

Document No:

IIUM/213/GUIDELINES
/RSD/09



Guideline No: 09

Effective Date:

03rd October 2019

**GUIDELINES ON REMOVAL OF
BICYCLE AT MAHALLAH WITHIN
IIUM**

Version No: 03

Revision No: 00

1.0 INTRODUCTION

Guidelines on Removal of Bicycle at Mahallah within IIUM contains the necessary implementation and workflow for the IIUM authority in removing bicycles effectively in accordance with the IIUM's Rules and Regulations.

As of late, abandoned bicycles are an eyesore, represent potential safety hazards to Mahallah residents and use up valuable parking spaces for those actively using their bicycles. Bicycle removals are important to prevent bicycles from being attached to hand rails, and other structures that may adversely impact pedestrian walk routes and/or cause damage to facilities.

2.0 OBJECTIVE

- 2.1 To prevent bicycles from being attached to hand rails, and other structures that may adversely impact pedestrian walk routes and/or cause damage to facilities.
- 2.2 To implement a proper guideline that shall centralise any effort of bicycle removal at Mahallah compound by the Mahallah Office.

3.0 REFERENCE

- 3.1 IIUM Constitution;
- 3.2 Road Traffic Regulations 2015; and
- 3.3 Students' Discipline Rules 2004 (Amendment 2006).

4.0 DEFINITION

TERM	DEFINITION
Guidelines	refers to Guidelines on Removal of Bicycle at Mahallah within IIUM.
IIUM	refers to International Islamic University Malaysia.
Abandoned Bicycle	refers to: <ul style="list-style-type: none">i. a bicycle that is found to be in a state of disrepair (including but not limited to rusted chain, deflated tires, leaves and debris present, obviously not in use, bent wheels, bent handlebars, missing parts.); orii. a bicycle that is park at improper place; andiii. a bicycle parked in the same location for more than 14 days continuously without moving.
Mahallah Office	refers to Mahallah office in IIUM including all campuses.
Impounded Area	refers to an area that shall be determined by the Mahallah Office for storage of the Impounded Bicycle.
Impounded Bicycle	refers to a bicycle that has been removed by the Mahallah Office after expiry of Notice of Bicycle Removal.

5.0 IMPLEMENTATION

- 5.1 Mahallah Office shall be responsible in enforcing this Guidelines at their respective Mahallah compound.
- 5.2 Mahallah Office shall gazette areas for the purpose of parking bicycles.
- 5.3 The Guidelines will be put at all notice boards available within the Mahallah compound.

6.0 ROLE AND RESPONSIBILITY

Mahallah Office is responsible of the following:

- 6.1 To issue a reminder notice and the Guidelines to Mahallah residence on Abandoned Bicycle.
- 6.2 To identify the Abandoned Bicycle and do a proper tagging. i.e. Notice of Bicycle Removal to the Abandoned Bicycle.
- 6.3 To follow the workflow as prescribed for the implementation of the Guidelines.
- 6.4 To record the Impounded Bicycle properly.
- 6.5 To remove the Abandoned Bicycle including but not limited to cut the lock affixing the bicycle.
- 6.6 To provide and facilitate adequate storage space for Impounded Bicycle for the storing of 14 days' periods.
- 6.7 To facilitate and manage the disposal of Impounded Bicycle at Mahallah.
- 6.8 To assign the Mahallah Representative Committee (MRC) in assisting the Mahallah Office for implementing the Guidelines.
- 6.9 To collaborate with the MRC in implementing this Guidelines with the Office in charge of Student Affairs.

