



Bournemouth University Bike Removal Process

Introduction

Bournemouth University promotes active travel to and between our campuses and encourages sustainable travel practices to all Staff, Students and Visitors in line with the objectives of the BU Travel Plan 2019-2025.

We actively support cyclists, through the provision of secure cycle facilities, cycle safety awareness events, bike maintenance schemes and loan / hire schemes to make cycling more affordable. For more information on how BU supports cycling, please visit our [BU by Bike pages](#)

The locations of all our secure compounds as well as bike hoops for visitors can be found on the campus site maps:

- [Talbot Campus site map](#)
- [Lansdowne Campus site map](#)

Users of the facilities are reminded that bikes parked on campus, remain the responsibility of their owners and BU accepts no liability for damage or loss. It is recommended that all cyclists have the relevant bike insurance and use a quality D-Lock to secure their bike. D-Locks can be purchased from the SUBU Shop on Talbot Campus at the subsidised price of £10.

The cycle facilities on campus are for daily use parking only and not for the purpose of storage. Bikes found to be occupying the facilities for longer than one week may be deemed as abandoned and removed from site. To avoid this, all cyclists are advised not to leave bikes locked and unmoved for prolonged periods of time.

Reasons for Bike Removal

Bikes left on campus for prolonged periods of time can reduce capacity for other cyclists as well as attract potential thieves. For these reasons, the University's Estates Team carry out regular checks for bikes which have been left in situ, with a view of removing those that remain unmoved or unclaimed after a nominated period of time. These are classed as 'Abandoned' bikes

Please note: Where a bike has been left in a location which blocks access, hinders emergency evacuation procedures or causes a Health & Safety obstruction it may be removed immediately without the usual notice period. These are classed as 'Inappropriately Parked' bikes.

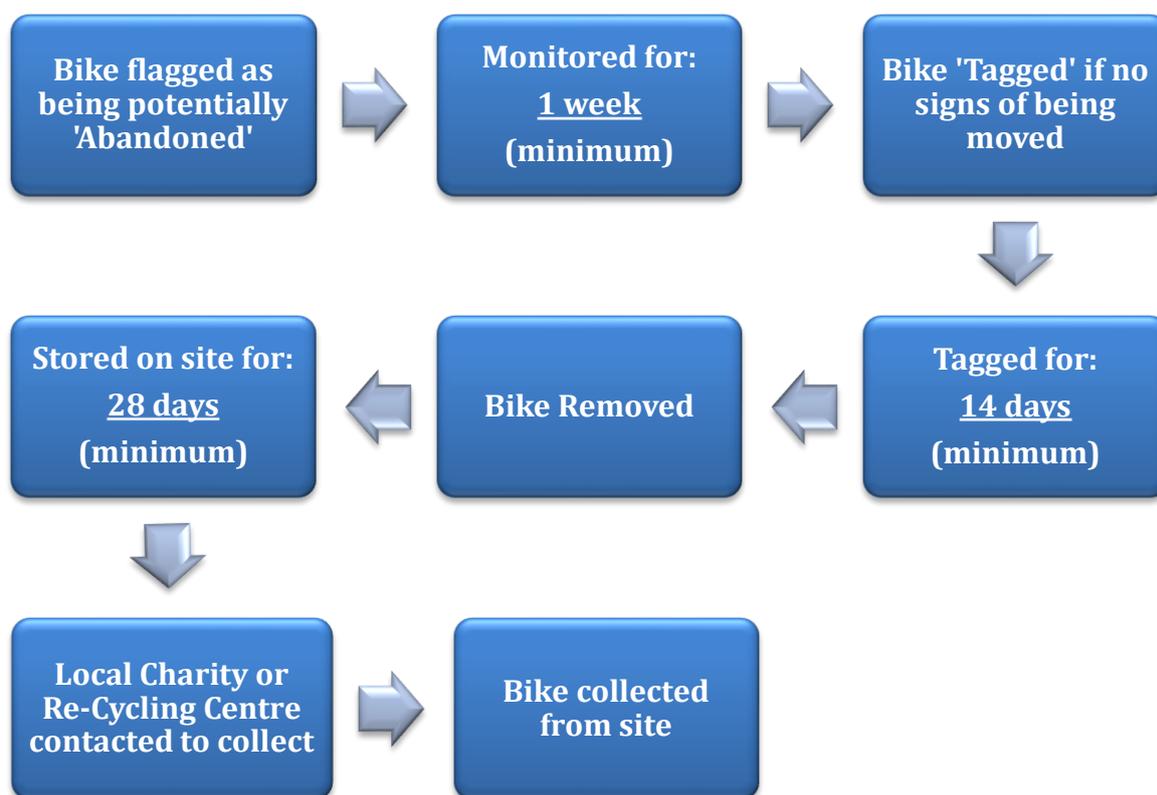
Classification

A bike will be classed as 'Abandoned' if left occupying the same space for longer than one week without being noticeably moved.

