

UVA PARKING AND TRANSPORTATION: LOST & FOUND POLICY

Passengers may contact University Transit Service at via e-mail at transportation@virginia.edu or at **434-924-7711** regarding items left on UTS vehicles. Any items left on a University Transit Service vehicle will remain aboard the vehicle until the vehicle returns to the lot at end of service. After the UTS vehicle returns to the lot, lost items are processed and held as detailed below.

University Transit Service doesn't keep the following items in Lost & Found.

They are immediately disposed in an appropriate manner.

- Perishables including food, liquids, and their containers
- Any and all drugs and alcohol including medicine, cigarettes, tobacco, and e-vapes
- Loose papers

University Transit Service will contact University Police Department regarding any illegal or dangerous items left on vehicles.

For all University of Virginia property (*ID badges, UVA keys, library books, etc.*), University Transit Service will attempt to return item to appropriate department within 2 business days. Unreturnable items will be treated like all other property as detailed below.

Lost Item Hold Time	Action
0-30 days	Item held in short-term Lost and Found at University Transit Service's base office.
31-120 days	Item held in long-term storage.
120+ days	Unclaimed items are auctioned at surplus, donated, destroyed, or disposed of in accordance with University Policy PRM-016: Surplus Property Disposal and Code of Virginia § 23.1-104 . All items containing personal information are destroyed.

Any claim to a lost item must include proof of ownership. This claim must include the date that the item was lost and a sufficient item description. In order to receive the lost item from University Transit Service, claimants must also provide photo identification with full name and sign the claim log. University Transit Service will not release items to claimants who fail to establish proof of ownership, do not provide photo identification, or do not sign the claim log.

Any claims to items in long-term storage must be submitted electronically to transportation@virginia.edu with sufficient proof of ownership. Additionally, any claim to a lost item in long-term storage may include charges for storage or other service necessary to preserve the property.

University Transit Service is not responsible for items left on vehicles

University Transit Service's Lost & Found policy is in compliance with *UVA Policy PRM-016: Surplus Property Disposal* and *Code of Virginia § 23.1-104*. Disposition of lost or abandoned property.