

## **Transportation: Lost and Found Policy and Procedure**

### **Regular Bus Routes:**

Students who leave items on their regular route bus will have 5 days to claim their items from the bus in which they left the items.

If items are not claimed, the bus driver will then bring the item back to the main Transportation office located at 4498 N Brawley Ave., Fresno, CA 93722. The items will be held at the Brawley office until the end of each semester. **All items not claimed will be donated in the last week of January and the last week of June to Eco World to be recycled and repurposed.** Funds generated from this recycling will go to the FUSD Scholarship fund.

- All Electronics, i.e. phones, air pods, charging cords, etc. will be held till the end of each semester\* and then will be recycled through Cellular Recycler. Funds generated from this recycling will go to the FUSD Scholarship fund.
- All Sports equipment, i.e. jerseys, football gear, wrestling gear, volleyball gear, band instruments, etc. will be returned to the school or Visual Arts Department if not claimed by the end of the semester\*.
- All backpacks, duffle bags, purses, and wallets will be searched for a student ID. If a student ID is found, Transportation will contact the school and set up a time to return the items.
  - Backpacks, duffle bags, purses, and wallets that do not contain an ID will be held till the end of each semester\* and then donated.
  - Any school-assigned electronics found in backpacks, duffle bags or purses, i.e. Chromebook will be returned to the FUSD IT department.
  - Any electronics, i.e. phones, air pods, charging cords, etc. found in backpacks, duffle bags or purses will be held till the end of each semester\* and then will be recycled. Funds generated from this recycling will go to the FUSD Scholarship fund.
  - Any money found in unclaimed backpacks, duffle bags, purses, and wallets will be donated to the FUSD Scholarship Fund.

### **Trips:**

For students who leave items on the bus after a trip, the bus driver will walk the bus before departing drop off. Bus Driver will leave any items left behind with the chaperone at the school.

In the event that an item is discovered after the walk-through, the driver will let dispatch know what school it was left by, and they will call the school and let the chaperone know that the item can be picked up at the Transportation office.

### **Sports:**

For students who leave items on the bus after a sporting event, the bus driver will walk the bus before departing drop off. Bus Driver will leave any items left behind with the team coach.

In the event that an item is discovered after the walk-through, the driver will connect with the coach and inform them the item has been found and discuss the next steps. i.e., hold on to the item until the next meet, or give instructions on picking it up at the Transportation office.

**\* All items not claimed will be donated in the last week of January (Fall) and the last week of June (Spring) to Eco World to be recycled and repurposed.**