7.0 EFFECTIVE DATE

7.1 03rd October 2019

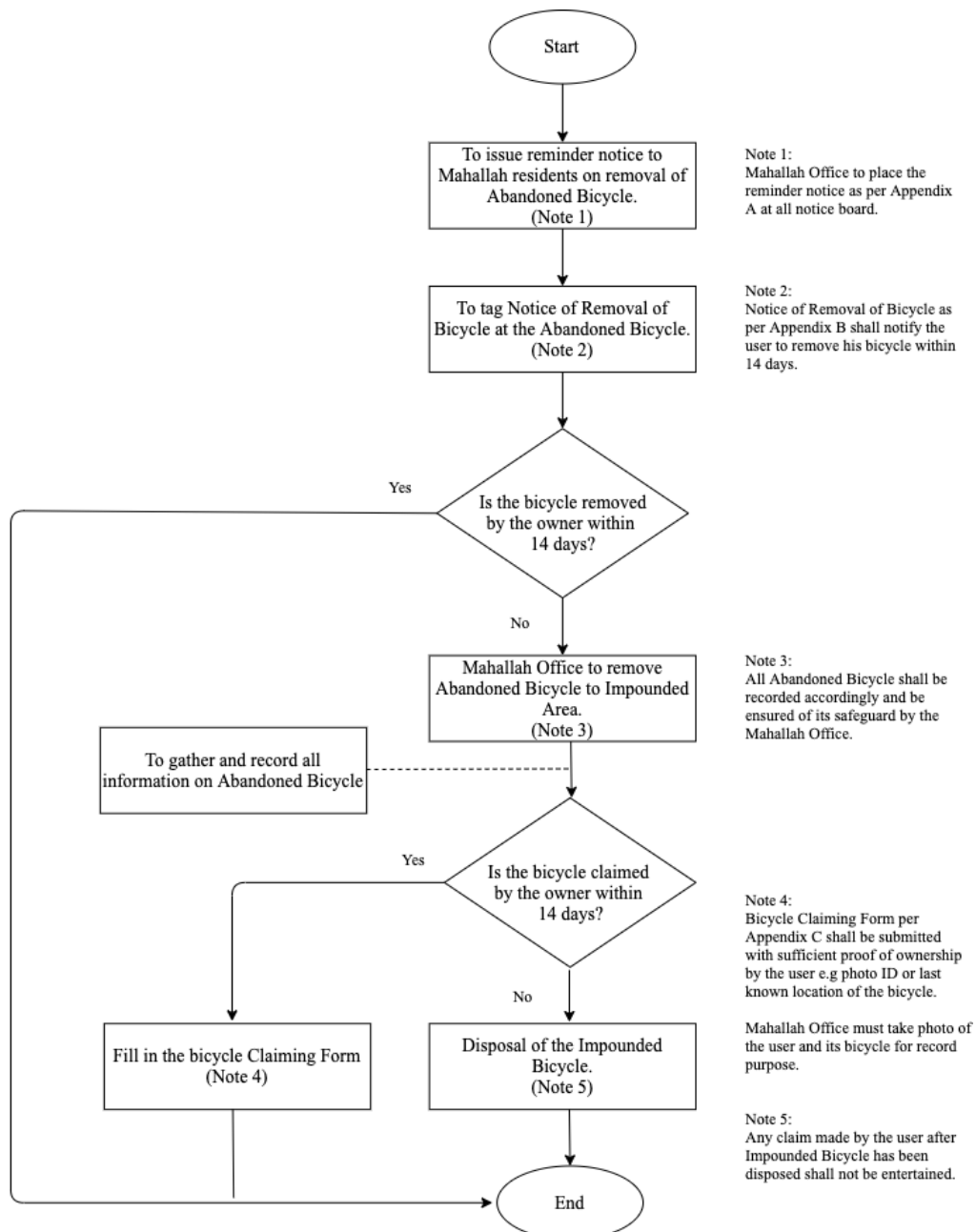
8.0 WORKFLOW ON REMOVING ABANDONED BICYCLE

Version No. : 03
Revision No. : 00
Effective Date : 03rd October 2019



RESIDENTIAL AND SERVICES DEPARTMENT FINANCE DIVISION INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

SOP ON REMOVING ABANDONED BICYCLE





**RESIDENTIAL & SERVICES DEPARTMENT
FINANCE DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

REMINDER NOTICE ON ABANDONED BICYCLE AT MAHALLAH COMPOUND

السلام عليكم ورحمة الله وبركاته

Dear IIUM Community,

Please be informed that Mahallah Office will implement the removal of abandoned bicycle within Mahallah compound respectively.

Any abandoned bicycle will be tagged with a Notice of Bicycle Removal. Should the user fail to remove the bicycle within 14 days, Mahallah Office reserve its right to impound the bicycle at the respective Mahallah storage room.

Any bicycle which has not been claimed by the user within 14 days after impounded date will be disposed as scrapped items.

For more details, please refer to *Guideline on Removal of Bicycle at Mahallah within IIUM* at <http://www.iium.edu.my/division/residential-and-services-department/policies-guidelines>.

Thank you, والسلام

**Director,
Residential and Services Department**



**RESIDENTIAL & SERVICES DEPARTMENT
FINANCE DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

NOTICE OF BICYCLE REMOVAL

DATE:

السلام عليكم ورحمة الله وبركاته

Please be advised that this bicycle appears to be:

- Abandoned
- Park at improper place

The user is kindly responsible to remove the bicycle from this place by (date) i.e. within 14 days from the notice date.

Please note that should you fail to comply with this notice, IIUM reserves its right to relocate this bicycle to the _____ (please specify the impounded area) and it will be disposed as scrapped items within 14 days thereafter. Any claim made by the user after the bicycle has been disposed will not be entertained.

Kindly refer to the *Guidelines on Removal of Bicycle at Mahallah within IIUM* at <http://www.iium.edu.my/division/residential-and-services-department/policies-guidelines>.

والسلام. Thank you.

Office of Mahallah.....,
Residential and Services Department

Version No. : 03
Revision No. : 00
Effective Date : 03 rd October 2019



**RESIDENTIAL AND SERVICES DEPARTMENT
FINANCE DIVISION
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

BICYCLE CLAIMING FORM

Name		
Staff No. / NRIC / Matric No. / Passport		
Address		
Tel / Handphone No.		
Bicycle Details	Description	
	Colour	
Last Known Location of Bicycle		

Note: Attach a copy of identity card / passport/Matric card and photo of the bicycle in a separate sheet.

I hereby acknowledge receipt of the above items on (date) _____
(time) _____ .

Signature by the Claimant

Signature and Official Stamp by the
Mahallah Office