



**PACIFIC TRANSIT**  
**LOST & FOUND POLICY**  
Adopted July 14, 2011

Pacific Transit is not responsible for items left on buses. However, any lost item that is found on a Pacific Transit 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 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 odor will be disposed of immediately.
- Personal documents such as ID/Credit/Social Security cards, 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 and Found Office

If you have lost an item, please call Pacific Transit Lost & Found at 360-875-9418 or 642-9418.

Lost items for the Raymond/South Bend area can be picked up at the Pacific Transit Office at 216 N. 2<sup>nd</sup> Street, Raymond. Hours are from 7:00am to 6:00pm, Monday - Friday and 9:00am to 5:00pm on Saturdays.

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