**Cycle Bus Guidelines**

**General Guidelines**

(can be modified to suit your group’s needs, **delete red text**)

* There will always be at least 2 volunteers (1 at the front and 1 at the back) for the cycle bus with additional volunteers in the middle for groups larger than 6 children
* Only the routes indicated on the route map will be used
* The bus always leaves on time
* Pupils must arrive at the bus stop in time for departure

**If they miss the ‘bus’ it is the parents’ responsibility to take the child to school.**

* Parents should either wait with children at the bus stop or give permission for a child to wait with a group or independently.
* On arrival at the school the pupils will be escorted as far as the main designated school entrance

**I want to sign up for the cycle bus. What do I do?**

1. Fill in the pupil bus contract and the parent consent form
2. You will be contacted re: your participation in due course

**For further information contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ROUTE MAP:**

Insert the route map and Cycle Bus stops here.

If there are multiple routes, colour code or label the routes.

**Cycle Bus Contract for Pupils**

**Bus Route:**

**Departure Time:** \_\_\_\_\_\_\_\_\_\_

If you would like to take part in the Cycle Bus project please read, understand and agree to the following (modify to suit your group, **delete red text**):

* You should **follow all the instructions** from the Cycle Bus leaders
* You should **wear high visibility** clothing
* You should have **lights** on your bike
* Your bike should be in good working order with both **front and back brakes** working properly
* You should **cycle sensibly** as to not cause danger to yourself or others. Any dangerous or inconsiderate behaviour could result in not being welcome on the Cycle Bus.

**If you understand and agree to these rules, please sign this form and return to the cycle bus coordinator.**

**Pupil’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_ Date\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Consent Form**

Bus Route**:\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name of Parents/Guardians:

Home address: \_\_\_\_\_\_

**Contact numbers:**

Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Work:

**Emergency contact names & numbers:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child’s Name | Age | Class | Allergies? | Any Medical Conditions? | Other relevant information |
|  |  |  |  |  |  |
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**Availability to help with cycle bus:**

|  |  |
| --- | --- |
| Morning only |  |
| Afternoon only |  |
| Mornings & Afternoons  |  |
| Days |  |
| Admin help |  |

**Volunteer Interest Form** (modify to suit your group, **delete red text**)

**Route:** \_\_\_\_\_\_\_\_\_\_\_\_\_

If you are interested in volunteering for the cycle bus initiative please fill out your contact details below and indicate the times you would be available (alternatively if you would like to volunteer with the admin/social media side please mention this on form below).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Address** | **Contact** | **Volunteer Days** | **Mornings only** | **Afternoons only** | **Mornings & Afternoons** | **Admin/social media**  |
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Sample letter to send to schools from parents (modify to suit your group, **delete red text**):

Dear Principal,

We are a group of parents with children attending your school who are interested in setting up a Cycle Bus on a designated route. We will be responsible for the running of the bus, however, we would like to have a chat with you about it and about what facilities the school has regarding cycling.

We are aware that there may be funding available from Green-Schools for Cycle parking and Cycle training and wondered if you have already availed of this.

We would love to meet up with you whenever suits best to discuss.

Kind regards,

Parents