

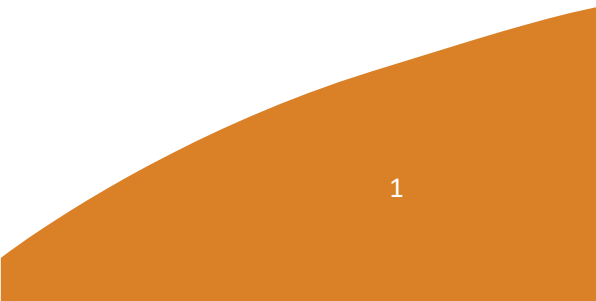


SCHOOL BICYCLE PARKING GUIDELINES



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Summary Checklist

CONSIDERATION	DESIRABLE	UNDESIRABLE
Access		
Access to Racks	Direct route from the road or sidewalk to the racks Racks accessible from all sides to increase capacity	Barriers such as stairs between road and racks Racks places right up against walls or other barriers
Access to schools	Close to commonly used school entrance	Far from school entrances
Access for others	Racks places off to the side to maintain clear flow of students down walkways and on front of entrances	Inadequate or poorly places racks resulting in students locking to fences and poles, therefore blocking pathways for others
Visibility		
Visible upon arrival	Racks are easy for school members and guests to see upon arrival at the school	Racks tucked into hard to see areas that are unintuitive to riders
Visible from within the school	Racks are near school windows, ideally that face into the office	Not at all visible from within the school, only blank walls nearby
Signage	When racks are in the back of a school, signs in front of the school help with locating them	No clear direction from the front of the school, guests do not know where to turn to find a rack

Introduction

The Vancouver School District supports the use of active transportation by our school communities. Active lifestyles support better learning for students and better health for the entire school community.

One component of active travel is cycling – and one factor that may affect cycling transportation is the availability of suitable cycling lock-up facilities on school sites.

This guide was developed for the Vancouver School District community to provide guidance for cycling facilities at District sites.

The focus of this document is on exterior bike parking facilities.

Objectives

Properly designed and placed bike parking can increase cycling and active travel to school, improve the sense of security when locking a bike up at school, and decrease bike theft.

This guide is intended to support schools across the District to:

- Standardize and improve the quality of bike rack location and installation for both elementary and secondary sites.

- Assist school-based staff when responding to requests for bicycle parking and lock-up locations.
- Inform schools about District procedure for installing a bike rack.

We acknowledge that each school community has its own unique set of considerations, constraints, and priorities. Every suggestion in this guide may not be possible at all sites; therefore, users are encouraged to use judgement and apply the practices as site-specific conditions permit.

Siting Essentials – Access & Visibility

When placing a bike rack on school grounds, two key themes should be front of mind – access and visibility. Highly visible bike racks that are easy to access and convenient to use promote and encourage cycling and active travel.

