

RESOLUTION NO. R15-57

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF COLUMBUS, NEBRASKA, ADOPTING POLICIES AND PROCEDURES FOR COLUMBUS AREA TRANSIT.

WHEREAS, the Columbus Area Transit has established policies and procedures;
and

WHEREAS, the City Council has reviewed the policies and procedures to qualify for state and federal funding for Columbus Area Transit operations.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF COLUMBUS, NEBRASKA, that the Mayor and City Council approve the policies and procedures attached hereto and by this reference made a part hereof.

This resolution shall repeal all resolutions or portions thereof in conflict herewith.

INTRODUCED BY COUNCIL MEMBER *[Signature]*

PASSED AND ADOPTED THIS 6 DAY OF April 2015.

Michael L. Moser
MAYOR

ATTEST:

Janelle Heine
CITY CLERK



APPROVED AS TO FORM:

Steve [Signature]
CITY ATTORNEY



COLUMBUS

AREA

TRANSIT

Office Hours: M-F 8:00-4:00

Call: 402-564-9293

After 4:00 P.M. & weekends

Call: 402-910-8725

City Of Columbus

Hours of Operations

Monday – Friday

8:00 a.m. to 7:00 p.m.

Saturday

10:00 a.m. to 7:00 p.m.

Sunday

12:00 p.m. to 5:00 p.m.

**Last call will be a half hour before
closing.**

1. **WHO CAN RIDE THE CAT?** Service is available to the general public. Individuals are to complete registration and acquire a bus pass before a trip occurs.

All children between the age of six to sixteen will be registered, hold their own bus pass, and be accompanied by an adult.

Children five years old or less will be registered and be accompanied by an adult and must be secured with an appropriate child seat provided by the parent or guardian.

2. **DAYS & TIME OF OPERATION:** CAT services run Monday through Friday starting at 7:30 a.m. to 7:00 p.m. Calls for weekday reservations may be made from 8:00 a.m. to 4:00 p.m. Monday through Friday by calling **402-564-9293**. On-demand service is available by calling **402-910-8725** beginning on weekdays after 4 p.m., Saturday 10 a.m. to 7:00 p.m., and Sunday noon to 5:00 p.m. When the office is closed, ride cancellations may be left on the messaging system.

CAT holiday observance (no service available) include: **New Year's Day, President Day, Easter Day, Memorial Day, Independence Day, Labor Day,**

Veterans Day, Thanksgiving Day, Day after Thanksgiving, & Christmas Day, and as posted & published by Columbus Telegram and announced on KLIR Radio – 101.1 FM.

3. **SCHEDULING RIDES/MAKING CHANGES:**

Reservations are made Monday through Friday from **8:00** a.m. to 4:00 p.m. To assure a ride it is advisable to book your ride as far ahead as possible. For trips needed after 4 and /or on weekends call 402-910-8725.

Due to the limited number of available rides:

riders could be limited to **4** rides per day.

DUE to CAT SCHEDULE DESIGN please do not ask driver to CHANGE your BOOKED DESTINATION upon boarding the vehicle.

Riders CAN BOARD WITH WHAT THEY CAN CARRY onto the vehicle & securely place at their feet or below the seat not interfering with other passengers.

DRIVERS ARE NOT RESPONSIBLE for loading/unloading & carrying groceries/packages on/off the bus. RIDERS WILL NOT BE PERMITTED to leave packages on the vehicle when making multiple stops.

If you need help with your packages, you can have an attendant ride along for no charge, but the attendant must first have a registration form filled out and on file. When you schedule a ride make sure and tell who will be your attendant so the driver knows that they are the attendant.

Ride Tip: Often, schedules fill quickly. Consider this when making transportation reservations: Public Transportation is subject to variables beyond CAT controls, traffic, tardy passengers, difficult transfers, etc.

