



Board Adopted Policy	
Policy Title:	ADA Complaint
Effective Date: 4/16/2015	Review Cycle: three (3) years
Last Approval Date: 4/18/2018	Next Review Date: 4-18-2021

I. Application: Authority wide

II. Intent: 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. Benzie Transportation Authority is committed to providing safe and reliable transportation to all people without discrimination based on disabilities.

Benzie Transportation Authority Responsibility

If Benzie Transportation Authority 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 the entire process, including the resolution of the complaint, and will notify our MDOT project manager. 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.

If additional information is requested, the following will be provided.

What information should my ADA complaint include?

Please provide the following information:

- A. 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);
- B. If known, the name of the person you believe has committed the discrimination;
- C. A brief description of the act(s) of discrimination, and the date(s) they occurred;
- D. Other information you believe necessary to support your complaint, including copies (not originals) of relevant documents; and
- E. 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 of 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 admin@benziebus.com. You will receive an e-mail 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 Benzie Transportation Authority at 231-325-3000.

What happens after my complaint is received?

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

- A. Contacting you for additional information or copies of relevant documents;
- B. Working with you to resolve the issue;
- C. Referring your complaint for possible resolution through the an ADA Mediation Program;
or
- D. 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 231-325-3000.



Attachment A

**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:

Benzie Transportation Authority
ADA Coordinator
14150 Hwy US 31
Beulah, MI 49617
Fax #231-325-3007
E-mail: admin@benziebus.com

Complainant: _____

Street Address: _____

City, State and Zip Code: _____

Primary Phone _____ Secondary Phone: _____

Person Discriminated Against: _____

(if other than the complainant)

Street Address: _____

City, State and Zip Code: _____

Primary Phone _____ Secondary Phone: _____

When did the discrimination occur? Date: _____ Time: _____

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



Name (Print): _____

Signature: _____

Date: _____



Flyer to be posted in all public buses and facilities

**Benzie Transportation Authority
Procedure to File a Complaint Under the
Americans with Disabilities Act (ADA)**

If you believe you, or another person has been discriminated against under Title II and III of the American Disability Act of 1990 by Benzie Transportation Authority or one of our employees, you can file a complaint by mail, fax, or email at:

Benzie Transportation Authority
ADA Coordinator
14150 Hwy US 31
Beulah, MI 49617
Fax # 231-325-3007
E-mail admin@benziebus.com

Take the first step: Before filing your complaint, you may contact the Executive Director and/or Operations Manager at Benzie Transportation Authority to discuss your concerns. The issue will be reviewed and the Benzie Transportation Authority will try to come up with an acceptable resolution to the situation. If you would like additional information you may contact the Executive Director and/or Operations Manager at Benzie Transportation Authority 231-325-3000.

You can file a complaint against Benzie Transportation Authority using the following procedures:

- File a written complaint with the Benzie Transportation Authority 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, a Benzie Transportation Authority official will meet with the complainant to discuss the complaint and possible resolutions.
- Within 15 calendar days of the meeting, the Benzie Transportation Authority ADA Coordinator will respond in writing or by other appropriate accessible format. The response will explain the position of the Benzie Transportation Authority and offer options for substantive resolution of the complaint.
- If the response by the Benzie Transportation Authority 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 Benzie Transportation Authority for at least 1 year.

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