

APPENDIX

COMMUNITY IN MOTION CIVIL RIGHTS COMPLAINT FORM

The Community in Motion strives to provide quality, fair and equitable services to all clients, customers and job applicants and takes Civil Rights Complaints against the agency or any of its' contracted service providers seriously. Complaints alleging a violation of Title VI, the Americans with Disabilities Act or Equal Employment must be submitted in writing.

Community in Motion will investigate all Civil Rights complaints within 7-business days of receipt of complaint, and provide a written response to the complainant within 14-business days of receipt of complaint.

Community in Motion is committed to ensuring that no person is excluded from participation in, or denied the benefits of safe and reliable transportation services on the basis of race, color, or national origin, as protected by the Title VI in Federal Transit Administration (FTA Circular 4702.1.B). *Community in Motion operates all programs without regard to race, color, or national origin.*

Our Title VI and ADA policies may be found on our website www.communityinmotion.org as well as in our lobby at 312 SE Stonemill Drive Suite 115, Vancouver, WA 98684.

Community in Motion will maintain confidentiality to the extent possible when conducting investigations, and will not tolerate any retaliation against any persons making a complaint or any witnesses.

Upon completion of the investigation, Community in Motion will take corrective measures as outlined in Community in Motion's Employee Performance and Disciplinary Policy or Subcontractor Agreement to appropriately address any findings of discrimination under this policy.

The individual filing the complaint will receive a written response via mail, or email, from Community in Motion in regards to the investigation of the complaint and remedial actions implemented as a result.

Written complaints can be submitted to Community in Motion via mail at 312 SE Stonemill Drive Suite 115, Vancouver, WA 98684, by fax 360.694.1446 or be submitted via email to comments@communityinmotion.org. We must receive an original document with your signature no later than 180 days from the date the complainant became aware of the incident.

Please print CLEARLY:

SECTION I:

Name of person submitting complaint: _____

Address: _____

City, State, Zip Code: _____

Telephone Numbers: _____ (home) _____ (cell)

Email Address: _____

SECTION II:

Are you filing this complaint on your own behalf?

YES

NO

If not, please complete the following:

Name of person discriminated against: _____

Address: _____

City, State, Zip Code: _____

Telephone Numbers: _____ (home) _____ (cell)

Email Address: _____

SECTION III:

Please indicate the nature of the complaint you are filing:

- _____ Title VI
- _____ Race
- _____ Color
- _____ National Origin
- _____ ADA
- _____ Equal Employment
- _____ Other

What was the date/ time of the alleged discrimination? _____

Where did the alleged discrimination take place? _____

Please clearly as possible describe the circumstances as you saw or experienced it, and please provide as much detail as possible:

Please list any and all witnesses' names and phone numbers:

_____	_____
_____	_____
_____	_____
_____	_____

What should Community in Motion consider in addressing this complaint? Are there corrective actions would you like to see taken if possible?

Where would you like Community in Motion to send a written response to your complaint? Mailing address or email address? _____

If the complaint is regarding one of our service providers please include the following:

Transportation Provider: _____ Vehicle Number: _____

Driver Name: _____

Have you submitted a complaint directly against the provider? YES NO

SECTION IV:

Have you previously filed a Title VI complaint with this agency? YES NO

SECTION V:

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

YES NO

If yes, circle all that apply:

Federal Agency State Agency Local Agency

Federal Court State Court

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

Name: _____

Title: _____

Agency: _____

City, State, Zip Code: _____

Telephone Numbers: _____ (home) _____ (cell)

Email Address: _____

Your Signature

Print Your Name

Date

Please submit this form in person at the address below, or mail this form to:

Community in Motion
Title VI Coordinator
312 SE Stonemill Drive, Suite 115
Vancouver, WA 98684