4. **SUBSCRIPTION RIDES:** A subscription trip is a ride that is reserved on a regular basis by the same individual, at the same time, to the same destination, daily, weekly, or monthly. For instance, a ride might be from an individual's residence to work and back again five days a week; or it might be on the same day once a week to a regular-scheduled meeting; or it could be daily trips to/from a meal site. CAT will schedule subscription trips as possible, made on a first come first served basis, without prioritization. Requests need to be for a specific

time/day/destination. Schedule return trips in the same way, as needed.

5. **PICKUP TIMES/WAIT POLICY:** Riders need to be ready 15 minutes prior scheduled pick up time. The driver will do its best to be on time so wait at least 15 minutes after the scheduled pick up time before calling the office.

The driver will observe a five-minute window upon arrival, after that the driver will proceed to next destination and you will be marked as a no-show. First offence of a no show will result in a verbal warning, second offence you will get a written warning, third offence your riding privileges will be suspended for 2 weeks, fourth offence your riding privileges will be suspended for 4 weeks, fifth offence your riding privileges will be suspended for 6 month, on sixth offence you will lose your riding privileges. No-shows include not showing up when scheduled or a call in less than 30 minutes before pick up.

6. **WHEELCHAIR PROCEDURES:** Drivers will assist persons in wheel/power chairs with safety foremost in mind. Riders are required to operate their own equipment. Wheel/power chairs will be secured properly before the vehicle is put in motion.

Due to liability issues CAT Staff is not to operate consumer's equipment. A person whose weight and wheel/power chair combination is over 500 pounds, special arrangement needs to be made with the CAT office.

7. **DELAYS:** Due to the nature of public transportation, it is not always possible for buses to run precisely on schedule. It is important for you to allow ample time to insure transportations to appointments.

8. **PERSONAL ASSISTANCE TO RIDERS:** Drivers are responsible for passengers entering & exiting the bus safely. **We are a CURB to CURB service.** If you need assistance past the bus door, to carry your packages, or if you need assistance while riding the public transit, you may have an attendant ride with you at no charge but attendant needs to complete registration.

Riders can board with what they can carry onto the vehicle & securely place at their feet or below the seat not interfering with other passengers.

Drivers are not responsible for loading/unloading & carrying groceries/packages to the door. Riders will not be permitted to leave packages on the vehicle when making multiple stops.

If you need help with your packages, you can have an attendant ride along for no charge, but the attendant must first have a registration form filled out and on file. When you schedule a ride make sure and tell who will be your attendant so the driver knows that they are the attendant.

9. **FARES & PASSES:** All riders are to have a bus pass at each boarding, or HHS orders to ride. For the customer's convenience, CAT passes are available in several punch card combinations upon completion of required paperwork. NO CHARGING rides. Contact the office at 402-564-9293 for passes.
10. **AREA OF SERVICE:** Services are available throughout the city limits of Columbus.
11. **CONDUCT & HYGIENE:** Inappropriate conduct, especially behaviors which present a danger to driver and other riders will not be tolerated. These include but not limited to: intoxication; fighting; arguing; threatening the

driver or fellow passengers; use of foul language; and sexual harassment. Individuals who have offensively poor hygiene will be denied bus **service. At the driver's discretion, a rider who** engages in persistent inappropriate and/or dangerous behavior can be required to vacate the vehicle. Drivers will notify dispatch upon putting a rider off the bus. No food, drink, tobacco, or alcohol will be consumed on the bus.

12. **Drive-Thru:** No going through a Drive-Thru. Passenger must get out of the vehicle and do their own errands. The drivers are not allowed to drive-thru banks, fast food businesses, ect.

13. **FUNDING:** Columbus Area Transit is funded by Department of Transportation, Nebraska Department of Roads, The City of Columbus, & Columbus Area United Way. It is a public transportation curb to curb service extended to area citizens by the City of Columbus, directed by the Columbus City Council.

14. **BAD WEATHER POLICY:** If management of CAT determines the weather is so severe it is unsafe to operate, then operations will cease.

**Menards, Village Centre Mall (Dollar Tree,
JC Penney) & Wal-Mart Shopping Runs**

Tuesday & Wednesday

**Going out at 3 with a return
pick up at 5**

Saturday

**Going out at 10, 1,
With a return pick up at
1, 3,**

Call the center to schedule a time.

