Cycling and Cycle Storage Policy

Document Control	
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1. Purpose

1.1 The purpose of the policy document is to detail how cyclists should operate whilst on campus and includes where they can cycle, how bicycles should be secured whilst on campus and what will happen to their bicycles if the policy is not adhered to.

1.2 It will also aid to establish a culture of active travel and will ensure that infrastructure is in place to support it.

2. Scope

2.1 This policy has been developed alongside the car parking policy and in line with the campus travel plans. The aim of the policy is to clarify acceptable and unacceptable practice in both usage and parking/storing of bicycles on campus, as well as arrangements for the identification and removal of redundant bicycles.

3. Roles and Responsibilities

3.1 Staff, students, contractors and visitors are expected to adhere to the Cycling and Cycle Storage Policy as detailed below.

3.2 The Estates department will monitor cycling provisions and cycling activities on campus and make amendments as required.

4. Cycling on Campus

4.1 Cyclists are asked to use the main roads throughout the campus. Where this is not possible they are asked to give way to pedestrians, cycle at a speed of no more than 5mph so that they can safely stop in an emergency.

5. Cycling to Campus

5.1 The University encourages anyone visiting campus to use sustainable travel options where possible.

5.2 Cycle route maps of Lincoln and the surrounding areas can be found on the VisitLincoln website.

5.3 Cyclists are recommended to use a cycle helmet when commuting and ensure they have fully working lights at the front and rear of their bicycles.

6. Dedicated Bicycle Parking Facilities on Campus

6.1 Cycle shelters and stands at the University of Lincoln are for daily use by staff, students, contractors, sitting tenants and visitors. They should not be used for long term cycle storage. The exception to this rule relates to the branded bicycles owned by the University, for use by individuals within specific departments to move around campus, or staff/students who do not have secure storage at home.

6.2 Any student or staff member wishing to leave their bicycle on campus for an extended period of time must inform the Estates Support team via estatessupport@lincoln.ac.uk detailing the brand, make, model and colour of the bicycle. The bicycle must be stored at the back of the Minerva cycle compound and not in any of the other compounds unless given prior permission by the Estates department. The University takes no responsibility for damage or theft of the bicycle.

6.3 We ask that the bicycles are not taken inside buildings unless you have an area to store them, where they are not blocking routes through the building or exits. Folding bicycles may be carried into buildings and stored, fully folded in a secure and safe location.

6.4 We have a number of different cycle storage facilities on our campuses, outdoor racks, covered shelters and locked cycle compounds. The locked compounds are managed through swipe card locks, with access granted automatically to staff and students of the University. Access will be granted to temporary staff, contractors or tenants at the discretion of the Facilities Security Manager. Access will not be given to anyone external to the University.

The University has Sheffield stands at all of its cycle storage locations. These store a maximum of two bicycles. The cyclist must take due care to ensure the bicycle is locked in a way that does not obstruct the exit of the area or prevent usage of other stands within the vicinity.

6.5 Bicycle trailers and large bicycles such as cargo bikes or tricycles should be parked in a way that does not obstruct the area.

6.6 Motorbikes or mopeds must not be parked in bicycle storage areas.

6.7 Cyclists should park their bicycles in one of the dedicated cycle storage locations. However, if no suitable space is left cyclists may lock their bike to a railing as long as it is not left over night and does not cause an obstruction on the path or road it is adjacent to.

6.8 All cycles and accessories are left at their owner's risk. The University of Lincoln accepts no responsibility for any damage to or theft of bicycles stored at any locations on its property. It is recommended that all cycles are secured using a good quality D-lock fixed over the frame and using a strong cable to secure the wheels. Additionally, it is best practice to use a second type of lock to enhance security. All detachable accessories should be removed.

6.9 There is CCTV on campus. If a bicycle is stolen on campus the owner should visit Security in the Minerva Building who will record the incident and assist where possible.

7. Removal of incorrectly parked or abandoned bicycles

7.1 Bicycles stored outside the cycle storage locations

7.1.1 If any bicycle is found left at any location on the University Estate in breach of this policy, then the University of Lincoln has the right to remove it from its location. Bicycles will be tagged as a

warning and if it is not moved within two weeks from the date of tagging, it will be removed. The university is not responsible for any damage caused to the bicycle or locking accessories as a result of inappropriate parking and securing of the cyclist.

7.1.2 Examples include:
7.1.2.1 Locked to a tree, lamppost or signage
7.1.2.2 Left unlocked on University property.

7.1.3 Bicycles will be removed without warning in the event that they are creating an immediate hazard to safety, are disregarding disabled access requirements or damaging University property.

7.1.4 Any bicycles removed will be stored at the University for a maximum of three months after which, if it is not claimed, they will be disposed of in a sustainable manner.

7.2 Abandoned Bicycles

7.2.1 A visual inspection will be undertaken on a regular basis and any bicycles considered to be abandoned will be tagged with a removal notice. They will then remain in place for a minimum of two weeks, after which the lock will be destroyed to facilitate removal. All bicycles perceived to be abandoned will be cross referenced with the list of bicycles with permission to be left for an extended period.

7.2.2 A removed bicycle will be stored by the University of Lincoln for a maximum of three months after which, if it is not claimed, they will be disposed of in a sustainable manner.

7.2.3 If practicable, a notice will be left at the scene informing the owner that the cycle has been removed.

8. Policy Availability

8.1 This policy will be made publicly available and will be communicated to staff and students. In addition, individuals and businesses working for and on behalf of the University will be made aware of the policy.

9. Review

9.1 This policy will be reviewed at least annually and will be updated as appropriate.