



CAR PARKING POLICY DOCUMENTATION

Bicycle Parking Policy

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Introduction

Lancaster University encourages cycling as an environmentally friendly way of commuting to and from the campus. This policy aims to clarify acceptable and unacceptable practice in parking/storing of bicycles on campus as well as arrangements for the identification and removal of redundant bicycles.

Dedicated Bicycle Parking Facilities

Bicycles must be parked at the dedicated bicycle stands that are provided throughout the campus. These include bicycle stands or 'butterfly' brackets in the secure lockable units provided at several of the colleges and at other locations on campus, sheltered cycle stands and uncovered cycle stands. There are also secure cycle lockers provided at some locations.

Each cycle stand can accommodate a maximum of 2 bicycles. No more than 2 bicycles should be secured per cycle stand. Care must be taken to avoid locking a bicycle to another bicycle. In the secure lockable bicycle storage units bicycles should only be stored at the designated cycle stands or butterfly brackets provided.

Bicycle trailers and any large cycles such as tandems, tricycles or bicycles with attached child buggy should be parked in a manner that does not cause any obstruction to other bicycles, passing pedestrians or wheelchair users.

All bicycles and accessories are parked at the owners' risk. Lancaster University accepts no responsibility for any damage or theft to bicycles and bicycle accessories stored on campus. It is recommended that bicycles are secured with a good quality D-lock fixed over the frame and wheel of the bike to the cycle stand. It is also recommended that any detachable accessories such as lights and panniers are removed from the bicycle when parked.

Removal of Informally Parked Bicycles and Locking Devices

Securing bicycles to trees, railings, lamp posts, sign posts and other street furniture is not acceptable and is controlled by Security. Where bicycles are left in unacceptable places they will be subject to immediate removal by Security for storage. Unclaimed bicycles will then be donated to a local bicycle reconditioning organisation if not claimed after 8 weeks from removal. The University will not accept liability for damage or loss of any bicycles and accessories that have been removed in accordance with this policy.

The practice of storing bicycle locks on cycle stands or cycle shelters for up to 4 days is recognised and accepted. However, bicycle locks should not be left unused on any cycle stands for longer than 4 days and should not be secured to any street furniture other than cycle stands or cycle shelters. Any redundant locks or locks left in unsuitable areas may be removed by Security or Facilities Maintenance. Locks left unused for more than 4 days will first have an advisory tag placed on them prior to removal. The University will not accept liability for damage to bicycle locks that are not being used in accordance with this policy. Bicycle locks stored on cycle stands and cycle shelters are left at the owners' risk.

Indoor Storage

The storage of bicycles inside buildings is discouraged. Folding bicycles can be stored inside provided they are kept in their storage bag at all times, do not cause any obstruction and do not cause any damage to the building fabric or carpet tiles. Under no circumstances must bicycles be stored inside any student residences or on corridors or stairwells that form a fire escape route. This is to be monitored by Facilities Managers, Accommodation Managers, Building Porters, Safety Officers and Security staff.

College Secure Bicycle Stores

Most colleges have secure lockable bicycle stores. Secure cycle stores are also available at Chancellor's Wharf. These are for use only by students resident in that particular college and any off-campus student members of the college at the discretion of the College Accommodation Manager. Staff are not permitted to use these facilities as they are generally full with bicycles belonging to student residents. Access control is managed by the College Accommodation Team.

Staff Secure Bicycle Stores

A limited number of secure bicycle stores are provided for staff use. Access control to these facilities is managed by Security or the relevant department depending on location. Priority is usually given to staff working in the adjacent building(s). The cycle lockers at InfoLab21 are for use of InfoLab21 staff only.

Motorcycles, Scooters, Prams and Buggies

The parking/storage of motorcycles, scooters, prams, buggies and other non-bicycle related items in all bicycle parking areas on campus is prohibited and is enforced by Security. Any such items found in bicycle parking areas should be reported to Security.

Long Term Storage

All bicycles stored at University cycle stands and cycle shelters should be used regularly. These facilities should not be used for the long term storage of bicycles that are not in frequent use.

Although student resident bicycles stored in the college secure bicycle stores may be used less frequently, no bicycle should be stored in these facilities outside of the student's tenancy in the college unless the bicycle is in frequent use.

Identification and Removal of Redundant Bicycles

Annually each July, Security will identify any redundant bicycles across the bicycle parking areas. These include all the secure cycle stores and bicycle parking facilities maintained by UPP. Redundant bicycles are identified as *apparently inoperable* or in a *dilapidated condition*. Such bicycles will have a tag placed on the handlebars by Security advising that the bicycle has been identified as abandoned and will be removed after the stated date. If the bicycle remains after a period of 2 weeks from being tagged Security will arrange for its removal. Any bicycle owners that find their bicycle tagged as abandoned should promptly remove the bicycle and either arrange for the necessary maintenance or donate the bicycle to Security.

Redundant bicycles removed will be securely stored by Security for a period of 8 weeks. Unclaimed bicycles will then be donated to a local bicycle reconditioning organisation. The University will not

accept liability for damage or loss of any bicycles that have been removed in accordance with this policy.

Anyone wishing to report a redundant bicycle for removal should contact Security so that the bicycle can be tagged and subsequently removed to enable the space to be used by another cyclist.

Anyone wishing to report the loss/theft/removal of their own bicycle should contact Security.

Cycling in Pedestrianised Areas

To help ensure the safety of others, cycling is not permitted in Alexandra Square, through the 24 hour lobby in University House, along the Spine or in any other pedestrian areas of campus. Cycling is only permitted on the campus roads and on designated cycle paths that are marked or signed as shared use or segregated use for cyclists and pedestrians. This is controlled by Security.