The City of **Columbus**

RESPONSIBLE • **RESPONSIVE** • **REPUTABLE**
Administration Office (402) 562-4232 Fax (402) 563-1380

Memorandum

1/6/2014

To: Columbus Area Transit System **Substance Abuse Policy.**
From: Doug Moore, Public Property Director *DM*
Re: Review and implementation of the Columbus Area Transit **Substance Abuse Policy.**

These policies were reviewed on this day and were immediately implemented for the operations of the Columbus Area Transit system.

Columbus Area Transit System

Substance Abuse Policy

POLICY

Columbus Area Transit System (The Transit Agency) is dedicated to providing safe, dependable and economical transportation services to our transit system passengers. The Transit Agency's employees are our most valuable resource and it is our goal to provide a safe, satisfying working environment, which promotes personal opportunities for growth. In meeting this goal it is our policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive and healthy manner; (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) encourage employees to seek professional assistance any time personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

Adherence to this policy is a condition of employment although it should not be considered an offer of employment.

The Transit Agency's Substance Abuse Policy was originally approved and adopted by its Public Properties Director on January 6, 2014 and became effective immediately. A copy of the signed adoption by the Public Properties Director is on file at the home office. Anytime this policy is amended or updated due to changes in Federal regulations in the future, the policy will contain the date, proof of adoption of the amended policy by The Public Properties Director and the date the amended policy, or portion thereof, became effective.

PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. **The Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, which mandates urine drug testing and breath alcohol testing for safety-sensitive positions and which prohibit performance of safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (DOT) has also published 49 CFR Part 40, and the Omnibus Act from 1991 as amended, which sets standards for the collection and testing of urine and breath specimens. Copies of the Federal Regulations are available upon request. In addition, the Federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988." This policy incorporates those requirements for safety-sensitive employees and others when so noted.**

APPLICABILITY

This policy applies to all transit system employees; paid part-time employees; contract employees and contractors when performing any transit-related safety-sensitive duties or when they are on transit property. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contract employees are governed by this policy while on transit premises and will not be permitted to conduct transit business if found to be in violation of this policy.

A safety-sensitive function is any duty related to the safe operation of mass transit service including the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), control, dispatch and maintenance of a revenue service vehicle or equipment used in revenue service, security personnel who carry firearms, and any other employee or volunteer who perform duties requiring a CDL and/or performs a safety-sensitive function and receives remuneration in excess of their actual expenses. Supervisors performing any of the above described functions are considered to be safety-sensitive employees. Participation in the Transit Agency's Substance Abuse Program as stated in this policy is a condition of employment.

All positions at The Transit Agency were reviewed for safety-sensitive duties to determine the safety-sensitive positions. Additionally, any new positions created in the future will be reviewed for safety-sensitive duties. The following positions were determined to be safety-sensitive: Area Transit Supervisor, Office Associate and Area Transit Driver.

PROHIBITED SUBSTANCES

"Prohibited substances" addressed by this policy include the following:

Illegally Used Controlled Substances or Drugs

Any illegal drug or any substance identified in Schedules I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), and as further defined by 21 CFR 1300.11 through 1300.15. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legally prescribed drugs, and use of illegally obtained prescription drugs.

Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates the mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel and medical advice must be sought by the employee, as appropriate, before performing work-related safety-sensitive duties.

A legally prescribed drug means that the individual has a prescription or other written approval from a physician for the use of the drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing transit business is prohibited.

Alcohol

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance, which causes alcohol to be present in the body while performing safety-sensitive transit duties, is prohibited.

