

School Cycle and Scooter Parking guidance

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Guidelines

Planning

Points to consider before you buy and install cycle parking:

- Location
- Security
- Number of spaces required
- Type and quality of parking
- Cost and funding
- Pupil involvement
- Promotion

Location

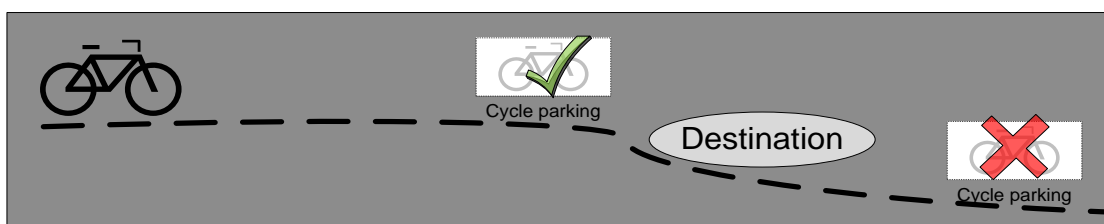
Where you put cycle or scooter parking will determine how well it is used.

Placing parking in a prominent and convenient position will ensure it gets used, enhance the security of bikes and scooters parked there, and visibly demonstrate your commitment to active travel.

Consider parking locations that form part of a natural flow of movement to the building, i.e. the bike/scooter can be parked easily without diverting away from a straight line to the key building entrances.

Cycle stands should be designed and located to ensure that they do not represent a barrier to access for disabled people.

The location should also take account of prevailing weather conditions.



Natural flow for cycle parking diagram (Source: Danish Cyclists Federation)

Security

Pupils, staff and visitors are more likely to use cycle/scooter parking if they can see that the bike, and the person parking the bike, will be secure. Putting parking where it can be seen easily enhances the sense of natural surveillance. Consider the quality of the lighting at each site and the location of CCTV cameras.

You may want to encourage pupils to register and mark their bikes or scooters so that they can be identified if stolen. The Bike Register is one company selling marking kits – they allow you to register bikes for free on their website, and provide free posters and leaflets to schools upon request. (<https://www.bikeregister.com/>)

Number of spaces required

An appropriate ratio of required parking per user could be gained by surveying site users and counting number of bikes/scooters currently used.

The table below, from the revised 2020 Cycling by Design guidance from Transport Scotland lists some suggestions for calculating the amount of cycle spaces you might need.

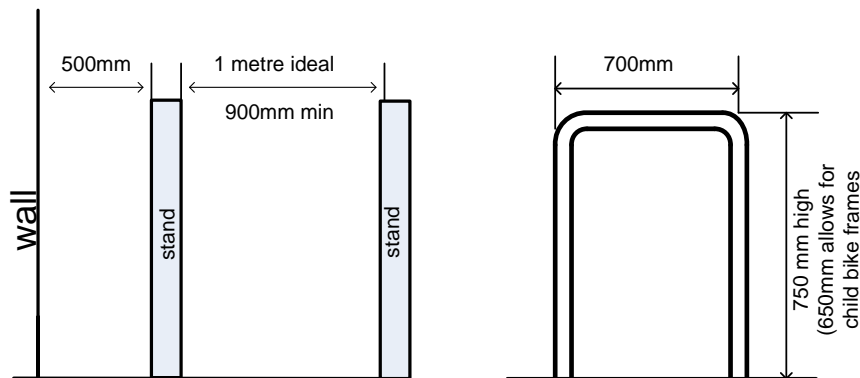
Type of school	Number of spaces for staff	Number of spaces for pupils	Number of spaces for visitors
Nursery/Primary School	1 space per 10 staff	1 space per 10 pupils aged 4 or over	2 spaces at the main entrance
Secondary School	1 space per 10 staff	1 space per 5 pupils	2 spaces at the main entrance

Parking Provision by Land Use, Cycling by Design, 2020

Types of parking

The Sheffield stand is most commonly used for cycle parking. It is robust and enables users to lean their bike against it easily.

Sheffield stands are sold individually, usually fixed to the ground with bolts or inset into concrete, or in sets commonly known as toast racks.



General dimensions for the installations of Sheffield stands

Stands should be separated by a distance no less than 900mm, ideally 1m. Putting the stands too close together will limit the use of the cycle parking.

Also allow for 500mm of space to sit forward of the stand so that the middle of the bike frame is adequately supported, this is an important consideration if you are placing stands close to a wall.

Putting stands too close to a wall will mean that parked bikes will not be properly supported.

If you're planning to install Sheffield stands at primary schools, it's worth considering stands that have a second cross-bar at a lower height, in order to allow smaller bikes to be locked up.

Alternative stands which only hold the wheel, commonly known as Butterfly Racks, are not recommended and funding will not be awarded for these.

These types of stands are liable to cause damage to bike wheels and only offer limited security.

Cycle shelters

Offering a place where bikes will be protected from the weather by installing covered cycle shelters will encourage greater use of cycle parking.

Many manufacturers offer covered cycle shelters as an option to fit over specific stands. Shelters can also be bought with lockable doors that enhance the security of the bike parking.

Lockable compounds are an ideal solution when catering for staff at a facility where bikes are left unattended for much of the day.

Examples of approved bike racks and shelters:



A recycled shipping container turned into a habitat shelter.



Green roof and timber cycle shelter.



Green roof bike shelter by the Grass Roof Company.



Sheffield stands



Vertical bike lockers



Secure parking with helmet lockers

Cycle lockers

An alternative to shared cycle parking can be to install individual cycle lockers. The lockers can be bought in two formats: horizontal (like a mini bike shed) and vertical (like a tall locker). The vertical ones are great for saving space as the bike can be hung.

Parking for trailers and tricycles

Trailers and tricycles have slightly different cycle parking requirements as they are self-supporting when stationary, but still require a stand to which they can be padlocked. This may best be accommodated by the use of an end stand at a group of stands.

It is suggested that where there may be a demand, then appropriate signing could be provided for trailer and tricycle parking only at end bays.

Scooter parking

Scooter parking commonly takes one of two basic forms – lockable racks where the handle is secured by a catch, and more basic stands that grip the wheels. Racks can be sold in rows looking similar to a single Sheffield stand, or another popular option is to opt for a Scooterpod or Minipod which allow scooters to be held in a circular pattern. Stands can be a cheaper alternative – being simple to recreate by a joiner or member of staff – but are generally a less secure design.

Like cycle parking, scooter parking can be placed within covered shelters to provide greater protection from the elements. If a lockable shelter is chosen, this can also provide additional security for racks, especially those which do not have in-built locking.

Lockers for clothing

Lockers are often forgotten when considering how to cater for cyclists but are an important end trip facility for staff. Knowing that you have a secure place to store wet gear, helmets and change of clothes can positively affect an individual's decision to cycle regularly.

For the purpose of this fund we will only support applications for lockers if this is in conjunction with an application for cycle parking.

Sustainable storage

Aim to reduce the carbon footprint of your parking by choosing sustainable and low cost solutions.

Eco-shelters are built with materials which are all sustainable and eco-friendly. Consider using FSC certified or recycled wood, straw bales or wire mesh filled with rocks for walls or even a green roof, planted with grasses, wild flowers and other plants.

Using a local firm – such as a blacksmith – and insisting that all the materials used are sourced locally can reduce the shelter's carbon footprint dramatically, as it cuts down on unnecessary journeys.

You could even create secure parking using recycled shipping containers; they are strong, weather resistant and a low cost solution for schools working with a tight budget.