



## ADA NON-DISCRIMINATION NOTICE

In accordance with the requirements of Title VI of the Civil Rights Act of 1964 and Title II of the Americans with Disabilities Act (ADA) of 1990, as well as other applicable law, the Riverside County Transportation Commission (RCTC) will not discriminate or exclude individuals on the basis of race, color, ethnic group identification, ancestry, national origin, age, gender/sex, sexual orientation, income status, mental or physical disability, medical condition, genetic information, marital status, or religion in admission to its programs, services, or activities, in access to them, in treatment of, or in any aspect of operations.

Further, RCTC will not tolerate discrimination by a RCTC employee or recipient(s) of Federal funds such as cities, counties, contractors, consultants, suppliers, planning agencies, or any other recipient(s) receiving federal aid assistance.

**Employment:** RCTC does not discriminate in its hiring or employment practices and complies with all applicable laws and regulations, including but not limited to, Title VII of the Civil Rights Act, Title II of the ADA, and the California Fair Employment and Housing Act.

**Effective Communications:** RCTC will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in RCTC'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:** RCTC will make all reasonable modifications to policies and procedures to ensure that all people have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in RCTC offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or translation service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of RCTC, should contact RCTC at (951) 787-7141. Requests must be received no later than 48 hours before the scheduled event. RCTC will take reasonable steps to ensure that all individuals have meaningful access to programs, services, and information free of charge. RCTC 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, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Complaints against a RCTC program, service or activity not accessible to persons with disabilities should be directed to the RCTC ADA Coordinator and follow the established grievance procedures to address these complaints.



## ADA GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and Title VI of the Civil Rights Act of 1964. It may be used by any individual, group of individuals, or entity that believes it has been subjected to discrimination on the basis of race, color, national origin, age, gender, income status, or disability in the provision of services, activities, programs, or benefits by the RCTC. RCTC strongly prohibits retaliation on the basis of any grievance filed under this policy. RCTC's Personnel Policies and Procedures Manual governs employment-related complaints of disability and other discrimination.

When possible, the complainant should complete the complaint form, or in writing provide information about the alleged discrimination containing the following:

- Name of Complainant;
- Address of Complainant;
- Phone number of Complainant;
- Date of incident;
- Location of incident; and
- Description of incident.

In cases where the complainant is unable or incapable of providing a written statement, the complainant may be interviewed or the complaint form may also be provided in alternative means such as audio or Braille.

The complaint should be submitted as soon as possible but no later than 180 calendar days after the alleged violation to RCTC's ADA Coordinator by email at [dknudsen@RCTC.org](mailto:dknudsen@RCTC.org), postal mail, or in person at the following:

Riverside County Transportation Commission  
David Knudsen, Deputy Executive Director  
4080 Lemon Street, Third Floor  
P. O. Box 12008  
Riverside, CA 92502-2208  
(951) 787-7141

If the information provided is insufficient to conduct an investigation or render a decision, RCTC may request additional information from the complainant. Failure of the complainant to submit additional information within the designated time frame may be considered good cause to administratively close the case on the basis of lack of investigative merit.

Within 15 calendar days after receipt of the complaint, RCTC's Deputy Executive Director, or designee, will discuss with the complainant the complaint and possible resolutions. Within 15



calendar days of the discussion, RCTC will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape. The response will explain the position of RCTC and offer options for resolution of the complaint.

If the response by the Deputy Executive Director, or designee, does not satisfactorily resolve the issue, the decision may be appealed within 15 calendar days after receipt of the response, to RCTC's Executive Director or designee.

Within 15 calendar days after receipt of the appeal, the Executive Director, or designee, will discuss with the complainant the complaint and possible resolutions. Within 15 calendar days after the meeting, the Executive Director or designee will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audiotape.

All written complaints received by RCTC's Deputy Executive Director, or designee, appeals to the Executive Director, or designee, and responses from these two offices will be retained by RCTC for three years. In addition, a summary list of complaints will be tracked for five years as required.