

Stinger/ Trolley /Stingerette Lost and Found

Definition and Purpose

Georgia Institute of Technology and Groome Transportation have defined the process for handling Stinger/Trolley/Stingerette lost and found items. The purpose of the process is to adhere to safety and provide customers with the knowledge of how to obtain their items.

Policy

- Lost and found items will be held in the following manner:
 - a) Items found on the Stinger/Trolley will be held by Groome Transportation, Operations Manager, located at PTS, 828 W Peachtree Street, Atlanta.
 - b) Items found on the Stingerette will be held by Assistant PTS Operations Manager at PTS, 828 W Peachtree Street, Atlanta.
- Within one business day, the following found items will be taken to the Georgia Tech Police Department.
 - a) Weapons, including knives, swords, guns, pepper spray;
 - b) All cell phones, laptops and electronics with an apparent value over \$500.
 - c) Jewelry such as rings, bracelets, watches and chains with an apparent value over \$500.
- Food and liquids will be immediately thrown out.
- Lost BuzzCard owners will be notified to retrieve their BuzzCards at the PTS Building at 828 W Peachtree Street. After 48 hours, BuzzCards will be taken to the BuzzCard Office.
- Periodically, unclaimed items will be disposed of as follows:
 - a) Medications such as needles, pill bottles, etc. will be taken to the Student Health Services Pharmacy.
 - b) Keys will be taken to the Facilities Lock shop.
- Lost wallets/purses containing credit cards, driver's license, passport and/or money will be held for 30 days in storage. During this time an attempt will be made to contact the owner. After 30 days all credit cards, licenses, etc. will be shredded.
- Clothing such as coats, shirts, shoes, hats, gloves, and other items under the \$500 threshold will be stored for 30 days in storage. After 30 days these items will be donated.

Procedure

- To obtain your Stinger/Trolley items, contact the Maurice Sims, Operations Manager at (404)894-2208.
- To obtain your Stingerette items, contact Kendra Parker, Assistant PTS Operations Manager at (404)385-3932.

Restrictions

- Before an item is returned, a written receipt will be obtained which will be dated, include a description of the item, and signed by the individual picking up the item.

References:

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