



TITLE: ABANDONED CYCLES

1. SCOPE

1.1 This procedure describes the process to be followed for:

- Identifying abandoned bicycles
- Labelling abandoned bicycles; and
- Uplifting abandoned bicycles

The procedure applies to bicycles left on University and Council Property within St Andrews.

2. OBJECTIVE

2.1 This procedure aims reduce the number of abandoned bicycles being left around St Andrews with the University of St Andrews, Fife Constabulary and Fife Council working in partnership to deliver an integrated process for identifying, labelling and uplifting abandoned bicycles.

3. RELATED DOCUMENTS/LINKS

- 3.1 Appendix 1 – Summary of Abandoned Cycles Uplift Process.
3.2 Appendix 2 – Example of Label used to identify an abandoned bicycle.

4. RESPONSIBILTIES

- 4.1 It is the responsibility of all students to ensure that arrangements are made for the safe storage or removal of bicycles prior to the end of each semester.
4.2 It is the responsibility of staff and students to notify St Andrews police station of any abandoned bicycles
4.3 It is the responsibility of Estates to undertake a review of University property and the end of each semester and notify St Andrews Police Station of any abandoned bicycles.

5. PROCEDURE

5.1 Arranging a Collection of your Bicycle for Reuse or Disposal

- 5.1.1 Individuals should contact St Andrews Police Station Community Team on 01334 418973 to arrange for their bicycle to be collected for reuse.
5.1.2 Individuals should contact Fife Council Special Uplifts Services on 01334412260 to arrange for their bike to be uplifted for scrap/disposal.

5.2 Identifying an abandoned bicycle

- 5.2.1 Any service or individual can identify an abandoned bicycle, whether it is on University or Council property.
5.2.2 Bicycles should be reported to St Andrews Police Station – Community Team on 01334418973.
5.2.3 If there is no answer a message should be left with the following details:
- Your name
 - Your Telephone Number
 - Location of Bicycle
 - Description of Bicycle

5.2.4 Estates will undertake a review of University Property during June of each year taking a register of abandoned bicycles (location and description) to be faxed to the Community Team on 01334478494.



5.3 Labelling an Abandoned Bicycle

5.3.1 The St Andrews Police Community Team will locate each bicycle and attach a red and white Abandoned Cycle Label which will be marked with:

- Date
- Reference Number
- F = Found Property
- S = Scrap

5.3.2 All abandoned bicycles will be recorded at St Andrews Police Station.

5.3.3 Owners will be given 14 days to remove their bicycle.

5.3.4 The list will be faxed on a fortnightly basis to Fife Council Environmental Services on 01334412721.

5.4 Uplifting Abandoned Bicycles

5.4.1 Fife Council Environmental Services will uplift all bicycles as soon as possible after a list is received.

5.4.2 Bicycles marked by St Andrews Police Team as FOUND PROPERTY will be considered to be in good condition and will be delivered to St Andrews Police Station to be stored for a period of two months to allow the owner to contact the police.

5.4.3 Those that are not claimed within that period may be auctioned for charity or donated to community groups.

5.4.4 Bicycles marked as SCRAP are bicycles that are in a dilapidated condition, these will be disposed of by Fife Council Environmental Services.

7.0 ADDITIONAL INFORMATION

7.1 Queries regarding this procedure can be made to the Environment Manager, Estates, extension 3995 or inga.burton@st-andrews.ac.uk

8.0 HISTORY

8.1 Estates, Environment Manager, Authorised by the Secretary of the University and Reviewed by the Director of Estates, P03 (Procedure number 3), Issue 1, 01/10/03.

9.0 APPENDIX 1 –SUMMARY OF UPLIFT PROCEDURE - refer to page 3

10.0 APPENDIX 2 – EXAMPLE OF LABEL - refer to page 4



ABANDONED CYCLE SCHEME – UPLIFT PROCESS

1. IDENTIFY

Any service can identify an abandoned cycle, whether it is on Council or University property.

Cycles should be reported to
St Andrews Police Station –

Community Team
Tel: **01334 418973.**

If there is no answer leave a message with your name, service, telephone number with the location and description of cycle.

2. LABEL

Police Community Team will locate cycle, attach Abandoned Cycle Label and mark with:

- ❖ **DATE**
- ❖ **REFERENCE NUMBER**
- ❖ **F = FOUND PROPERTY**
OR
- ❖ **S = SCRAP.**

All abandoned cycles will be recorded at St Andrews Police Station. The list will be faxed on a fortnightly basis to:

Environmental Services
Fax: **01334 412721**

3. UPLIFT

Environmental Services will uplift all cycles as soon as possible after list is received.

FOUND PROPERTY – These are considered to be in good condition, and should be delivered to St Andrews Police Station to be stored for a period of two months, to allow the owner contact the police. Those that are not claimed within that period may be auctioned for charity or donated to community groups.

SCRAP – Cycles which are in a dilapidated condition will be disposed of by Environmental Services.

EXAMPLE OF LABEL

