

**STATUS****Council Approved****Y****N****CAO Approved:****Y****N**

TITLE: York Region Transit Lost and Found Policy	NO.: Approval Date: Last Updated:
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POLICY STATEMENT:

This policy outlines lost and found principals and guidelines.

APPLICATION:

General public and York Region Transit (YRT) customers.

PURPOSE:

This policy identifies guidelines for YRT staff, contractors and the public with regard to items lost and found on YRT property.

DESCRIPTION:

- All items found on YRT property shall be held by the Region's transit operating contractors for a period of three months
- Items are to be documented and logged; log sheets shall be made available to YRT upon request
- Items of a valuable nature are to be given to York Regional Police
- Items are to be available to the public, at a minimum, Monday to Friday 8:30am to 4:30pm
- Unclaimed items (after three months) will be held for a "Sale"
- Unsold items (after Sale) will be donated to charity

RESPONSIBILITIES:**York Region Transit Contractors:**

In accordance with the Performance Based Contract, York Region Transit Contractors shall:

- Collect and log all lost and found items found on buses
- Make lost and found items available to the public at a minimum, Monday to Friday 8:30am – 4:30pm
- Hold all lost and found items for a period of three months

- Transfer unclaimed lost and found items to YRT after the three month period

York Region Transit:

- Forward valuable items to York Regional Police (e.g. identification, bank cards).
- Organize a sale of usable lost and found items once a year with proceeds benefiting a charitable organization
- Donate any unsold items to a local charitable organization

REFERENCE:

Brampton Transit Lost and Found Policy
Mississauga Transit Lost and Found Policy
Oakville Transit Lost and Found Policy
Toronto Transit Commission
York Regional Police
York Region Transit Performance Based Contract

CONTACT:

Manager, Operations, York Region Transit

<u>APPROVAL INFORMATION</u> CAO Approval Date: <table><tr><td>Committee:</td><td>Clause:</td><td>Report No:</td></tr><tr><td>Council Approval:</td><td>Minute No.</td><td>Page: Date:</td></tr></table>	Committee:	Clause:	Report No:	Council Approval:	Minute No.	Page: Date:
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