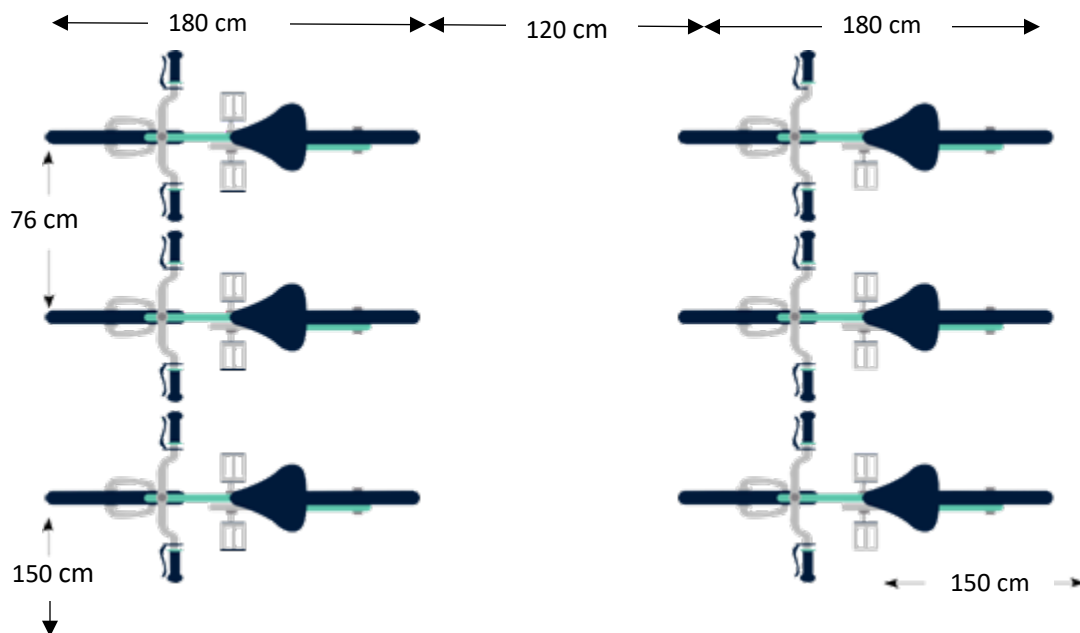
Access to the racks

Commuter cycling to school is facilitated by enabling a convenient transition from trip to school and entering the building. Improve access by being aware of obstacles such as stairways between the road and the rack, or anything that required students to travel through the staff parking lot or navigate barriers.



Try to:

- Place racks an appropriate distance from walls, and not too close together. In order to be able to access all sides of the racks, placement should allow access from multiple directions. Racks require a minimum of 2 meters of space from centre of rack to centre of rack and require at least 1.5 meters from walks or other barriers.



Access to the School

Racks that are situated close to a main and highly used entrance are more accessible to cyclists. Riders can then lock their bikes and transition easily into the school, as opposed to having to go out of their way to deal with their bicycles. Often, when racks are not well placed close to school entrances, other physical objects such as fences, poles, etc., that are in the preferred location will serve as stand-in bike racks.

Try to:

- Locate the rack area within a 30-second walk (approximately 30 meters) from the entrance it serves, although 10 meters is preferable.



Bikes locked to other things close to front door

Access for other transportation modes

Racks need to be places with traffic flow, hazards, mobility issues, and other students in mind. A rack should not create a tripping hazard or access barrier for other students who are traveling down an outside corridor or attempting to enter the school. If racks are not accessible, students may look to lock bikes to other fixed objects, which can further add to access issues and create hazards for those with visual or mobility challenges.

Try to:

- Locate bike racks near entrances that are visible to students and visitors arriving to the school.
- Implement wayfinding by posting signs to indicate where further racks are located on the grounds.
- Consider suggestions from this section to locate racks in the best location.

Visible upon arrival at the school

Guests, parents, and staff from other schools that ride a bike will also need to be able to find the bike racks. Riders will look for racks near the front entrance and/or other main doors. Racks that are clearly visible from the approach to the school make it easier and more convenient for riders to use.

Try to:

- Keep in mid bike routes and commonly used active travel routes to school. Where possible, locate bike racks in visible areas such as the side of the school that most riders would enter from.
- Place one or more racks near the front door of the school where it is plainly visible from the street; add additional racks in an internal part of the school where students and teachers know to look for the racks.

Visible from within the school

Having eyes on racks greatly increases the rider's sense of security. Bike riders will tend to use racks that are located within sight of their destination. In the past, there have been incidents where District staff were able to catch would-be bike thieves because the racks were visible from the school administrator's windows.

Try to:

- Place racks near a window or entrance to increase visibility and reduce the chance of theft.



Bike racks with no windows nearby are ignored in favour of racks that are visible from within the school

Signage supports visibility

Signs can effectively promote the use of additional bike racks that are less visible from other, more commonly used areas. Clear signs indicating where bike racks can be found around the school grounds are helpful to arriving students, guests, and staff that approach the school from various directions.

Try to:

- Add signage to point riders in the right direction of other bike rack locations.
- Affix signs to fences, poles, and other secure objects that could be used as stand-in racks in order to alert riders to where the appropriate racks can be found.

Best Practices – Secondary Considerations

Whenever possible the following items are ideally considered while making decisions on the siting of bike parking; however, these items should not take priority over the aforementioned parking essentials with deciding on location.

Secure and clean attachment

- Racks require cement to be properly secured to the ground. If they are simply sitting on grass, and are not actually drilled into the ground, they are not secure.
- Bike racks are best located in cemented areas that cover the entire area around the rack. Parking situated on grass (as in the photo below), will get muddy and slippery if they are being used during the fall and winter seasons.
- Monitor and maintain – bolts come undone.



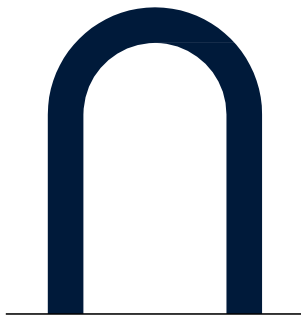
Bike Rack capacity needs

- Ideally, all schools would be able to provide bike parking for approximately 5% of their staff and students, a common estimate for trips by bike in Vancouver.
- City of Vancouver Bylaws state the minimum number of bike parking spots that are required at schools – see <http://former.vancouver.ca/commsvcs/BYLAWS/parking/sec06.pdf>. While these requirements are for new buildings, the numbers can be used as a goal or reference guide for all schools. When deciding how many racks are needed, schools can consider:
 - Location within the city – some neighbourhoods have higher rates of cycling than others, due to the proximity of designated bike routes.
 - Distance traveled to school – magnet schools, French immersion, and other District programs will affect the number of bike trips to school.