PROHIBITED CONDUCT

Manufacture, Trafficking, Possession, and Use

Transit System employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on transit authority premises, in transit vehicles, in uniform, or while on transit authority business. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

Consequences of a Failed or Refused Test

Any safety-sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. **Safety-sensitive employees who have a verified positive drug or confirmed alcohol or refuses to submit to a required test shall be removed from safety-sensitive duty immediately; informed of educational and rehabilitation programs available; referred to a Substance Abuse Professional (SAP); subject to disciplinary action, up to and including termination. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in 49 CFR Part 40, as amended.**

Alcohol Use

No safety-sensitive employee should report for duty or remain on duty when his/her ability to perform assigned safety-sensitive functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.02 or greater. An employee with an alcohol test result of 0.04 or greater is considered to have a positive alcohol test result and is in violation of this policy. No safety-sensitive employee shall use alcohol while on duty, in uniform, while performing safety-sensitive functions, or just before or just after performing a safety-sensitive function. No safety-sensitive employee shall use alcohol within four hours of reporting for duty, or during the hours that they are on-call. Under the authority of The Transit System, the use of or influence of alcohol on a covered employee anytime that employee is on duty is prohibited. Violation of these provisions is prohibited and punishable by disciplinary action up to and including termination.

COMPLIANCE WITH TESTING REQUIREMENTS

All safety-sensitive employees will be subject to urine drug testing anytime while on duty and alcohol testing only just prior, during and just after the performance of safety-sensitive duties. The alcohol testing may be done using breath or saliva for the screening test. All confirmation tests for alcohol must be done using an Evidential Breath Testing (EBT) device. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty immediately, informed of educational and rehabilitation programs available, and referred to a SAP. Any safety-sensitive employee who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution will be required to undergo an observed collection.

Refusal to Test

Refusals can include a variety of behaviors, including;

- Failure to appear in a timely fashion (except for pre-employment tests).
- Failure to remain until the testing process is complete.
- Failure to attempt to provide a breath or urine specimen.
- Failure to provide a sufficient quantity of urine or breath without a valid medical explanation.
- Failure to undergo a medical evaluation as required by the MRO or DER.
- Failure to cooperate with any part of the testing process for drug and alcohol testing.
- Failure to permit monitoring or observation.
- Failure to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- Possess or wearing a prosthetic or other device used to tamper with the testing process.
- Failure to take a second test as directed by the collector or employer.
- Admitting the adulteration or substitution of a specimen to the collector or MRO.
- The MRO's verification of a test as adulterated or substituted.
- Refusal to sign the certification at Step 2 of the ATF.

A refusal to test will be treated the same as a positive test result.

Observed Collections:

The observation will be done by a person of the same gender in the following circumstances:

- **All return to duty tests (second chance policy)**
- **All follow up tests (second chance policy)**
- **Any time the specimen collected is out of allowable temperature range (90°-100°F)**
- **Anytime the employee is directed to provide another specimen because the original specimen appeared to have been tampered with**
- **Anytime a collector observes materials brought to the collection site or employee's conduct clearly indicates an attempt to tamper with a specimen**
- **Anytime the employee is directed to provide another specimen because the Laboratory reported to the MRO that the original specimen was invalid without a valid medical reason**
- **Anytime the employee is directed to provide another specimen because the MRO determined that the original specimen was positive, adulterated or substituted but had to be cancelled due to the test of the split specimen could not be performed**

Drug tests can be performed any time a safety-sensitive employee is on duty. An alcohol test can be performed anytime the covered employee is performing a safety-sensitive duty or just before, or just after the performance of a safety-sensitive duty. Under the authority of The Transit System, the use of or influence of alcohol on a covered employee anytime that employee is on duty is prohibited.

TREATMENT REQUIREMENTS

All employees are encouraged to make use of the available resources for treatment for alcohol misuse and illegal drug use problems. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse. Any employee who refuses or fails to comply with The Transit Agency's requirements for treatment, after-care, or return-to-duty shall be subject to disciplinary action, up to and including termination. The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Eligible employees will be allowed to take accumulated sick leave and/or vacation leave to participate in the prescribed rehabilitation program.

NOTIFICATION OF CRIMINAL DRUG CONVICTION

All employees are required to notify the transit system of any criminal drug statute conviction for a violation occurring in the workplace within five days after such conviction. Failure to comply with this provision shall result in disciplinary action, up to and including termination.

PROPER APPLICATION OF THE POLICY

The Transit Agency is dedicated to ensuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including dismissal.

