



Your **Cycling** Connection

Local Committee Resources

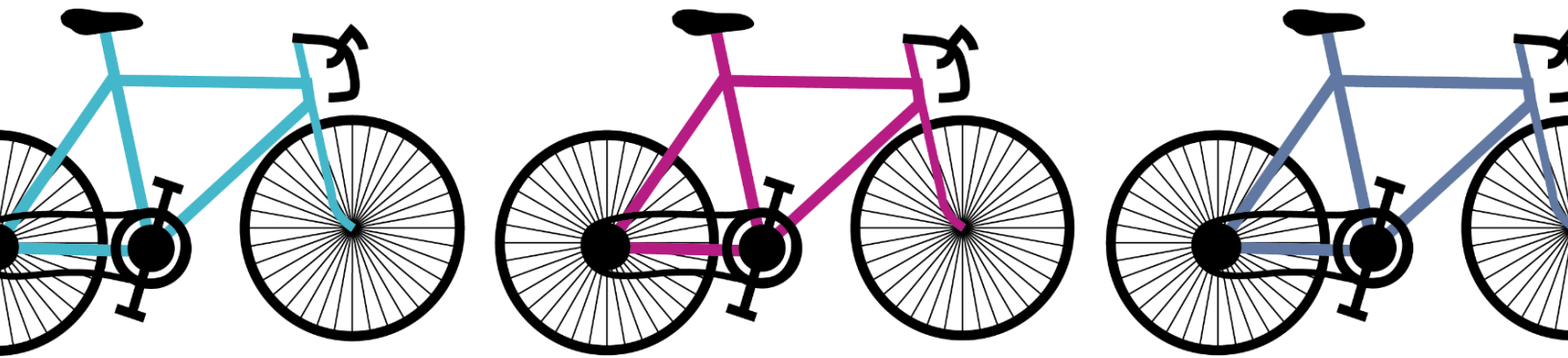
Assessment Ride Guide and Reporting Template

April, 2023



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What is an Assessment Ride?

The purpose of this resource is to provide local committees with a generalized framework when conducting Assessment Ride Reports. Participants in assessment rides are checking for:

- Existing infrastructure
- Missing infrastructure
- Damaged infrastructure

Assessment rides differ from other rides in their intentionality to check on the cycling infrastructure of a route.

Assessment Rides are conducted to gather information for a report for the stakeholder, such as municipal staff. Assessment Ride Reports are advocacy tools used to inform multiple stakeholders of bicycle route issues and opportunities, from the perspective of people who cycle the route. They are most valuable when tailored to the requirements of those stakeholders. HUB Cycling local committee assessment ride reports have been influential in making improvements in a number of local cycling projects.

If a full report is unlikely to be reviewed, an assessment ride can result in a letter. It should focus on the experience of riders rather than outright solutions for the route.

Roles and Responsibilities

Assessment Rides are an excellent tool to engage members of the Local Committee. Recommendation for the roles and responsibilities for Assessment Rides include:

Role	Ride Leader(s)	Assessment Riders	Sweep	Report Lead
Number of people with role	1-2	2-3	1-2	1-3
Responsibilities	<p>Schedule and organize the ride</p> <p>Go over the HUB Cycling Pre-Ride Message and Checklist (Appendix 2) with riders</p>	<p>Take notes and photos of the ride experience</p>	<p>Ride at the back of the group to ensure that no one is left behind</p>	<p>Lead the compilation of notes and creation of the report or letter to stakeholders</p>

Planning the Assessment Ride

1. Local Committees should identify the audience for the report.

Considerations should be taken in advance to identify who the report is written for, and to identify those who will be most receptive to the report. Identify specific recipients to write the report to before drafting the letter or report.

2. Determine the type of Assessment Ride.

- a. Known Gap (not slated for improvement) Ride
Audience: Elected officials and/or staff
Purpose: Reconnaissance - trying to convince authorities to do something
Focus: Identify what is in the area, and if there are any destinations. Focus on why people would want to ride to this location and what stops more people from riding here
- b. Improvements Planned / Under Development Ride
Audience: Staff (engineers, planners)
Purpose: Ensure that improvements are the highest quality possible and allow for most people to feel comfortable riding there
Focus: Evaluate the facilities being built, noting the quality, safety, and connectivity of what is being proposed or built. If work is not being done well, express your concern and convince decision makers to improve the design. Focus on user challenges, rather than recommending specific design solutions.
- c. Post-Improvements Ride
Audience: Staff who conducted the work
Purpose: Assess work, celebrate upgrades, note any deficiencies
Focus: Ideally, this is celebratory. If work is not done well, then return to the Known Gap Ride and convince authorities to do something

3. Local Committees should state the purpose or vision of a ride.

The purpose and vision of an Assessment Ride is not to be a social or community ride, but one that audits the cycling infrastructure. However, it is likely that being social and building community will be a side effect of an Assessment Ride and should not be discouraged.

