



**Mid-Ohio Valley Transit Authority (MOVTA)
ADA and Title VI Complaint Procedures**

If you have a complaint about the accessibility of our transit system or service or believe you have been discriminated against because of your race, color, national origin or disability, you can file a complaint. Please provide all facts and circumstances surrounding your issue or complaint so we can fully investigate the incident.

How do you file a complaint?

You can call us, download and use our ADA and Title VI complaint form at easyriderbus.com, or request a copy of the form by writing or phoning the Mid-Ohio Valley Transit Authority, 520 Juliana Street, Parkersburg, WV 26101. Phone/TDD: (304) 422-4100

You may file a signed, dated and written complaint no more than 180 days from the date of the alleged incident. The complaint should include:

- Your name, address and telephone number. (See Question 1 of the complaint form.)
- How, why, and when you believe you were discriminated against. Include as much specific, detailed information as possible about the alleged acts of discrimination, and any other relevant information. (See Questions 6, 7, 8, 9, 10, and 11 of the complaint form.)
- The names of any persons, if known, whom the director could contact for clarity of your allegations. (See Question 11 of the complaint form.)

Please submit your complaint form to address listed below:

Mid-Ohio Valley Transit Authority, 520 Juliana Street, Parkersburg, WV 26101

Do you need complaint assistance?

If you are unable to complete a written complaint due to a disability or if information is needed in another language, MOVTA can assist you. Please contact us at phone/TDD: (304) 422-4100 or michaelk@easyriderbus.com.

To translate the form to another language from our website, go to easyriderbus.com. Click on the "Ride" tab located on top of the page. Click on "Non-Discrimination Policy". Download the form and then click on open. Click on "Enable Editing". On the top toolbar, click on "Review" and then "Translate". Select "Translate Document". On right-hand side, select language you wish to translate to and then click on the "Translate" tab.



How will your complaint be handled?

MOVTA investigates complaints received no more than 180 days after the alleged incident. MOVTA will only process complaints that are complete. Once a completed complaint is received, MOVTA will review it to determine if MOVTA has jurisdiction.

MOVTA will generally complete an investigation within 90 days from receipt of a complaint. If more information is needed to resolve the case, MOVTA may contact you. Unless a longer period is specified by MOVTA, you will have ten (10) days from the date of the request to send the requested information. If the requested information is not received, MOVTA may administratively close the case. A case may also be administratively closed if you no longer wish to pursue it.

After an investigation is complete, MOVTA will send you a letter summarizing the results of the investigation, stating the findings and advising of any corrective action to be taken as a result of the investigation. If you disagree with MOVTA'S determination, you may request reconsideration by submitting a request in writing to MOVTA'S General Manager within seven (7) days after the date of MOVTA'S letter, stating with specificity the basis for the reconsideration. The General Manager will notify you of the decision either to accept or reject the request for reconsideration within ten (10) days. In cases where reconsideration is granted, the General Manager will issue a determination letter to the complainant upon completion of the reconsideration review.

Do I have other options for filing a complaint?

We encourage that you file the complaint with us. However, you may file a complaint with the Federal Transit Administration.

Federal Transit Administration
Office of Civil Rights
1200 New Jersey Avenue, SE
Washington, DC 20590

Large Print Information

Accessible format available by request at our office at 520 Juliana Street, Parkersburg WV, 26101, or by calling (304) 422-4100.



**Mid-Ohio Valley Transit Authority
ADA and Title VI Complaint Form**

If you have a complaint about the accessibility of our transit system or believe you have been discriminated against because of your race, color, national origin or disability, you can use this form to file a complaint. Please provide all facts and circumstances surrounding your issue or complaint so we can fully investigate the incident.

Please mail or return this form to:

Mike Kesterson
Mid-Ohio Valley Transit Authority
520 Juliana Street, Parkersburg WV 26101
michaelk@easyriderbus.com
FAX: (304) 422-3200

1. Complainant's name:		
Address:		
City:	State:	Zip Code:
Daytime telephone: ()		
E-mail address:		
Do you prefer to be contacted via e-mail? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Are you filing this complaint on your own behalf?		
<input type="checkbox"/> Yes If YES, please go to question 6. <input type="checkbox"/> No If NO, please go to question 3.		
3. Please provide your name and address.		
Name of person filing complaint:		
Address:		
City:	State:	Zip Code:
Daytime telephone: ()		
E-mail address:		
Do you prefer to be contacted via e-mail? <input type="checkbox"/> Yes <input type="checkbox"/> No		
4. What is your relationship to the person for whom you are filing the complaint?		



5. Please confirm that you have obtained the permission of the aggrieved party to file a complaint on their behalf.

Yes, I have permission. No, I do not have permission

6. I believe that the discrimination I experienced was based on (check all that apply)

Accessibility issue Discrimination based on disability Race, color or national origin Other

7. Date of alleged discrimination (Month, Day, Year):

8. Where did the alleged discrimination take place?

9. Explain as clearly as possible what happened and why you believe that you were discriminated against. Describe all of the persons that were involved. Include the name and contact information of the person(s) who discriminated against you (if known). *Use the back of this form or separate pages if additional space is required.*

10. Please list any and all witnesses' names and phone numbers/contact information. *Use the back of this form or separate pages if additional space is required.*

11. What type of corrective action would you like to see taken?



12. Have you filed a complaint with any other federal, state, or local agency, or with any federal or state court? Yes If yes, check all that apply. No

- Federal Agency (List agency's name)
- Federal Court (Please provide location)
- State Court
- State Agency (Specify agency)
- County Court (Specify court and county)
- Local Agency (Specify agency)

13. Please provide information about a contact person at the agency/court where the complaint was filed.

Name:	Title:	
Agency:	Telephone: ()	
Address		
City:	State:	Zip Code:

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date is required:

Signature _____ Date

If you completed Questions 3, 4 and 5, your signature and date is required

Signature _____ Date

