Guidelines and Information for Schools about the Purchase, Maintenance and Use of Bicycles

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Dr Michelle Vella Wood Senior Manager – Cycling Program

Aim:

This document provides the basic information and guidelines covering the purchase, maintenance and use of bicycles within school premises. In this way, the bicycle will be of acceptable quality and safe for the students to use regularly.

Questions, concerns and requests for in-person help may be addressed to michelle.vella.wood@ilearn.edu.mt

Guidelines:

1. **Purchase of bicycles**

    a. Quotes should include the following technical specifications:

EN Standard certified compliance	The bicycles must be compliant to: EN ISO 4210-7:2023 Or EN ISO 8098:2023. Supplier needs to provide proof of certification. If they are only compliant to the 'Toy Safety Directive', the bicycles are not acceptable.
Saddle height adjustment	Seat tube clamp must only be adjustable with a quick release mechanism OR allen key. Bolts that require a spanner or torx key are strongly discouraged as the bolts wear quicker under constant use.
Braking systems	Front and rear rim brakes are recommended. Disc brakes should be avoided due to risk of deep gashes if students fall on each other. Brake levers need to be adjustable for small hands.
Chainring	Chainring must be covered or have a chain guide in place.
Extra items	No bells or mudguards or other items should be attached. These bicycles are intended for usage within schools and such items break very quickly posing a danger to the student.

b. On receipt of the bicycles, the checklist in Appendix 1 should be filled in for each bicycle. This ensures that the bicycles are safe to use. This may be filled in by members of the school staff or by the SM – Cycling program or a bike instructor.

2. Maintenance

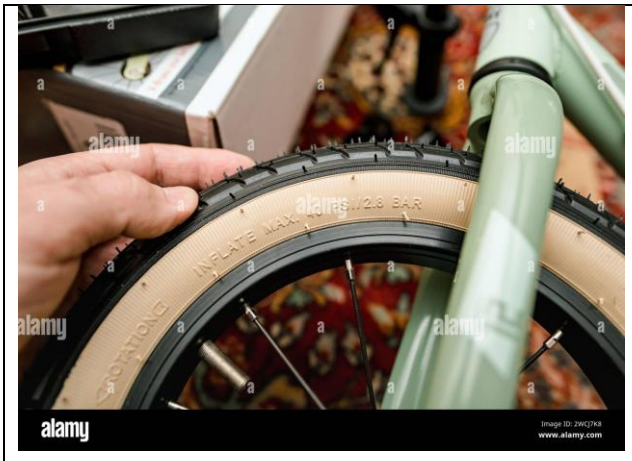
a. The school should purchase a basic floor pump with a pressure gauge (also known as track or stand pump). The tyres should be pumped up at minimum once a month to the specification shown on the side of the tyre (see image). The pump should be compatible with both Presta and Schrader valves.

b. In the event of a puncture, replacement tubes need to be purchased as per wheel diameter and thickness, e.g. 14inch 2.1 diameter with Schrader valves. Typical price ranges from 3-7 euro depending on brand.

c. Perform a quick 2 minute 'm check' minimum once a month. See the video for a demonstration: https://youtu.be/21scaFMPpA4?si=hHN2-MQ2YhmFq_qx

d. The following tools need to be purchased for basic maintenance:

i. A set of allen keys
ii. Size 10, 11, 13, 14, 15 spanners
iii. Tyre levers
iv. Small tub of light grease
v. Chain oil
vi. The cost of the above is in the 25-30 euro range.





3. **Adjustments and practices during bicycle use that prevent maintenance issues and breakages.**

    a. Ensure saddle heights are appropriate for the student. For beginners, feet must be flat on the ground. For more confident riders, aim for feet touching the ground on tiptoes.
    b. Discourage excessive use of back brake and drifting, as the rear wheel tyres get worn out extremely quickly.
    c. If pedals are removed for beginners or for replacement in case of breakages, take note of the following:
        i. There are specific LEFT and RIGHT pedals with opposing threads. An 'L' or 'R' is marked on the pedals. Do not attempt to attach the wrong side pedal.
        ii. To remove pedals, use a 15mm spanner and pull towards the rear wheel on each side. If the pedals are too tight, place a long pipe over the wrench for increased leverage.
        iii. To attach pedals, make sure the thread is lightly greased. Attach to the crank carefully by turning in an anti-clockwise direction, towards the front wheel, make sure that you do not need to force the tightening. The pedal should be screwed in easily. If not, remove pedal and start again. Once hand tightened, tighten slightly with 15mm spanner.
        The following video demonstrates well:
        How to fit bike pedals

Appendix 1 – Checklist for new bicycle purchases

Date	
Bicycle Brand	
Wheel Size	
Serial number	

Test	**Acceptable outcome**	**Unacceptable outcome**
Check bike for evidence of dents or deep scratches	☐ No dents or scratches	☐ Damages noted (details in comments box)
Hold brakes and attempt to move front of bike	☐ No movement	☐ Headset wobble ☐ Front brakes not working
Hold rear brake and push bike forward and backward	☐ Rear brake works well	☐ Rear brake not working
Push down on seat and attempt to tilt it forward or backward	☐ Seat holds well. No movement	☐ Seat wobbles
Lift up front wheel and spin it	☐ Spins well with no wobbles	☐ Wheel wobbles side to side
Lift up rear wheel and spin it	☐ Spins well with no wobbles	☐ Wheel wobbles side to side
Hold pedals and attempt to twist cranks	☐ Crank holds steady ☐ Pedals are attached correctly	☐ Crank feels loose ☐ Pedals attached to wrong side or unevenly screwed in or loose
Check brake cable ends	☐ Covered with crimp ends that aren't easily pulled off with hands	☐ Exposed or fraying

Comments:	
Photographic evidence of damages attached:	☐ Yes ☐ NA
Checked by:	
Date:	