

<ABC Transit>

ADA Complaint Policy

Date Board Adopted: _____

Title II and III of the American Disability Act of 1990 (ADA) provides that no entity shall discriminate against an individual with a disability in connection with the provision of transportation services. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including access to fixed route bus and complementary paratransit service. <ABC Transit> is committed to providing safe and reliable transportation to all people without discrimination based on disabilities.

<ABC Transit's> Responsibility

If <ABC Transit> receives a complaint regarding discrimination against an individual under the ADA, we will respond within 30-days of receiving the complaint and will work to resolve the issue with the complainant as quickly as possible. This may involve legal assistance and/or mediation. We will document all the process including the resolution and will notify our MDOT project manager of the complaint and outcome. We will keep the complaint and all related documents on file for at least one year. We will keep a summary of all complaints filed for at least five years. Records will be made available to MDOT upon request.

The attached flyer will be posted in all public buses and facilities.

What information should my ADA complaint include?

Provide the following information:

- Your full name, address, the telephone numbers where we can reach you during the day and evening, and the name of the party discriminated against (if known).
- If known, the name of the person you believe has committed the discrimination.
- A brief description of the acts of discrimination, the dates they occurred.
- Other information you believe necessary to support your complaint, including copies (not originals) of relevant documents; and
- Information about how to communicate with you effectively. Please let us know if you want written communications in a specific format (e.g., large print, Braille, electronic documents).

To guide you in providing the requested information, you may use the attached complaint form. (Attachment A)

How do I file an ADA complaint by email?

Include all the information listed above, either in the body of the email or in an attachment. Attach relevant documents to your email. Send your complaint to <ABC Transit email address>. You will receive a reply email confirming that your complaint has been received within 48 business hours. Please keep a copy of your complaint and the reply email for your records. If you do not receive a reply email, please contact <ABC Transit> at <ABC Transit complete phone number>.

What happens after my complaint is received?

After the complaint is received, we will inform you of our action, which may include:

- Contacting you for additional information or copies of relevant documents.
- Working with you to resolve the issue.
- Referring your complaint for possible resolution through the ADA Mediation Program; or
- Referring your complaint to another federal agency with responsibility for the types of issues you have raised.

How can I find out the status of my complaint?

We will review each complaint carefully. If you have not heard from us within three weeks, please contact us at <ABC Transit complete phone number>.

**Title II of the Americans with Disabilities Act
Section 504 of the Rehabilitation Act of 1973
Discrimination Complaint Form**

Instructions: Please fill out this form completely, sign and mail, fax, or email to:

<ABC Transit ADA Coordinator>
<Complete address>
<ABC Transit fax number>
<ABC Transit email address>

Complainant: _____

Address: _____

City, State and Zip Code: _____

Telephone: Home: _____

Business: _____

Person Discriminated Against (if other than the complainant): _____

Address: _____

City, State and Zip Code: _____

Telephone: Home: _____

Business: _____

When did the discrimination occur? Date: _____

Describe the acts of discrimination, providing the name(s) where possible, of the individual(s) who discriminated:

Flyer to be posted in all public buses and facilities

<ABC Transit> Procedure to File a Complaint Under the Americans with Disabilities Act of 1990 (ADA)

If you believe you, or another person, has been discriminated against under Title II and III of the Americans with Disabilities Act of 1990 by <ABC Transit> or one of our employees, you can file a complaint by mail, fax, or email at:

**<ABC Transit ADA Coordinator>
<Complete address>
<ABC Transit fax number>
<ABC Transit email address>**

Take the first step: Before filing your complaint, you may contact the <ABC Transit's> ADA Coordinator to discuss your concerns. The ADA Coordinator can investigate the issue and try to come up with an acceptable resolution to the situation. If you would like additional information, you may contact <ABC Transit> ADA Coordinator.

You can file a complaint against <ABC Transit> using the following procedures:

- File a written complaint with the <ABC Transit> ADA Coordinator as soon as possible, but no later than 180 calendar days after the alleged violation.
- The written complaint should be submitted by the grievant and/or designee.
- Alternative means of filing complaints – such as a personal interview or a tape recording – will be made available on request by people with disabilities.
- The written complaint should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.
- Within 15 calendar days after receiving the complaint, an <ABC Transit> official will meet with the complainant to discuss the complaint and possible resolutions.
- Within 15 calendar days of the meeting, the <ABC Transit> ADA Coordinator will respond in writing or by another appropriate accessible format. The response will explain the position of the <ABC Transit> and offer options for substantive resolution of the complaint.
- If the response by the <ABC Transit> ADA Coordinator does not resolve the issue, the complainant and/or designee may appeal the decision within 15 calendar days after receiving the response to the Federal Transit Administration Office for Civil Rights.
- All written documents in the process will be retained by the <ABC Transit> for at least one year.

Alternative formats and language translations for this document are available on request