

CITY OF WASHINGTON PUBLIC TRANSIT DEPARTMENT
TITLE VI PUBLIC NOTICE OF RIGHTS
Non-Discrimination - Your Rights Under
Title VI of the Civil Rights Act of 1964

Washington Transit Dept. operated public transit services according to Title VI law and without regard to race, color and national origin. The United States Department of Transportation (DOT) ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color or national origin in the provisions of benefits and services resulting from federally assisted programs and activities. Any person, who believes that Washington Transit Dept. has violated his /her Title VI protections, should contact the City of Washington's Transit Department, Attn: Title VI Transit Rep. /Transit Coordinator, City Hall, 55 West Maiden Street, Washington, PA 15301, 724-223-4200, Fax 724-223-4229, www.washingtonpa.us.

The Washington Transit Dept. has also developed a policy to assist individuals who are Limited English Proficient (LEP). Translation services in order to assist LEP individuals shall be made available to public transit customers upon request. Also their Title VI policy, complaint procedures and LEP Plan shall be made available upon request by contacting the Washington Transit Coordinator at the above-stated address. For federal Title VI information please contact the Federal Transit Administration (FTA), Region III, 1760 Market Street, Ste. 500, Philadelphia, PA 19103. Federal Title VI information, including filing complaints, can also be accessed on the FTA web site at: www.fta.dot.gov.

CITY OF WASHINGTON PUBLIC TRANSIT DEPARTMENT
TITLE VI COMPLAINT PROCEDURES

These procedures cover all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, for alleged discrimination in any program or activity administered by the WASHINGTON TRANSIT DEPT.

These procedures do not deny the right of the complainant to file formal complaints with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to obtain early resolution of complaints at the lowest level possible. The option of informal mediation meeting(s) between the affected parties and the WASHINGTON TRANSIT DEPT. may be utilized for resolution. Any individual, group of individuals or entity that believes they have been subjected to discrimination prohibited under Title VI and related statutes may file a complaint.

The following measures will be taken to resolve Title VI complaints:

- 1) A formal complaint must be filed within 180 days of the alleged occurrence. Complaints shall be in writing and signed by the individual or his/her representative, and will include the complainant's name, address

and telephone number; name of alleged discriminating official, basis of complaint (race, color, national origin, sex, disability, age), and the date of alleged act(s). A statement detailing the facts and circumstances of the alleged discrimination must accompany all complaints.

The WASHINGTON TRANSIT DEPT. strongly encourages the use of the following **WASHINGTON TRANSIT DEPT. Title VI Complaint Form** when filing official complaints.

The preferred method is to file your complaint in writing using the **WASHINGTON TRANSIT DEPT. Title VI Complaint Form**, and sending it to:

Title VI Transit Representative/Transit Coordinator
City of Washington Transit Dept.
City Hall
55 West Maiden Street
Washington, PA 15301

- 2) In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Transit Representative/Transit Coordinator or his/her authorized designee. Under these circumstances, the complainant will be interviewed, and the Title VI Transit Representative/Transit Coordinator or his/her authorized designee will assist the Complainant in converting the verbal allegations to writing.
- 3) When a complaint is received, the Title VI Transit Representative/Transit Coordinator or his/her authorized designee will provide written acknowledgment to the Complainant, within ten (10) days by registered mail.
- 4) If a complaint is deemed incomplete, additional information will be requested, and the Complainant will be provided 60 business days to submit the required information. Failure to do so may be considered good cause for a determination of no investigative merit.
- 5) Within 15 business days from receipt of a complete complaint, the WASHINGTON TRANSIT DEPT. will determine its jurisdiction in pursuing the matter and whether the complaint has sufficient merit to warrant investigation. Within five (5) days of this decision, the Title VI Transit Representative/Transit Representative or his/her authorized designee will notify the Complainant and Respondent, by registered mail, informing them of the disposition.
 - a. If the decision is not to investigate the complaint, the notification shall specifically state the reason for the decision.