TRAINING FOR SAFETY-SENSITIVE EMPLOYEES & SUPERVISORS

All safety-sensitive employees shall receive a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment and indicators of prohibited drug use.

Supervisors responsible for making the decision to generate a reasonable suspicion test must receive a minimum of 60 minutes of training on drug and 60 minutes of training on alcohol information regarding the physical, behavioral, speech and performance indicators of probable drug and alcohol misuse.

TESTING PROCEDURES

Analytical urine drug testing and breath testing for alcohol may be conducted when circumstances warrant and as required by Federal regulations. Testing shall be conducted in a manner to assure a high degree of accuracy and reliability, using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted according to the procedures put forth in 49 CFR Part 40, as amended, including, picture identification of the employee, Federal Drug Custody and Control Form with unique specimen identification number completed by a trained collection site person who ensures that the Custody and Control Form is completed correctly and signed and certified by the donor, collection of Split Sample specimens that are sealed and initialed by the donor. (See Attachment A for more detailed procedures)

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen, called an immunoassay test, will be conducted on each urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended.

In instances where there is a reason to believe an employee is abusing a substance other than the five drugs listed above, The Transit Agency reserves the right to request a separate sample, under The Transit Agency's own authority using standard laboratory testing protocols, and to test for additional drugs. The Transit Agency also reserves the right to require a fitness-for-duty

examination by a licensed medical professional when an employee's observable behavior and actions are considered to be inconsistent with a safe workplace.

The integrity of the alcohol testing process is ensured by picture identification of the employee, use of a National Highway Traffic Safety Administration (NHTSA) approved Evidential Breath Testing Device (EBT) that displays and prints unique sequential numbers and is capable of producing 3 copies of the test result. The test is administered by a certified Breath Alcohol Technician (BAT) who is "trained to proficiency" in the operation of the EBT being used. The BAT completes a Federal Breath Alcohol Testing form and ensures that it is signed by the donor. The employee shall be provided with written instructions prior to specimen collection for drug testing. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. A safety-sensitive employee who has a confirmed alcohol concentration of 0.02 or greater, but less than 0.04 will be immediately removed from his/her safety-sensitive duties until the start of the employee's next regularly scheduled duty period, but not less than 8 hours or until a retest results in a concentration measure of less than 0.02. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy and a violation of the requirements set forth in 49 CFR Part 655 for safety-sensitive employees. Alcohol testing will only be done just prior to, during, or just after a safety-sensitive employee's performance of safety-sensitive duties.

Screening Test Technicians (STT) may be used to perform alcohol screening tests (saliva or breath); however, an EBT operated by a BAT must be used for confirmation of an alcohol test. Neither the STT nor BAT may act as a collector if they are a direct supervisor of the employee.

Any safety-sensitive employee that has a confirmed positive drug or alcohol test will be immediately removed from their duties, informed of educational and rehabilitation programs available and referred to a Substance Abuse Professional (SAP) for an evaluation and assessment. A positive drug and/or alcohol test will result in disciplinary action, up to and including termination.

Negative Dilute Drug Test Result

All employees/applicants/ with a dilute negative test result will be required to retest. The second test result will stand as the test of record and no additional testing will be required unless directed to do so by the MRO. A dilute positive result is treated the same as any other positive drug test result.

Employee Requested Testing

Any safety-sensitive employee, who has been notified by the MRO of a verified positive drug test and/or refusal to test due to adulteration or substitution, has 72 hours from the time of notification to request a test of the split specimen. This test must be conducted at a different DHHS certified laboratory. The test must be conducted on the split sample that

was provided by the employee at the same time as the original sample. The employee is responsible for all costs for such testing unless the result of the split sample test invalidates the result of the original test. However, if the employee is unable or refuses to pay for the testing, The Transit Agency will pay and ensure that the testing is done in a timely manner. The Transit Agency may require reimbursement for the cost from the employee. **The method of collecting, storing, and testing of the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. Requests after 72 hours will only be accepted if the delay was due to documented facts that were beyond the control of the employee.**

TYPES OF DRUG & ALCOHOL TESTING EVENTS

Pre-Employment Drug Testing

All safety-sensitive position applicants shall undergo urine drug testing immediately following the offer of employment into a safety-sensitive position or before transferring into a safety-sensitive position. Receipt by The Transit Agency of a negative drug test result is required prior to performing safety-sensitive duties. If the test is cancelled the applicant must retake and pass a drug test before performing safety-sensitive duties.

