

PEEL SCHOOL BICYCLE PARKING PROGRAM

Application Package

The Region of Peel's School Bicycle Parking Program provides safe and secure bicycle parking in order to encourage students to bike to and from school more often. Since 2015, over 250 bike racks have been installed at over 140 schools in Peel Region through the program.

Applications will be prioritized based two main criteria: demonstrated bicycle parking demand, and participation (current or past) in active and sustainable school travel (ASST) programming. A maximum of four "inverted U series" bike racks, each with a capacity for securing eight bicycles, will be provided to selected schools by the Region of Peel. Funding is only available for a limited number of bike racks each year, so schools who apply to the program may not receive the number of bike racks they request. Schools will be informed within three months of applying whether they will receive bike racks.



<i>Apply by:</i>	<i>For bike rack installation in:</i>
November 9, 2018	Spring 2019 (April - June)
June 14, 2019	Fall 2019 (September – November)

New this year: schools must register for **Bike to School Week** 2019 in order to have bike racks installed in 2019.

The School Bicycle Parking Program is one of many programs in Peel to help encourage walking and cycling to school. To find out about other programs and resources that can support active and sustainable travel at your school, visit walkandrollpeel.ca/projects/schools.htm

Contact us at walkandroll@peelregion.ca for more information, and to submit your completed application.



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APPLICATION PROCEDURE AND CONDITIONS

- 1) Completed applications should be sent via email to walkandroll@peelregion.ca.
- 2) Funding is only available for a limited number of bike racks each year, so schools who apply for the School Bicycle Parking Program in the 2018-2019 school year will not be guaranteed the number of bike racks they request, and may not receive any racks. Each school can receive a maximum of four bike racks per application.
- 3) **Selection Criteria** - Applications will be reviewed and prioritized based on the following criteria:
 - **Demonstrated need** for safe and secure bicycle parking, based on the current number of bicycle parking spaces relative to school population, quality and usage of existing bicycle parking facilities, as well as other evidence (i.e. photos) provided in application; and
 - **Involvement in active and sustainable school travel (ASST) education and outreach programs**, such as School Travel Planning, Bike to School Week, EcoSchools, or other presentations, training, or programs.
- 4) **Site location:** Schools applying to the program are asked to identify a preferred location for the bike racks. All proposed locations will be subject to a site analysis involving staff from the relevant school board, school, and/or the Region of Peel and its' vendors. The minimum site dimensions for each bicycle rack are 4.0m x 1.8m, and racks should be a minimum of 0.6m away from walls, walkways, or other objects or right-of-ways. In order to optimize their usage and facilitate installation, it is recommended that applicants identify locations that are:
 - near the main entrance or other high-traffic entrance to the school
 - in a highly visible location and/or are under surveillance
 - weather protected
 - on a concrete surface
- 5) Applicants will be notified via email within three months of applications deadline. The bicycle rack(s) will be installed at approved on-site locations, as agreed upon by the applicant, board, and the Region of Peel and its vendors, and according to the manufacturer's specifications.
- 6) The Region of Peel will pay for the entire cost of each bike rack for successful applicants, as well as the cost of associated installation to a maximum of \$700. If a school requests additional work associated with installation (i.e. new concrete pads or additional paved surfaces), these additional costs will be the responsibility of the relevant school/school board.
- 7) Bicycle parking facilities provided by the Region of Peel must not be moved or removed except for on-site maintenance purposes (e.g., snow clearance) or with written permission of the Region of Peel.
- 8) The school and/or school board will be responsible for keeping the bicycle parking facilities clear of snow and leaves.
- 9) Participating schools will be expected to collect baseline and follow-up data on transportation modal choices and usage of the bicycle racks through a count of bicycles on school property using the [Data Collection Form](#) included in the information package. Successful applicants will be asked to do follow-up counts approximately one year after the baseline counts. Refer to the [Data Collection Form](#) for more detailed instructions.
- 10) The Region of Peel accepts no liability for the construction, operation, destruction or theft of the bicycle racks.
- 11) Schools must register for Bike to School Week 2019 in order to be eligible to receive bike racks as part of this application stream. Schools applying in November 2018 will not be able to register right away, but must register before installation occurs in spring 2019. Visit biketoschoolweek.ca to register and for more information.

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2019 APPLICATION FORM

School name:	
School address:	Type of school:
School telephone number:	Total student population:
Main staff contact at school Name: Email:	School Principal Name: Email:
Quantity of bike racks requested Note: each rack accommodates 8 bicycles Choose an item.	In good weather, approximately how many students and staff bike to school regularly?
Describe your school's past involvement in active and sustainable school travel initiatives. <i>Include details about your school's participation in programs such as Bike to School Week, EcoSchools, the Healthy Community Initiative, or other relevant commitments or learning initiatives.</i>	
Describe your school's need for additional bike racks. <i>Include details about why your school requires additional bike racks, including whether some bikes are currently parked on fences/trees/classrooms, or programs you imagine will increase current bike use. Schools are encouraged to include photographs or other information that demonstrates their school's need for bicycle parking as part of their application.</i>	

Describe preferred location of the rack(s):

Provide details about where you would like your rack(s) to be located on school property. Please include the type of surface at the proposed location (e.g. concrete, asphalt). Attach a map or sketch if needed.

For example: "north side of the building facing the parking lot, on concrete surface XX metres west of the main entrance, XX metres from the building, XX metres from the curb".

Note that minimum site dimensions for each rack are 4.0m X 1.8m.

Preferred locations will be subject to approval by a school board designate.

Commitment to the Region of Peel

- Our school commits to registering/has registered for Bike to School Week 2019
- Our school has completed the *Data Collection Form*, and if our application is successful we commit to collecting follow-up data and submitting the form again after new bike racks are installed

Main staff contact name:

Main contact signature:

Date:

Principal name:

Principal signature:

Date:

Applicants are encouraged to supplement this form with additional photographs or other information that demonstrates their school's need for bicycle parking facilities, or past commitment to active school travel programming.

Please email completed applications to walkandroll@peelregion.ca



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walkandrollpeel.ca/projects/schools.htm

walkandroll@peelregion.ca







905-791-7800 ext. 8389

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DATA COLLECTION FORM

INSTRUCTIONS: Schools applying for the Peel School Bicycle Parking Program are asked to complete and submit the following Data Collection Form as part of their application. Successful applicants will also be asked to complete this form again after new bike racks are installed, approximately one year after the pre-installation counts are conducted (within the same month of the following year). Staff from the Region of Peel will be in touch with participating schools to remind them to submit follow-up data.

This form provides a template for counting bikes on school property, and will help assess the effectiveness of the Peel School Bicycle Parking program in encouraging more bicycling trips to and from participating schools. Your school may also find this form useful to help measure cycling trips to school associated with other school programs to encourage active and sustainable school travel (e.g., School Travel Planning, Bike to School Week). Schools may wish to involve students in the bike counts as part of a classroom or extracurricular activity. If you would like assistance in completing this form, contact your school's Public Health Nurse, or contact walkandroll@peelregion.ca

Name of School:			Date & time of count:		
Type of count: Before new racks <input type="checkbox"/> After new racks <input type="checkbox"/>			Weather & temperature:		
Type of bicycle racks	# of bicycle racks	# of bikes parked	Type of bicycle racks	# of bicycle racks	# of bikes parked
 Inverted "U" <i>Recommended by Region of Peel</i>			 Ring and post		
 Wave			 Rail or "comb"		
 Hanger			 Wheelwell or "Wheel-bender"		
Other rack types please describe:			# of bikes NOT parked at racks e.g., fences, trees, etc. Please describe:		