4. Local Committee should identify what the ride is seeking to accomplish.

The LC may have particular questions that the Assessment Ride is seeking to answer. For example, does a new roadway have the necessary cycling amenities (e.g. bike racks) along the route?

Preparing for the Assessment Ride

Once the Local Committee has determined the Audience, Type, Purpose and Desired Accomplishment for the Assessment ride, the rider group size must be considered. It is recommended that the smaller the group size, the more effective the ride can be.

1. Plan the route. Consider creating a map (e.g. using Google Maps) to share with participants in advance so everyone is aware of the route.
2. Send out an invitation to Local Committee members. See Appendix 3 for an email template and example. Consider creating an online event participants can use to sign up (contact action@bikehub.ca for details)
3. Determine Group Size
4. Assign Roles and Responsibilities to riders in the group. Please refer to the Roles and Responsibilities Section for greater clarity to the group make-up of the ride.
5. Consider how the report will be created prior to the ride. Decide who will lead the writing of the report beforehand. This can be the ride leader, but does not have to be. In the interest of engaging more members of the LC, it can be suggested that this task be assigned to another rider.
6. The bike and rider must be visible and safe. Use of helmet, front and rear bike lights and bike bell are required. A high-viz vest is recommended.
7. Ensure that the starting location of the assessment ride is in a visible and well-travelled area so that the safety and security of those who arrive first (and perhaps alone) is not compromised. If the starting location lacks visibility and is not well-travelled, consider a more visible location nearby.
8. To enhance safety and security, encourage participants to arrive with at least one other participant, as one's safety is known to increase when in a group.

Conducting the Assessment Ride

1. Review the route with all participants. Provide an overview of the conditions of the route, highlighting any areas where riders should be more alert
2. Set up the start and end time.
3. Review safe group riding protocol (Appendix 2)
4. Begin ride
 - Stop regularly to compare what people are noticing
 - Have a designated notetaker to capture ideas
 - Take photos of what you observe
5. End ride in a location to discuss the route and determine direction for the report.

After the Assessment Ride

The Assessment Ride group should compile and complete ride notes. This is usually done best shortly after the ride. Key items to record are:

1. Location and route of the ride - maps are a helpful tool for readers
2. Date of the ride
3. The conditions of the ride
4. Locations of any photos taken
5. Observations from the ride

The designated lead will coordinate the compilation of notes and photos from the ride (for internal committee record-keeping), as well as the completion of the assessment ride report, proposal, or letter to be presented to stakeholders. For inspiration, you can view other local committees' assessment ride documentation and guidelines:

- ❑ Vancouver Local Committee [assessment ride background](#)
- ❑ Vancouver Local Committee [assessment rides documentation archive](#)
- ❑ Richmond Local Committee [assessment ride](#)

Once the report, proposal, or letter is completed and approved by the co-chair(s) of the committee, it should be submitted to approval@bikehub.ca for approval before being sent to stakeholders.

Appendices

Appendix 1: HUB Cycling Pre-ride Message & Checklist

The following message is designed to prepare participants before going on a group ride. These key talking points cover basic road safety, communication on the road, and best practices when riding in a group. Please make time to share this message before going on ANY group ride.

Checklist before going on a HUB Cycling group ride:

- Ride leaders have first aid kits
- Ride leaders and participants are wearing vests (mandatory for cycling courses, optional for community rides)
- All participants perform a basic ABC quick check (air, brakes, chain) before going on the road
- Ride leaders assess the skill and comfort level of the ride participants, take note of any new riders, and any special conditions advised to the ride leader by ride participants
- Ride leaders plan a pace suitable for all members of the group (suggest 12 km/hr for adult rides) and check with the group at the first stop as to how the pace is
- Ride leaders have a planned route that includes pit stops. For community rides, may choose to share it with participants so that if the group gets split up there are places to regroup.
- Ride leaders convey the following message to the group

Thanks for joining us for this HUB Cycling ride!