If a safety-sensitive employee returns to work and has been off for 90 days or more and has not remained in the random pool, he/she must pass a Pre-Employment drug test before resuming safety-sensitive duties.

When a covered employee or applicant has previously failed a DOT pre-employment drug test, (or any other DOT-regulated drug or alcohol test or refused to be tested in the prior 2 years), the employee must present to the employer proof of successfully having completed a referral, evaluation and treatment plan as described in Sec. 655.41(a)(2) and 655.62 to be considered for the hiring process.

If the agency chooses to conduct pre-employment alcohol testing, the employer will comply with Section 655.42. The agency will not allow a covered employee to begin performing safety-sensitive functions unless the result of the employee's test indicates an alcohol concentration of less than 0.02.

If otherwise qualified, an individual with permanent or long term disabilities that directly render them unable to provide an adequate urine specimen will be able to perform safety-sensitive duties despite their inability to provide urine during a pre-employment test. The MRO will determine long term inability to provide urine by medical examination and consultation with the employee's physician.

Reasonable Suspicion Testing

All safety-sensitive employees may be subject to fitness for duty evaluation and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral must be made by a supervisor or agency official, trained in the signs and symptoms of drug and alcohol misuse, who has

personally observed and documented objective facts and circumstances which are consistent with the short-term effects of substance abuse and alcohol misuse. The criteria for a reasonable suspicion test must be based on contemporaneous, articulable, observations concerning the appearance, behavior, and speech or body odor of the safety-sensitive employee. A supervisor or trained official making the decision to conduct a reasonable suspicion test must have had the appropriate training as defined in Section 655.14 (b)(2) and may not act as the STT or BAT for that test.

Reasonable suspicion alcohol testing is only permissible just before and employee performs safety-sensitive duties, during that performance, and just after an employee has performed covered duties; and the observations leading to that testing must be made during, just preceding, or just after the employee performs covered duties.

Once the decision to reasonable suspicion test is made, the employee will be removed from safety-sensitive duties until the test results are received. The employee will be escorted to the collection site by the supervisor or another transit employee.

Post-accident Testing

Post-accident testing of safety-sensitive employees involved in an accident/incident with The Transit Agency's vehicle (regardless of whether or not the vehicle is in revenue service) will be subject to post-accident drug and alcohol testing. Post-accident testing is mandatory for accidents where there is loss of life. Testing is also required for nonfatal accidents if, 1) any individual(s) involved in the accident receives immediate medical treatment away from the scene of the accident, or 2) one or more vehicles involved in the accident incurs disabling damage (damage that precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs) requiring transportation from the scene by tow truck or other vehicle; or if the mass transit vehicle is a rail vehicle or vessel that is removed from revenue service.

When there is loss of human life, each surviving safety-sensitive employee on duty in the mass transit vehicle at the time of the accident must be tested. Safety-sensitive employees not on the vehicle (e.g. maintenance personnel), whose performance could have contributed to the accident (as determined by The Transit Agency using the best information available at the time of the accident) must be tested.

Safety-sensitive employees on duty in the mass transit vehicle at the time of a nonfatal accident (fitting the criteria above) must be tested unless their behavior can be completely discounted as a contributing factor to the accident. Other safety-sensitive employees whose performance could have contributed to the accident, as determined by the Transit Agency, using the best information available at the time of the decision, shall also be tested after a nonfatal accident.

