

## University Transit Service Lost & Found Policy

The UTS lost and found is located at 1101 Millmont Street. Any items left on a transit bus will remain there until the end of the day. Please call 434-924-7711 and the dispatcher will help you identify the bus or confirm if your item has been brought in. University Transit Service policy prohibits transit operators from discussing lost items over the handheld radios.

Items not in the UTS lost and found may have been brought to the lost and found in [Newcomb Hall](#), or the [University Police Department](#).

*University Transit Service is not responsible for items lost or left on the bus.*

At the end of the day's service, University Transit Service's operators submit all lost items found on buses to the on-duty supervisor. Lost items are then processed, held, and disposed (if unclaimed) in accordance with the following table. Contact University Transit Service at 434-924-7711 to check for lost items.

**Unclaimed UVA Academic IDs:** returned to the [UVA ID Office](#) (434-924-4508).

**Unclaimed UVA Medical IDs:** returned to the UVA ID Office in the [West Complex](#) (434-982-4009).

**Unclaimed UVA keys:** returned to [Housing and Residence Life at Gibbons House](#) (434-924-3736).

ITEM TYPE	HOLD TIME	DISPOSAL METHOD
<b>Bank cards</b>	15 days	Destroy cards
<b>Bikes</b>	7 days	Bikes impounded and held for 6 months. After six months, impounded bikes are donated to community bikes. Retrieving an impounded bike costs \$25. See <a href="#">UVA Bicycle Policy</a> for more information.
<b>Books (including text books)</b>	15 days	Donate
<b>Books (library)</b>	2 days	Return to issuing library
<b>Cash</b>	15 days	Deposit into University Transit Service's Public and Employee Relations fund.
<b>Cell phones</b>	15 days	Donate
<b>Clothing</b>	15 days	Donate
<b>Driver's licenses / Id cards (non-uva)</b>	15 days	Destroy cards
<b>Jewelry, small electronics</b>	15 days	Donate
<b>Keys - uva property</b>	2 days	Return to University of Virginia
<b>Keys - all others</b>	15 days	Trash
<b>Perishable items</b>	Immediate Disposal	Trash
<b>Uva student ids</b>	2 days	Return to University of Virginia
<b>Umbrellas and water bottles</b>	15 days	Donate
<b>Uva health system ids</b>	2 days	Return to University of Virginia
<b>Wallets</b>	15 days	Destroy bank cards and IDs. Once wallet is empty, donate wallet.