



# Notice of Title VI Provisions

Central Shenandoah Planning District Commission (CSPDC) and Virginia Regional Transit (VRT) are committed to ensuring that no person is excluded from participation in, or denied the benefits of transit services on the basis of race, color or national origin, as protected by Title VI of the Civil Rights Act of 1964.

For information on BRITE's Title VI obligations or to access Title VI complaint forms and procedures go to [www.britebus.org](http://www.britebus.org), or contact Ann Cundy, Executive Director, CSPDC, 112 MacTanly Place, Staunton, VA 24401 by mail, 540-885-5174 by phone, or [ann@cspdc.org](mailto:ann@cspdc.org) by email.

## Spanish:

Central Shenandoah Planning District Commission (CSPDC) y Virginia Regional Transit (VRT) se compromete a garantizar que ninguna persona sea excluida de participar en, o ser negado de los beneficios de sus servicios de tránsito basado en raza, color, origen o nacionalidad, protegida por el Título VI de la Ley de Derechos Civiles de 1964.

Para obtener información sobre las obligaciones del Título VI de BRITE o para acceder a los formularios y procedimientos de queja del Título VI, visite [www.britebus.org](http://www.britebus.org), o comuníquese con Ann Cundy, Directora Ejecutiva, CSPDC, 112 MacTanly Place, Staunton, VA 24401 por correo, 540-885-5174 por teléfono o [ann@cspdc.org](mailto:ann@cspdc.org) por correo electrónico.

If you believe you have been subjected to discrimination under Title VI based on your race, color, national origin, or any aspect of this policy, you may file a complaint up to 180 days from the date of the alleged discrimination.

The complaint should include the following information:

- Your name, address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where, and why you believe you were discriminated against.
- The location, names and contact information of any witnesses.

The complaint may be filed in writing to:

Virginia Regional Transit or Central Shenandoah Planning District Comm.  
Attn: Title VI Manager Attn: Title VI Coordinator  
109 North Bailey Lane 112 MacTanly Place  
Purcellville, Virginia 20132 Staunton, VA 24401

## Spanish:

Si usted cree que ha sido objeto de discriminación bajo el Título VI sobre la base de su raza, color, origen nacional, o cualquier otro aspecto de esta política, puede presentar una queja, hasta 180 días a partir de la fecha de la supuesta discriminación.

La queja debe incluir la siguiente información:

- Su nombre, dirección, y cómo ponerse en contacto con usted (es decir, número de teléfono, dirección de correo electrónico, etc)
- Cómo, cuándo, dónde y por qué cree que fue discriminado.
- La ubicación, nombres e información de contacto de cualquier testigo.

La queja puede ser presentada por escrito a:

Virginia Regional de Tránsito or Central Shenandoah Planning District Comm.  
Atención: el Título VI Director or Attn: Title VI Coordinator  
109 Norte Bailey Lane 112 MacTanly Place  
Purcellville, Virginia 20132 Staunton, VA 24401

**A Title VI complaint may be filed directly with the U.S. Department of Transportation by contacting the Department at:**

**U.S. Department of Transportation  
Federal Transit Administration's Office of Civil Rights  
1200 New Jersey Avenue, SE  
Washington, D.C. 20590**

## NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), BRITE and Virginia Regional Transit (VRT) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: BRITE and VRT do not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: BRITE and VRT will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in BRITE's and VRT's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: BRITE and VRT will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in BRITE and VRT programs, services, or activities, should contact the ADA Coordinator, Ann Cundy at 540-885-5174 or [ann@cspdc.org](mailto:ann@cspdc.org), as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require BRITE and VRT to take any action that would fundamentally alter the nature of its programs or services, or impose any undue financial or administrative burden.

Complaints that BRITE and VRT programs, services, or activities are not accessible to persons with disabilities should be directed to the ADA Coordinator, Ann Cundy at 540-885- 5174 or [ann@cspdc.org](mailto:ann@cspdc.org).

BRITE and VRT will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.

## BRITE's and VRT's 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 BRITE and VRT.

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 by submitting the ADA complaint form located on the website ([www.britebus.org](http://www.britebus.org)) or to:

Ann Cundy, ADA Coordinator  
112 MacTanly Place  
Staunton, VA 24401  
540-885-5174  
TTY/TDD (for the deaf or hard-of-hearing) 1-800-828-1120 or 711

Within 15 calendar days after receipt of the complaint the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting the ADA Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille or audio tape. The response will explain BRITE's and VRT's position and offer options for substantive resolution of the complaint.

If BRITE's and VRT's responses do 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 the ADA Coordinator or their designee, appeals to the Department of Rail and Public Transportation or their designee, and responses from these two offices will be retained by BRITE and VRT for at least three years.