

**REPORT FOUND 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 found something in our vehicle, you can report it to us.



You should provide as much detail as possible to help us identify the customer.

To report found property, you will need:

<b>DRIVER NAME</b>		<b>VEHICLE REG</b>	
<b>DATE OF INCIDENT</b>		<b>TIME OF INCIDENT</b>	

<b>DRIVER BADGE</b>	
<b>LOCATION OF INCIDENT</b>	

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

## How we deal with found property

- Once we receive your report, we will:
- record the details about the lost property
  - contact you to let you know where you can drop it

**You must provide us with details about the vehicle or location in order to keep a record of the lost property.**

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

<b>SIGNED:</b>		<b>DATE</b>		<b>PRINT NAME</b>	
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