

Agency Name
Transit Policies and Procedures

Subject	Restricted Items on Vehicles
Section	Customer Service
Effective Date	
Approved By	
Approval Date	

Purpose

Identify a standard list of items that are restricted on transit vehicles.

Procedure

Develop a written list of passenger items that are not allowed on Agency vehicles. The following items should be considered for inclusion in the list:

- Firearms and/or weapons
- Explosive materials (i.e., dynamite)
- Combustible materials (i.e., gasoline)
- Toxic materials (i.e., volatile chemicals)
- Vaporous materials (i.e., pesticides)
- Uncaged animals other than service animals
- Packages or bulky items too large to be held on a passenger's lap

Passengers who violate the policy shall have their riding privileges suspended as follows:

- 1st Offense: Riding privileges suspended for two weeks.
- 2nd Offense: Riding privileges suspended for one month.
- 3rd Offense: Riding privileges suspended for ninety days.
- 4th Offense: Riding privileges permanently revoked.

The Driver shall thoroughly document all passengers carrying prohibited items on the Agency's Incident Form. The form shall be submitted to the Transit Director within one day of the incident.

Responsibilities

The Driver is responsible for ensuring that passengers obey this policy and for reporting violations. The Transit Director is responsible for enforcing any suspensions or revocations of riding privileges.