



PHOENIX – GUIDELINES FOR BIKE TRAIN “ENGINEERS” AND “CABOOSES”

Your “Job” as the Bike Train Engineer and Caboose

The Bike Train Engineer rides at the front of the “train ” and sets an example for safe bicycling behavior. (See “Bike Train Basics” below.) The Engineer knows the route and the stops along the way, and keeps track of the time.

The Caboose rides at the back of the train as the “sweep,” to keep an eye on the children in front of her/him and make sure no one falls behind.

Both the Engineer and the Caboose wear bright clothing (or vests) so that the group is highly visible to motorists

Gathering the Group

Please arrive at your start location at least 15 minutes prior to the gathering time for the children.

Be sure the children have a place to gather that is out of the way of motorized traffic (the City of Phoenix School Safety Coordinator can help you with this).

As children arrive, check their names off the list provided. If a child is not on the list, but has a permission slip “ticket” in hand, you may allow him/her to ride with the train. If a child is not on the list and does not have a “ticket,” please assign an adult to accompany the child to school; the child will not be “officially” part of the Bike Train (for liability and precedent-setting reasons). Upon arrival at school, the accompanying adult should bring the child to the office so that the parents can be contacted.

Be sure that the every participant has a helmet. If they do not, they may borrow a helmet provided by Safe Routes to School.

Distribute safety vests to children who are not wearing bright clothing. (Note: this is for SAFETY, not for fashion). Also make sure that shoelaces are tied, pant legs aren’t flapping, etc.

Starting Out

Gather the group for a “safety meeting” before the ride starts to review safety tips and set some basic ground rules for safe bicycle riding.

Line up the group with an adult behind every 4-5 children. This keeps the attention of the adult riders on a small group of students in case they need instruction or assistance.

Give your group some additional time to allow stragglers to join the group. A usual amount of time is 10-15 minutes.

Bike Train Basics

Adult-supervised Bike Trains travel on the street, not on the sidewalk.

Ride single file, leaving space between bicycles (just in case of a sudden stop); do not pass.

Ride on the right side of the street, generally about an arm's length from the curb. Stay to the right and ride as straight as you can so that cars can pass.

Use hand signals to show you are turning, slowing, or stopping. Calling out "turning right" "slowing", or "stopping" is also helpful.

At major intersections, where there is a traffic light or a crossing guard, GET OFF the BIKE and WALK IT ACROSS the street. Look for a safe place OFF the road, like a driveway, for the kids to dismount before crossing and mount again after if possible.

Along the Route

Stop briefly at the designated Bike Train stops; welcome and check in any waiting students. (Be sure their name is on the list or they have a permission slip in hand.) Check the time and modify the pace, if necessary, to reach your next destination just slightly behind schedule.

If a child lags behind or has mechanical trouble, move off the road and designate an adult to stay with that child and assist him/her.

Arriving at School

Direct the group to dismount from their bikes once you reach campus. The group should then walk their bikes to the bike rack area. Students should then park and lock their bikes in the bike rack. Adult leaders will assist students.

Once the students have secured their bikes, the "Engineer" will drop the check-in list off to the school office. They will pick up the checklist for the afternoon and the following morning at this time.

For further information contact:

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This publication can be made available in Braille, large print, audio tape, or cassette tape upon request. Contact the Street Transportation Department at 602-262-6284 if you would like any of these services. Our TTY phone number is 602-256-4286.