



BABS' 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 BABS.

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:

Joshua Worrell

Blackstone Area Bus System:

101 BABS Lane
Blackstone VA, 23824
(434) 292-3025

TTY/TDD (for the deaf or hard-of-hearing) 711

Within 15 calendar days after receipt of the complaint Joshua Worrell or his designee will meet with the complainant to discuss the complaint and the possible resolution. Within 15 calendar days of the meeting Joshua Worrell or his 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 BABS's position and offer options for substantive resolution of the complaint.

If BABS'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 Joshua Worrell or his designee, appeals to the Department of Rail and Public Transportation or their designee, and responses from these two offices will be retained by BABS for at least three years.