



## **PACIFIC TRANSIT SYSTEM** **LOST & FOUND POLICY**

**Revised 4-21-23**

Pacific Transit System is not responsible for items left on buses. However, any lost items that is found on a Pacific Transit System vehicle, or at one of our shelters will be turned in to the Lost & Found Box. With the exception of perishable food, items will be kept for three (3) months. At the end of three months, the item will be discarded.

For items such as wallets, credit cards, identification cards, and cell phones, every effort will be made to contact the individual. If contact cannot be made and an address is available, the item will be placed in the mail.

### Disposal Process:

- All perishable food items and soiled items that are emanating an order will be disposed of immediately.
- Personal documents such as ID cards, social security cards or credit cards, or driver's licenses, etc., will be shredded.
- Cell phones and broken electronic devices will be discarded via e-hazard.
- Items of no apparent value or use will be discarded.
- Items in good condition, including electronic devices, will be donated to a charitable organization.

### **Lost & Found Office**

If you have lost an item, please call Pacific Transit System Office at (360) 875-9418 or (360) 642-9418.

Lost items for the Raymond/South bend area can be picked up at the Pacific transit System Office at 216 2<sup>nd</sup> Street, Raymond, WA. Office hours are Monday through Friday 7:00am to 7:00pm and on Saturday 9:00am to 5:00pm.

Lost items in the south county peninsula area can be picked up at our Seaview Maintenance Facility at 2750 Pacific Way, Seaview, WA. You must call to confirm a pickup time.

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