A bike will be deemed as being 'Inappropriately Parked' if it is found to be secured to a fixing which is not a designated bike hoop or within a cycle compound. This may include but is not limited to; railings, trees, lampposts, bollards or building fixtures.

Removal Process Flowchart

For bikes classified as 'Abandoned' the following timeline will be followed:



For bikes classified as 'Inappropriately Parked' the following timeline will be followed:



Full Process for Removal

Step 1: Identification

Bikes may be identified as abandoned or inappropriately parked by a member of the BU Estates Team during routine checks. The team may also be notified by a staff, student or visitor.

The Estates Team will take images of the bike and make a record of the date identified, along with the bike description and location.

For suspected 'Abandoned' bikes, the team will monitor the bike over the course of 1 week to see if the bike is moved during this period. Non-moved bikes will then be 'Tagged'

Note: Inappropriately parked bikes this may not be possible and the bike can be immediately removed if necessary.

Step 2: Tagging

Bike tags are fitted to 'Abandoned' bikes to notify the owner that the bike has been flagged for removal. It will state the reason for this and gives a timeframe for the owner to remove the bike or tag.

An example tag is given below:

	Always use a good quality lock when on campus. Subsidised D-locks are available from the Student Union shop.	SHUT IT!	<input type="checkbox"/> This cycle has been left in an inappropriate area. Please remove it ASAP to a suitable cycle storage area.
	Join the BU Bicycle User Group for information on all things cycling at BU - BUBUG@bournemouth.ac.uk to register.	LOCK IT!	<input type="checkbox"/> This cycle has been identified as ABANDONED. If not removed by ____/____/____ it will be removed and donated to charity.
	For more information please visit: www1.bournemouth.ac.uk/students/services-campus/cycling or contact TPlanGroup@bournemouth.ac.uk	KEEP IT!	<input type="checkbox"/> Cycle parking provided is for daily use storage only. Cycles will be removed and donated to charity if left for extended periods.
			<input type="checkbox"/> This cycle was locked to another cycle. The lock has therefore been removed. Please contact any BU reception.

A tagged bike will be given a minimum of 14 days before the removal process is initiated. The date given may be over 14 days if there is an annual bike removal date approaching or to take into account extended holiday periods.

Should a tag be removed during this time, BU will accept this as confirmation that the bike is not abandoned and will not remove the bike. However the bike may continue to be monitored for

prolonged parking on site and may be issued with a second tag in the future or asked to contact the Travel & Transport Team.

Step 3: Removal

Should the bike remain in situ after the given timeframe, a member of the Estates Team will cut the lock. The bike will then be moved to a suitable storage location and secured for a minimum of 28 days. This provides the owner with a further opportunity to claim the bike.

Please note: There will be no reimbursement for a lock damaged during a bike removal.

Step 4: Claiming a Removed Bike

Should a bike owner return to find their bike has been removed; they will need to email the Estates Travel & Transport Team on the contact details below:

TPlanGroup@bournemouth.ac.uk

If the bike still resides on site, the team will arrange a mutually convenient time to release the bike to the owner.

Please note: This can be up to 2 working days at certain times of year or due to staffing levels.

Step 5: Unclaimed Bikes

Should the bike remain unclaimed, a local charity or re-cycling centre will be contacted to arrange a date for the bike to be collected from site.

Once a bike has been collected from site it will become the property of the company or charity and the University cannot be held responsible. The University will not provide reimbursement for any bikes or accessories removed and donated to charity through this process.

Bike Removal Log

A full log of all activities concerning a bike removal will be logged by the Estates team and photographic evidence taken. The below information will be noted in the log:

- Bike description and location on site
- Reason for potential removal: Abandoned or Inappropriately Parked
- Date and photograph of when the bike was first flagged for removal
- Date and photograph of when the bike was tagged
- Date Bike was removed if unclaimed
- Location of where bike is temporarily stored on site
- Final destination of bike including: Company donated to and date collected

Photographic Evidence

Photographs are taken when the bike is first flagged for removal. Another photograph is also taken 1 week later when the bike is tagged to highlight that it had not obviously been moved during this period. The photographs are kept by the Travel & Transport Team.

Contact Information

For further information on any topics related to Bike Removal or Travel & Transport, please visit our [online cycle information](#) .

Alternatively you can contact us on TPlanGroup@bournemouth.ac.uk .

BU Partners

Bournemouth University are proud to work with the following partners for Bike Removal, Cycle Safety and Site Security:

- Dorset Police
- New Forest Bike Project
- Hope 2 Cycle
- Dr. Bike