

Tyler Transit Civil Rights Complaint Form (Page 1 of 3)

Tyler Transit is committed to ensuring that we properly implement several civil rights laws and programs, including Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act of 1990 (ADA), the Disadvantaged Business Enterprise (DBE) program, and the External Equal Employment Opportunity (EEO) program. Complaints must be filed within 180 days from the date of the alleged incident.

The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, or if you would like to make a verbal complaint, please contact the Tyler Transit office at (903) 533-8057.

Section I				
Name:				
Address:				
Telephone (Home):		Telephone (Work):		
E-Mail Address:				
Accessible Format Requirements:	Large Print	TDD	Audio Tape	Other: _____
Section II				
I believe that I have been (or someone else has been) discriminated against on the basis of:	Disability	Race / Color / National Origin	Not Applicable	
	Other (specify):			
I believe that Tyler Transit has failed to comply with the following program requirements:	Disadvantaged Business Enterprise	External Equal Employment Opportunity	Not Applicable	
	Other (specify):			
Section III				
Are you filing this complaint on your own behalf?	Yes*		No	
	*If you answered "yes" to this question, go to Section IV			
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party:				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	Yes		No	
Section IV				
Date of alleged discriminatory action (Month, Day, Year):				
Location of alleged discriminatory action:				
Names of individuals responsible for the discriminatory action:				

Tyler Transit Civil Rights Complaint Form (Page 2 of 3)

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. You should include specific details such as names, times, route numbers, and any other information that would assist us in our investigation of your allegations. Please also provide any other documentation that is relevant to this complaint, including any related correspondence from your transit provider. Attach additional pages, if necessary.

Names of persons (whitwesses, fellow employees, supervisors, or others) whom we may contact for additional information to support or clarify your complaint: (Attach additional pages, if necessary)

Name:	Address:	Telephone:
1.		
2.		
3.		
4.		

Briefly explain what remedy, or action, you are seeking for the alleged discrimination.

Section V

Have you previously filed a Civil Rights complaint with this agency?	Yes	No
Date of prior complaint (Month, Day, Year):		

Tyler Transit Civil Rights Complaint Form (Page 3 of 3)

Section VI

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
U.S. Department of Transportation:	
Federal Transit Administration:	
Office of Federal Contract Complainece Programs:	
U.S. Equal Employment Opportunity Commision:	
U.S. Department of Justice:	
Other:	

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

Name:

Title:

Agency:

Address:

Telephone Number:

Section VII

Have you discussed the complaint with any Tyler Transit representative?	Yes*	No
	*If yes, please provide the following	
Tyler Transit Representative:		
Title:		
Telephone number:		

We cannot accept an unsigned complaint. Please sign and date the complaint form below.

Signature

Date

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

**City of Tyler Transit Civil Rights Coordinator
 Jake Hooter
 210 East Oakwood St
 Tyler, Texas 75702**

