

REPORT LOST PROPERTY

At the end of every journey, the driver of a licensed vehicle should search to make sure the passenger has left nothing behind. If you think you have left something in our vehicle, you can report it to us.



You should provide as much detail as possible to help us identify a vehicle or driver. To report lost property, you will need:

| | |
|------------------|--|
| CUSTOMER NAME | |
| CUSTOMER ADDRESS | |

| | |
|--------------------|--|
| CUSTOMER TELEPHONE | |
| CUSTOMER EMAIL | |

| | | | |
|------------------|--|------------------------|--|
| DRIVER NAME | | VEHICLE REG (if known) | |
| DATE OF INCIDENT | | TIME OF INCIDENT | |

| | |
|-------------------------|--|
| DRIVER BADGE (if known) | |
| LOCATION OF INCIDENT | |

DETAILS OF LOST PROPERTY (please use additional sheet of paper if required):

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How we deal with lost property

Once we receive your report, we will:

- record the details about the lost property
- contact you to let you know where you can collect it (if found)

If you don't provide us with details about the vehicle or driver, we can only keep a record of the lost property (for when it's found).

Data Protection Declaration: I understand the personal information I have provided will only be used to process my data.

| | | | | | |
|---------|--|------|--|------------|--|
| SIGNED: | | DATE | | PRINT NAME | |
|---------|--|------|--|------------|--|