



HELMET DISINFECTANT

We have included two solutions for keeping the helmets clean:

- 1) Use the thyme-based helmet spray to disinfect the helmets after use. It is what we use in our bike rental center. You can find the disinfectant in the plastic drawers - located in the front of the trailer.
- 2) Provide surgical caps for students to wear under the helmets. Surgical caps can be found in the plastic drawers OR if the drawer has not been re-filled by the previous school, you can find them in one of the boxes next to the drawers.

TRAINING SUPPLIES

FRONT OF TRAILER

Cones: Use the larger cones to block off an area of pavement for the skills trainings. Use the medium and small cones to mark the boundaries of the course. The disc cones are also good for rock dodge!

Cars have been known to drive over marking cones. Use the larger cones and put them close together to make it less likely for this to happen.

Spray Chalk: Use this to mark off your course and to provide written cues for bike rodeos (“start” or “end of course” or to mark off arrows for students to know the direction of travel). Use the marking wand to make marking the course easier.

This spray chalk wears off in about two weeks. (Three if there is no rain.)



ITEMS IN THE DRAWERS

Helmet Pads: Use to adjust the fit of helmets.

Helmet Disinfectant & Wet Wipes: Use to clean helmets and bikes as needed.

Surgical Caps: Have students wear these under the helmets to keep the helmets clean.

Painter's Tape & Sharpies: Use to mark the bikes and the helmets—to assign helmets and bikes to students, and to mark bikes in need of repairs.

Reflective Awards & Stickers: Feel free to use these as incentives and prizes!

Reflective Vests: Use these any time you need extra visibility. If you are planning a bike ride with the students, you can provide these to the accompanying adults. Kids really love wearing the vests, so these can be used as an incentive or to indicate a special leadership role.



ITEMS IN THE ORANGE BIN

(Some items may be outside of bin, depending on space & how the previous school packed the bin.)

Road signs: These also come with stands (yellow) to mark off the course without needing someone to physically hold the signs. Several of our modules utilize these signs for trainings.

Rubber Course Markers: These orange course markers can be used as you see fit—to make an extra-challenging rock dodge, or to mark out a course.

Sponges, Tennis Balls, & “Road Kill”: Use these in rock dodge. Putting the road kill at the end is a great way to add a touch of spice to the activity. Reward kids for doing the rock dodge correctly by letting them run over the road kill!

Sidewalk Chalk: Use to mark the course

Vehicle Posters: Use these for “look back” module, or get creative and use them in other modules!

ITEMS IN THE WHITE LAUNDRY BASKET

Towels: These are useful for drying off the bikes if they get wet

20' Cables: There are two of these—use them to secure the bicycles if you are not putting them back in the trailer. Use the extra lock to secure the cables together.

Our mission is to promote people-powered transportation and recreation for healthy and sustainable Vermont communities. Please visit our website at: www.localmotion.org or call us at: (802) 861-2700



Kohl's Kids Bike Smart (KKBS) is a bike skills training program that teaches children to ride bikes safely, with the goal of keeping them active and injury-free. KKBS is a University of Vermont Children's Hospital community program that is run by Local Motion.



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