

## **Highland Council Bikeability Scotland – Bike Maintenance Protocol**

### **Routine Bike Check & M-check**

Routine bike checks are an important part of Bikeability Scotland training, “Dr Bike”, or an equivalent service, is not. The purpose of the bike check is to ensure that all bikes being used are roadworthy. Those not deemed roadworthy **must not** be used for Bikeability sessions.

Routine bike checks must be carried out by pupils, led by a qualified BSI/CT, at the beginning of each Bikeability session in the form of a M-check as described in the Bikeability Scotland Level 1 Instructor Notes, page 19.

The BSI/CT are responsible for ensuring bikes are roadworthy before any Bikeability session, therefore a standalone bike check session can be arranged for pupils undertaking on-road training whereby a qualified BSI/CT carries out a comprehensive bike check on all bikes without pupil’s present. This does not negate the need for an M-check at the beginning of all Bikeability sessions, however it can make the first session with pupils go a bit smoother and allow for replacement bikes to be arranged where a bike is deemed not roadworthy.

### **“Dr Bike”**

A “Dr Bike” session can be arranged for pupils undertaking on-road training, this session must be undertaken by an appropriately qualified/trained bike mechanic. As with routine bike checks, the purpose of the Dr Bike session is to ensure that all bikes being used are roadworthy. Those not deemed roadworthy **must not** be used for Bikeability sessions. Again, offering a “Dr Bike” session does not negate the need for an M-check at the beginning of all Bikeability sessions but it can assist in identifying required repairs before the first session.

### **Repairs & Maintenance**

The following is a list of repairs that may be undertaken, at no charge to pupils, by a bike mechanic, or by the BSI/CT if they feel comfortable doing so, during a bike check/M-check/“Dr Bike”/Bikeability session, so long as it does not impact on the overall session for the remaining pupils.

- Repair or replacement of inner tube if original is punctured
- Adjustment of tyre pressure within safety limits
- Adjustment of saddle height within safety limits
- Replacement of missing bar end plugs
- Lubrication of a chain
- Re-fitting of a chain if it comes off during a session

Repairs to gears, brakes, handlebars, stems, cranks, anything not named above should not be undertaken during an M-check/"Dr Bike"/Bikeability session. Instead, a 'report card' can be completed and returned to parents noting any repairs or maintenance that are required to be undertaken outside of the school setting before the bike is used for any Bikeability session. Similarly, if any of the above 'allowed' repairs have been undertaken, these should be noted by the BSI/CT and school and retained for the entirety of the Bikeability sessions, parents must also be notified.

**Related documents attached**

Bike Check Diagram

Bike Report Card

Suggested Toolkit Checklist

## Activity 2: Check the bike is ready for a journey

Bike safety check – M check

### Learning outcomes:

Carry out simple safety checks on the bike.

### Resources required:

Allen keys and spanners for minor adjustments, bike pump, and spare bar end plugs, and duct tape for frayed cable ends.



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### Suggested Toolkit Checklist

Allen Keys  
Multi-tool  
Pump  
Puncture Repair Kit with Tyre Levers  
Spare Inner Tube (for own bike)  
Bar End Plugs  
Gloves (for working on bikes)  
Electrical Tape  
Hair Bobbles  
Magic Gloves (for trainees on cold days)

<b>Front and rear wheel</b>		<b>Repair required</b>
Do both wheels spin freely?	Y/N	
Do the wheels (rim and spokes) appear to be in good condition?	Y/N	
Are the tyres in good condition with air pressure within safety limits?	Y/N	
Are both quick release/wheel bolts secure?	Y/N	
<b>Brakes</b>		
Does the front brake stop the bike firmly during a 'walk forward' test?	Y/N	
Does the back brake stop the bike firmly during a 'walk backwards' test?	Y/N	
Are the brake cables/blocks/rotors/pads in good condition?	Y/N	
<b>Handlebars</b>		
Are the handlebars fixed firmly in place?	Y/N	
Are the plugs at the end of the handlebars in place?	Y/N	
Are the brake and gear levers in good condition?	Y/N	
<b>Pedals, chains and gears</b>		
Are the pedals firmly in place?	Y/N	
Is the chain in good condition and move round freely?	Y/N	
Do the gears change correctly?	Y/N	
Are the gear cables in good condition?	Y/N	
<b>Saddle</b>		
Is the saddle firmly in place and in reasonable condition?	Y/N	
Is the seat post height within its safety limits and quick release/bolt secure?	Y/N	