As a group today it's important that we follow all rules of the road, including obeying stop signs, signalling when changing lanes or turning, and riding single file (*review hand signals with group*). As we are riding together, we will try to communicate as much as possible with other riders in our group. In order to be able to stop safely, please leave 2-3 seconds between you and the rider in front of you (*review how to measure this by choosing stationary point, like traffic pole, and counting 2 seconds*). When stopping or pulling over unexpectedly use your stop signal to indicate to riders behind you what you are planning to do, and/or call out that you are slowing or stopping so following riders are aware. If possible, share information about potential road obstructions with riders behind you by using hand signals.

Although we will be riding as a group, we need to make sure that we are all thinking independently. Please rely on *your own* judgement when crossing all intersections, instead of just following the rider in front of you. Don't worry if you get stopped at a red light or stop sign, we'll wait for you!

If at any point during this ride you feel that you are in a situation that is unsafe, please choose the earliest possible spot to pull over and dismount. If you need to leave the ride at any point, please let the ride leader know so that we don't go looking for you!

NOTE: *This is also a good time to check in with your group. Is everyone feeling ready to ride on the road? Is anyone nervous about any aspects of the ride? Do any participants have any safety hints to add? Consider deciding on a signal such as three consecutive bell rings that indicates the need to pull over as a group.*

Appendix 2: Template Email for Ride Leaders

Hello everyone,

[LOCAL COMMITTEE NAME] will be holding a [GROUP/ASSESSMENT] ride on [DATE] from [TIMES]. We will be riding from [START LOCATION] along [ROUTE] and ending at [END LOCATION], taking photos and noting the cycling conditions along this route. We are putting together a report for [STAKEHOLDER] to [INTENT OF RIDE].

We will be meeting at [SPECIFIC LOCATION] at [TIME]. The planned route is approximately [DISTANCE] long, and should take approximately [LENGTH OF TIME] to complete.

We are looking for volunteers to take on various roles. Positions that are available include co-leader, assessment rider, and report lead. Please let me know if you would like to take on one of these roles.

Thank you,

[NAME]

Example email:

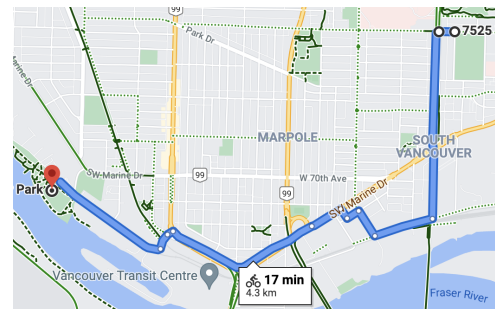
Hello everyone,

Vancouver Local Committee will be holding an assessment ride on Saturday, April 9th, from 3:00 to 4:00 pm. We will be riding from Winona Park, riding south along Cambie, travelling west along the SW Marine Drive Corridor and ending at Fraser River Park, taking photos and noting the cycling conditions along this route. We are putting together a report for the City of Vancouver to assess the cycling routes along this corridor.

We will be meeting at the northwest corner of Winona Park at 3:00, with a departure at 3:15. The planned route is approximately 4 kilometres long, and should take approximately 30 minutes to complete, accounting for stops, photos, and note taking. After the ride, we will have a social gathering at Fraser River Park—all are welcome.

We are looking for volunteers to take on various roles. Positions that are available include co-leader, assessment rider, and report lead. Please let me know if you would like to take on one of these roles.

Thank you



Appendix 3: Assessment Ride Report Template

See [Vancouver Local Committee's Assessment Ride Archive](#) or [Richmond Local Committee's Assessment Ride Report](#) for examples.

PROJECT NAME

Prepared by the *[COMMITTEE NAME]* of HUB Cycling

[DATE]

CONTACT INFORMATION

[Name]

[Phone]

[Email]

Project Vision

100-200 word description why this project matters

Insert screenshot of map for this area

Why Is This Important?

Detailed description about the importance of this project, include:

- Map screenshots
- Images from assessment ride
- relevant policies

What is the potential of this AAA Route?

List detailed future potential and current barrier. Include images from assessment ride as well as map screenshots

Planning the ride

Make sure everyone on the ride is visible (proper lights, reflective vests (optional))

Everyone on the ride should have safety gear including a helmet and bell

During the Ride

Stop regularly to compare what people are noticing

Have a designated notetaker to capture ideas

Take photos of what you observe

Appendix 1

Include documents/research studies mentioned in the report