- School culture – active travel projects, school staff involvement, and other initiatives can change the cycling rates at a school.

Bike rack design

- The best bike rack designs include hanger racks and inverted U racks. These allow a rider to securely attach the frame as well as, ideally, one of the wheels.



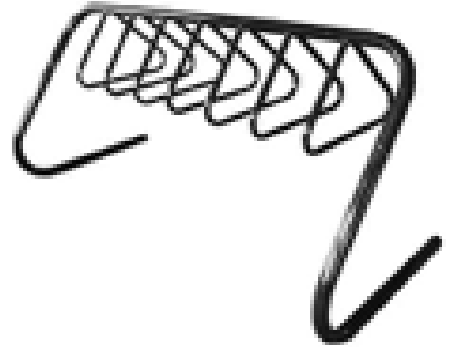
INVERTED "U"

One rack element supports two bikes

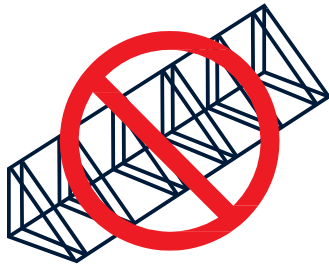


"A"

One rack element supports two bikes



- Bike rack designs that should be avoided include "wheel benders", which is any rack that relies on the front wheel to sit in the rack and stabilize the bike for resting and lock up.



TOAST

One rack element holds one wheel of a bike



COMB

One rack element is a vertical segment of the rack

- When installing a bike rack at an elementary school, size must be considered. Smaller bikes that are used by young children may not be in reach of the locking area of some hanger rack stands.
- Creative rack designs can be fun and look stylish but be sure that the creative elements do not interfere with the function of a rack. You can accommodate both a greater number of bikes, and secure bike locking with inverted U racks and hanger racks.

Undercover and well-lit racks

- It is best practice for bike racks to be undercover wherever possible to keep bikes dry, and if cycling is encouraged year-round. Bikes left outside in the rain are more susceptible to rusting.

This may be an important consideration of staff commuters, or if your school is interested in fostering an increase of cyclists commuting to the school.

- A well-lit bike rack is ideal for locking and unlocking, especially at secondary schools where students are more likely to be entering and exiting the school when it is dark out.

Ordering a Rack for Your School

Installation of bike racks is classed as a “repayable” item. That means that it is not provided under the District’s operating and maintenance budgets and must be funded by the school. Potential funding sources for repayable items could include school funds, PAC or parent donations, or fundraising efforts within the school.

1. **Secure your funds.** The typical cost of a new bike and installation (2021) is \$1200. Occasionally, the District has used racks available and these costs less – check with the Grounds Department. Note: A location that requires additional work (e.g. excavation, site leveling, or a concrete pad) will cost more and will be priced individually.
2. **Submit a SchoolDude request through the Principal.**
3. **The Grounds Department will review and confirm the location with the school Principal.**
4. **Be patient please.** Grounds and maintenance activities are prioritized by several factors. All efforts are made to try to implement projects quickly, but timelines may vary with the season and workload backlog.

Additional Suggestions

- **Sign your school up for Bike to School Week**, a Metro Vancouver-wide event that happens each year at the end of May. When you sign up, HUB provides the resources and support you need to get your school riding – including great prizes. Check out <http://bikehub.ca/btsw> for more info.
- **Hub for Active School Travel (HASTE)** has a lot of great resources and ideas for making your school a more walkable and bikeable destination for traffic congested neighbourhoods. Visit hastebc.org for more info.
- **The City of Vancouver School Active Travel Planning (SATP)** works with schools to encourage and promote walking and cycling to school through awareness and encouragement activities, as well as improved walking and cycling infrastructure around schools. Visit <https://vancouver.ca/streets-transportation/school-active-travel-planning.aspx> for more info.
- **Keep a few emergency locks in the office in case a student forgets to bring one.** These could be donated or funded by the PAC to be used while a student is at school and returned at the end of the day. U-locks are always recommended over cable locks.
- **Include an active travel or bicycle event in your spring fair or Earth Day activities** – turn it into a Car Free day, ask a local bike shop to send out a mechanic to do free tune ups, or give out prizes to everyone who bikes to the event.



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GET THERE,
TOGETHER.

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