

## Abandoned Bicycle Policy

### Introduction

A large number of bicycles are being left secured in bicycle sheds and at bicycle stands at various locations throughout the University. This policy describes the procedure for the reporting, labelling and removal of suspected abandoned bicycles.

### Purpose

The purpose of this policy is to reduce the number of abandoned bicycles in the University estate. This will create space for regular users to secure their bicycles. The University of Reading will work in partnership with Thames Valley Police, to deliver a consistent and integrated approach to identify, label, remove and dispose of abandoned bicycles.

### Responsibilities

It is the responsibility of all students and staff to ensure that the arrangements are made for the notification of security to abandoned bicycles prior to the end of each term.

Security will undertake a survey at the end of each term. Security staff will attach an abandoned bicycle label to the cycle.

This label will simply request the bicycle owner to contact security, rather than highlight that it may be abandoned as this could encourage theft. UPP staff will attach the label in the halls of residence.

### Procedure

Contact the Security Services to arrange for the labelling and removal of a bicycle.

You will be required to leave your name, telephone contact number, location and description of the bicycle.

Whiteknights campus: 0118 3787799 [security@reading.ac.uk](mailto:security@reading.ac.uk)

### Abandoned cycle form

An abandoned cycle form will record as many details about the removed cycle as possible, including a photo.

Date

Location

Description to include colour, make, model and serial number (Where known).

After 21 days, if the suspected abandoned bicycle is still remaining, Security or maintenance will remove the abandoned bicycle and if the bicycle is in a state of disrepair it will be disposed of to scrap metal.

If it is in good condition the bicycle will be held for a further 1 month.

After this period the bicycle will be offered to the University bike recycling scheme or a registered charity. The University bike recycling scheme will use qualified and insured mechanics to repair the bicycle to good working order, so it can then be hired to students or staff.

## Document control

	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE	VERSION	CHANGES
<b>Original</b>	S Murray	Annually	DS	17/01/2013	1	New
<b>Reviewed</b>	S Murray	Annually	SM	20/01/2016	2	
<b>Reviewed</b>	S Murray	Annually	SM	10/05/2018	3	
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<b>Name of Assessor(s):</b>	S Murray	Number of continuation sheets used:
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