

READY TO RIDE

BICYCLING FIELD TRIP CHECKLIST

PRE-TRIP PLANNING

- Secure administration approval.
- Talk to school nurse (general trip plan, specific student needs/plans, get first aid kit).
- Connect with special ed team, plan accommodations as needed
- Connect with EL team, plan accommodations as needed
- Plan the route. Pre-ride the route. Be aware of any potential hazards/dangers and develop plans to mitigate them.
- Use standard district field trip slip. Include “by bicycle” and the destination.
- Supervision: Assign adult staff to all groups or make sure volunteers have completed background checks (Policy 1450.II.E) and follow field trip ratios (general field trip is 1:5 grades 4-5; 1:10 grades 6-8; 1:20 grades 9-12).
- Assign yourself and chaperones duties to lead, sweep, help at intersections, and handle repairs. Communicate with chaperones the trip plan and expectations.
- Leave route map/destination and all leaders’ cell phones with main office secretary.
- Create plan for severe weather and monitor weather for any concerns with cold, heat, humidity, and potential storms.
 - ✓ Have weather alert app on your phone if possible
 - ✓ Bring water, sunscreen, basic first aid supplies or anything else that may be needed
 - ✓ Suggest attire based on field trip location and weather
- Once full plan is in place, meet with administration again

PREPARE STUDENTS AND VOLUNTEERS -- KNOW THE BICYCLE LAWS

- Obey all traffic markings and signals
- Ride with traffic (& don’t ride on sidewalks in business districts)
- Ride single file (two abreast only if not impeding normal and reasonable traffic flow)
- Signal turns 100’ ahead then use both hands to steer in corner
- At least one hand on the handle bar at all times.

PREPARE STUDENTS -- ASSESS STUDENT RIDING SKILLS

- Follow verbal directions from bike leader
- Can start and stop (use brakes—coaster or hand)
- Can ride in a straight line
- Can ride in a straight line and scan behind
- Can avoid obstacles
- Can signal turns (not essential for a group ride with leaders who are signaling)

PREPARE STUDENTS AND VOLUNTEERS -- HELMET & BICYCLE CHECKS

- All helmets properly fitted: (Eyes-Ears-Mouth system)
- Bicycle properly fitted
- All bikes complete ABC Quick Checks: Air in tires, wheels true; Brakes; Crank, chain cassette; Quick releases, over all check.

Route Planning:

Google maps and the [Walking Routes for Youth Map](#) be helpful when planning. Look for low to medium volume streets, with lower speeds and supportive bike infrastructure, such as protected bike lanes. On the route, look for places you can pull the whole group safely to the side for safety instructions (e.g. “there’s a hill ahead, remember how to use your brakes”), water breaks, and **bathroom breaks**. Always ride the route yourself before biking with students. Timing 1 mile = ten minutes, through it will vary significantly based on conditions and group size and abilities.

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PUBLIC SCHOOLS
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BRING

- ALL phone numbers
 - ✓ All the chaperones and staff members present on the field trip
 - ✓ Your school
 - ✓ Transportation (612-668-2300)
 - ✓ District Communication Center (612-668-0322)
 - ✓ Emergency Management, Safety & Security (612-668-0177)
- Student list and contact information
- First aid kit in bottle
- Route map and destination information (all leaders)
- Water and food--or plan for it
- Reflective vests for all leaders
- Bicycle repair equipment or a plan for bike maintenance
- Sunscreen

Bicycle Maintenance

Basic maintenance **equipment** may include: Spare tubes--various sizes, patch repair kit, tire levers, tire pumps, allen wrenches, crescent wrenches, duct tape, string & wire, zip ties, chain tool, lubricants: grease, chain, derailleur, boots for tire, spare parts.

A bike maintenance **plan** may include a volunteer who can handle basic maintenance issues on the road OR a principal at school who can be called to pick up a bike and student.

WEAR

- All laces tied and (closed toe shoes recommended.)
- Pants rolled or tied with rubber bands
- No clothes tied around waist or dangling from handle bars
- Light, brightly colored, reflective clothing is ideal. School groups often wear reflective vests (different from leaders) or matching clothing.
- Leaders wear reflective vests

First Aid		
(Add phone numbers and then laminate these instructions and include in a water bottle or other container along with the following supplies: gloves; mini hand sanitizer—to clean hands, not for wounds; wipes—for wounds; bandages; and 4x4 gauze)		
CUTS AND SCRAPES	<ul style="list-style-type: none"> Apply pressure to stop bleeding (wear gloves) Wash with wipes Apply bandage to dry skin If too extensive for bandage, return to school 	<p style="font-size: large; font-weight: bold;">CALL 911 FOR EMERGENCIES*</p> <p>Other phone numbers:</p> <p>School Phone: _____</p> <p>Other: _____</p> <p>Other: _____</p> <p>Emergency Management, Safety & Security: 612-668-0177 Transportation: 612-668-2300 District Communication Center: 612-668-0322</p> <p>(*REPORTING NOTE: If you have called 911 please inform the school health office and complete an accident report found on the General Counsel's intranet website.)</p>
POSSIBLE FRACTURES OR SPRAINS	<ul style="list-style-type: none"> Do NOT move the injured joint or bone Call the school to get picked up (see other side) If possible broken leg (unable to walk), or bone sticking out, do NOT move student, call 911 	
IF STUDENT HITS HEAD	<ul style="list-style-type: none"> Call the school to get picked up (see other side) Observe for confusion, vomiting, severe pain If lost consciousness (even briefly), symptoms above, or other injuries, call 911 	
NOSEBLEEDS	<ul style="list-style-type: none"> Have student pinch nostrils together (like it stinks) & hold until bleeding stops (NO wiping, blowing) Have them sit up (NOT lying down or head back) 	
STINGS	<ul style="list-style-type: none"> Watch for signs of allergic reaction (difficulty breathing, wheezing or gasping, swelling tongue, lips, airway) and call 911 if ANY signs. Use fingernail/plastic card & scrape to dislodge stinger (do not push) 	