

Virginia Regional Transit ADA Grievance Procedure

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs or benefits by Virginia Regional Transit.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant, location, date and description of the alleged discrimination. Alternative means of filing complaints such as personal interviews or tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the complainant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Phil Thompson
Director of Operations
Virginia Regional Transit
P.O. Box 2665
Purcellville, Va. 20134
540-338-1610

Within 15 calendar days after receipt of the complaint Virginia Regional Transit's representative noted herein or assigned designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days Virginia Regional Transit's designee will respond in writing, and where appropriate, in a format accessible to the complainant such as large print, braille or audio recording. The response will explain Virginia Regional Transit's position and offer options for substantive resolution of the complaint.

If Virginia Regional Transit's response does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Virginia Department of Rail and Public Transportation.

All written complaints received by Virginia Regional Transit's designee, appeals to the Department of Rail and Public Transportation or their designee, and responses from these offices will be retained by Virginia Regional Transit for at least five years.