- b. If the complaint is to be investigated, the notification shall state the grounds of the WASHINGTON TRANSIT DEPT.'s jurisdiction, while informing the parties that their full cooperation will be required in gathering additional information and assisting the investigator.
- 6) When the WASHINGTON TRANSIT DEPT. does not have sufficient jurisdiction, the Title VI Transit Representative/Transit Coordinator or his/her authorized designee will refer the complaint to the appropriate State or Federal agency holding such jurisdiction.
- 7) If the complaint has investigative merit, the Title VI Transit Representative/Transit Coordinator or his/her authorized designee will fully investigate the complaint. A complete investigation will be conducted, and an investigative report will be completed and submitted to the City of Washington's Mayor within 60 days from receipt of the complaint. The report will include a narrative description of the incident, summaries of all persons interviewed, and a finding with recommendations and conciliatory measures where appropriate. If the investigation is delayed for any reason, the Title VI Transit Representative/Transit Coordinator or his/her authorized designee will notify the appropriate authorities, and an extension will be requested.
- 8) The City of Washington's Mayor or his/her authorized designee will issue letters of finding to the Complainant and Respondent within 90 days from receipt of the complaint.
- 9) If the Complainant is dissatisfied with the City of Washington's resolution of the complaint, he/she has the right to file a complaint with the:

Federal Transit Administration
Region III
Attn: Civil Rights Officer
1760 Market Street, Suite 500
Philadelphia, PA 19103

FTA Complaint procedures can also be found on the FTA web site at: www.fta.dot.gov.
These procedures are also outlined in FTA Circular 4702.1B, Chapter IX.

City of Washington Public Transit

Title VI Complaint Form

Instructions: If you would like to submit a Title VI complaint to the Washington Transit Dept., please fill out the form below and send it to: City of Washington Transit Dept., Attn: Title VI Transit Rep./Transit Coordinator, 55 West Maiden Street, Washington, PA 15301. You may also contact the City of Washington's Transit Department, Attn: Title VI Transit Rep. /Transit Coordinator, City Hall, 55 West Maiden Street, Washington, PA 15301, 724-223-4200, Fax 724-223-4229, www.washingtonpa.us with questions or for a full copy of their Title VI policy and complaint procedures.

1. Name (Complainant):														
2. Phone:	3. Home address:													
4. If applicable, name of person(s) who allegedly discriminated against you:														
5. Location and position of person(s) if known:	6. Date of incident:													
7. Discrimination because of: <table border="0"><tr><td><input type="checkbox"/> Race/Color</td><td><input type="checkbox"/> Sex (includes sexual harassment)</td><td><input type="checkbox"/> Vietnam Era Veteran</td></tr><tr><td><input type="checkbox"/> National origin</td><td><input type="checkbox"/> Sexual orientation</td><td><input type="checkbox"/> Disabled Veteran</td></tr><tr><td><input type="checkbox"/> Creed / religion</td><td><input type="checkbox"/> Marital status</td><td><input type="checkbox"/> Retaliation</td></tr><tr><td><input type="checkbox"/> Disability</td><td><input type="checkbox"/> Age</td><td></td></tr></table>			<input type="checkbox"/> Race/Color	<input type="checkbox"/> Sex (includes sexual harassment)	<input type="checkbox"/> Vietnam Era Veteran	<input type="checkbox"/> National origin	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Creed / religion	<input type="checkbox"/> Marital status	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Disability	<input type="checkbox"/> Age	
<input type="checkbox"/> Race/Color	<input type="checkbox"/> Sex (includes sexual harassment)	<input type="checkbox"/> Vietnam Era Veteran												
<input type="checkbox"/> National origin	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Disabled Veteran												
<input type="checkbox"/> Creed / religion	<input type="checkbox"/> Marital status	<input type="checkbox"/> Retaliation												
<input type="checkbox"/> Disability	<input type="checkbox"/> Age													

8. Explain as briefly and clearly as possible what happened and how you believe you were discriminated against. Indicate who was involved. Be sure to include how you feel other persons were treated differently than you. Also, attach any written material pertaining to your case.

9. Why do you believe these events occurred?

10. What other information do you think is relevant to the investigation?

11. How can this/these issue(s) be resolved to your satisfaction?

12. Please list below any person(s) we may contact for additional information to support or clarify your complaint (witnesses):

Name:

Address:

Phone number:

13. Have you filed this complaint with any other federal, state, or local agency; or with any federal or state court?

☐ Yes

☐ No

If yes, check all that apply:

☐ Federal agency

☐ Federal court

☐ State court

☐ Local agency

☐ State agency

If filed at an agency and/or court, please provide information about a contact person at the agency/court where the complaint was filed.

Agency/Court:

Contact's Name:

Address:

Phone number:

Signature (Complainant):

Date of filing: