

Campus Transit Lost and Found

Definition and Purpose

Georgia Institute of Technology and Parking and Transportation Services (PTS) have defined the process for handling Stinger/Stingerette, and other campus transit lost and found items. The purpose of the process is to adhere to safety and provide customers with the knowledge of how to obtain their items.

Policy

Lost and found items will be held by PTS, barring exceptions noted below:

- Lost items found by GTPTS staff/drivers will be documented, including a description of the item, the date and location where it was found, and who found the item. Clothing and other items of minimum value may be excluded.
- Within one business day, the following found items will be taken to the Georgia Tech Police Department.
 - a. Weapons, including knives, swords, guns, and pepper spray
 - b. All cell phones
 - c. Laptops and electronics with an apparent value over \$500
 - d. Jewelry such as rings, bracelets, watches, and chains with an apparent value over \$500
- Food and liquids will be immediately discarded.
- BuzzCard owners will be notified via email to retrieve their lost BuzzCards from PTS. Instructions will be included in email.
- Periodically, unclaimed items will be disposed of as follows:
 - a. Medications such as needles, pill bottles, etc. will be taken to the Student Health Services Pharmacy.
 - b. Keys will be taken to the Facilities Lock Shop.
- Lost wallets/purses containing credit cards, driver's licenses, passport and/or money will be held for 30 days in storage. During this time an attempt will be made to contact the owner. After 30 days, all credit cards, licenses, etc. will be shredded.
- Clothing (such as coats, shirts, shoes, hats, gloves) and other items (such as water bottles, umbrellas, etc.) under the \$500 threshold will be stored for 30 days. After 30 days, these items will be donated.

Procedure

- To obtain items lost on campus transit, email support@pts.gatech.edu. Include information such as the date, time and place the item was lost, and a thorough description of the item.
- There may be occurrences in which an item(s) is reclaimed by the owner before the item(s) makes it to PTS, or into a supervisor's hands in the field (i.e., while the item(s) is still on or in a campus transit vehicle that is in service or operation). Occurrences such as this are not included in this procedure.

Restrictions

- Before an item is returned, a written receipt will be obtained which will be dated, include a description of the item, and signed by the individual picking up the item.

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