

# Loan-a-lock Program – FAQ

## Why should my school offer this program?

Bike theft discourages many families from letting their children bike to school. This program eliminates this issue by supplying good quality locks and easing the minds of parents and guardians. It is also another way for a school to encourage cycling to school by providing a security blanket for those who may have forgotten their locks that day, are having issues with the lock they have, or can't afford a good quality lock. Having this program can increase the number of students cycling to school.

## How many bike locks should we have?

Start with five and see how it goes! Some schools offer upwards of 10 or more.

## Where do students sign out bike locks?

The school decides on a location to sign out the locks. The most common places include the office or gym. From there, the school must agree upon who will administer the program (i.e. secretary, gym teacher, etc.).

## How do students sign out locks?

Those administering the program exchanges locks and keys with the students, entering important information into the sign-out sheet. It is important to instruct the students to return the key immediate after locking/unlocking their bike to ensure keys don't go missing.

## How do we manage the locks?

Locks, keys, and cables should be housed in consistent location and managed by the same person (people). All locks, keys, and cables should be labeled with an ID number for ease of tracking and to ensure ownership remains with the school (i.e. prevent students for claiming it as their own). It is helpful to let all other teachers and staff at the school know about the program so they can let students know about it, should they ever need to use a bike lock.

## How do we ensure this program is successful?

Ensure appropriate data is tracked to ensure locks and keys are returned in a timely manner. It is also important to complement this program with proper locking education, to ensure that students know how to use the locks and lock their bikes properly to avoid theft. It is recommended to send someone out with the student the first time they loan a lock. Posters/ signage can be put up near bike racks or front of the school to outline how to properly lock a bike using a u-lock.

## How do you properly lock a bike?

It is recommended that you connect the bike lock through the rear wheel, bike frame, and bike rack, as well as run a cable through the front tire, securing the most valuable parts of the bike (see image below). Check to see if the bike seat is quick release or not. If it is, suggest to the student that they take it off and bring it into school (leave in their cubby/ locker) to prevent it from being stolen.



Further questions? Contact Green Action Centre at [info@greenactioncentre.ca](mailto:info@greenactioncentre.ca) or (204) 925-3777.