



Abandoned Cycle Guidelines

Security Instruction No:38

1.0 Introduction

A number of bicycles are abandoned by being left secured in cycle shelters at halls of residences and other locations across campus during the year and at the end of the summer term. These guidelines describes the process to be followed for identifying suspected abandoned cycles, labelling of suspected abandoned cycles and the removal and disposal of abandoned cycles.

2.0 Purpose

The purpose of this guideline is to reduce the number of abandoned cycles being left around halls of residence and campus, working in partnership with Dyfed Powys Police, to deliver a consistent and integrated approach to identify, label, remove and dispose of abandoned cycles.

3.0 Responsibilities

3.1 It is the responsibility of students, staff and visitors to ensure that arrangements are made for the safe storage or removal of bicycles prior to the end of the summer term.

3.2 It is the responsibility of students and staff to notify Site Security of any abandoned cycles

3.3 It is the responsibility of Residential and Hospitality Services to undertake a survey of University premises at the end of the summer term and deal with suspected abandoned cycles.

4.0 Procedure

4.1 Arranging a collection for your bicycle for reuse or disposal

4.1.1 Individuals should contact Penglais Campus Reception on 01970 623111 or Site Security on 01970 622649, e-mail sitesecurity@aber.ac.uk to arrange for their bicycle to be collected for reuse or disposal. You will be required to leave your name, telephone contact number, location and a description of the bicycle.

4.2 Identifying an abandoned bicycle

4.2.1 Any one can identify a suspected abandoned cycle and should be reported to Penglais Campus Reception on 01970 623111 or Site Security on 01970 622649, e-mail sitesecurity@aber.ac.uk . You will be required to leave your name, telephone contact number, location and a description of the bicycle.

4.2.2 Residential and Hospitality Services via Residential Management and House Services staff will undertake a survey of University property during June of each year to register any suspected abandoned cycles and issue an abandoned cycle notice.

4.2.3 Site Security staff will attach an abandoned Bicycle label which will be marked with:

- a) Date
- b) Reference number

4.2.4 Site Security staff will record details of a suspected abandoned bicycle by recording:

- a) Date:
- b) Location
- c) Description to include colour, make, model and serial number

4.2.5 Following a minimum of 14 days, if the abandoned cycle is remaining, Site Security will cut free and remove for safe storage for a minimum period of 6 months.

4.2.6 Stored abandoned cycles will be disposed either by delivering cycles to the Police Station, local auctions, or scrap non-working cycles that includes cycles in a poor condition.

4.2.7 Any proceeds from the sale of abandoned cycles will be forwarded to the Student Support Services department of the University for the Student Hardship fund.

5.0 Additional Information

5.1 Queries regarding this guideline can be made to Residential and Hospitality Services department on 01970 621951, or e-mail sitesecurity@aber.ac.uk

6.0 Appendices

6.1 Abandoned Cycle – Summary of Guidelines

6.2 Abandoned Cycle – Example of label

Appendix 1 – Summary of the Abandoned Cycle Guidelines

1. Identify

Anyone can report a suspected abandoned cycle left on University Property to:

Penglais Campus Reception - 01970 623111, or

Site Security – 01970 622649 or e-mail sitesecurity@aber.ac.uk

Detail of the person making the report and about the suspected abandoned cycle will be required.

In June of each Year Residential and Hospitality Services staff will undertake a survey of all residences and academic buildings to register any suspected abandoned cycles.

2. Label

Site Security staff will locate the cycle, attach an abandoned cycle label and mark with:

- Date
- Reference number

A register of suspected abandoned cycles will be maintained and records retained for a minimum of two years.

3. Collection and Disposal

If after 14 days of attaching an abandoned cycle label to a suspected abandoned cycle, Site Security staff will arrange for abandoned cycles to be removed and stored for 6 months.

Unclaimed abandoned cycles after 6 months will be disposed by offering them to the Police, local auction, tender or scrapped depending on their condition. The Police will be informed of all cycle disposals.

Proceeds from the sale of abandoned cycles in good condition will be forwarded to the Student Support Services to support the Student Hardship Fund.

Appendix 2 – Example Abandoned Cycle Label


WEDI EI ADAEL


**MAE'R BEIC YMA WEDI
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**Bydd y beic hwn yn cael
ei symud ymhen 14
diwrnod o'r dyddiad
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Os nad yw'r beic hwn wedi cael ei
adael ffoniwch: 01970 622649
Neu e-bostiwch:
sitesecurity@aber.ac.uk

Dyddiad: _____
Rhif: _____


PRIFYSGOL
ABERYSTWYTH
UNIVERSITY



ABANDONED

**THIS BICYCLE HAS
BEEN IDENTIFIED AS
ABANDONED**

**This cycle will be
removed after 14 days of
the below date.**

If this bicycle is not
abandoned, please
telephone: 01970 622649 or
email: sitesecurity@aber.ac.uk

Date: _____
No: _____


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