Following an accident, safety-sensitive employees will be tested as soon as possible, but not to exceed 32 hours for drug testing. If alcohol testing is not done within 2 hours of the accident, the reason for not testing must be documented in a report and attempts to alcohol

test must continue for up to 8 hours after the accident. If alcohol testing is not done within 8 hours or drug testing is not done within 32 hours following the accident, the reasons for not testing must also be updated on the written report. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight hours following an accident or until they undergo a post-accident alcohol test.

The results of a blood, urine, or breath test conducted by Federal, State, or local officials shall be considered to meet the requirements of this section, provided such test conforms to the applicable Federal, State, or local testing requirements, and that the test results can be obtained by the employer.

The requirements to test for drugs and alcohol following an accident should in no way delay necessary medical attention for injured people or prohibit a safety-sensitive employee from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care. However, the safety-sensitive employee must remain readily available, which means The Transit Agency knows the location of the safety-sensitive employee. Any safety-sensitive employee who leaves the scene of the accident, without a justifiable explanation, prior to submission to drug and alcohol testing will be considered to have refused the test and shall face disciplinary action up to and including termination.

Random Testing

All safety-sensitive employees shall be subject to random, unannounced testing. These percentages are subject to annual review by the FTA. The testing rate performed by The Transit Agency will always meet the minimum rate set by 49 CFR Part 655.

The selection of safety-sensitive employees, for random drug and alcohol testing, shall be made using a scientifically valid method such as a random number table or a computer-based random number generator that ensures each safety-sensitive employee that they will have an equal chance of being selected each time selections are made. Random tests will be unannounced and reasonably spread throughout all days, hours and shifts throughout the year when The Transit Agency performs safety-sensitive functions. Employees are to proceed to the testing site immediately upon notification of a random test.

There is no discretion on the part of management or operations in the selection and notification of individuals for testing.

Random alcohol testing is only permissible just before an employee performs safety-sensitive duties, during that performance, and just after an employee has performed covered duties.

Return To Duty Testing

Before any safety-sensitive employee is allowed to return to performing safety-sensitive duties following a verified positive drug or alcohol test or if the employee refused to submit to testing, they must be evaluated by a SAP, complete any recommended treatment and provide a negative return to duty test. Return to duty testing is done after the recommendation of the SAP and decided upon by the DER and may be for drugs and/or alcohol.

Follow-up Testing

Once a safety-sensitive employee is allowed to return to duty, they shall be subjected to unannounced random follow-up testing for at least 12 months, but not more than 60 months with a minimum of 6 tests being done during the first 12 months. The SAP will determine the frequency and duration of the follow-up testing. Follow-up testing is separate from and in addition to the ongoing, FTA regulated, random, post-accident and reasonable suspicion testing program. Employees subject to follow-up testing must also remain in the standard random pool and must be tested whenever their name comes up for random testing, even if this means being tested twice in the same day, week, or month.

Re-Entry Contract

Employees who re-enter the workforce must agree to a re-entry contract. The contract may include (but is not limited to):

- **A release to work statement from the Substance Abuse Professional.**
- **A negative test for drugs and/or alcohol.**
- **An arrangement to unannounced frequent follow-up testing for a period of one to five years with at least six tests performed the first year.**
- **A statement of expected work-related behaviors.**

An agreement to follow specified after-care requirements with the understanding that violation of the re-entry contract is grounds for discharge

Employee Access to Records

Drug testing records must be kept in a secure location with controlled access. Drug and alcohol test results may be released only under the following circumstances:

- **Employer shall release information or copies of records regarding an employee's test results to a third party only as directed by specific, written instruction of the employee.**
- **Employer may disclose information related to a test result to the decision maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee tested.**
- **Upon written request, employer must promptly provide any employee with any records relating to his/her test, including calibration records and laboratory certification records.**

- **Employer must release information to the National Transportation Safety Board (NTSB) about any post-accident test performed for an accident under NTSB investigation.**
- **Employer shall make available copies of all results of employer testing programs, and any other records pertaining to testing programs when requested by DOT or any DOT agency with regulatory authority over the employer or any of its employees.**

URINE SPECIMEN COLLECTION PROCEDURES:

Urine collections will be performed to the standards defined 49CFR part 40 as amended. An overview of the procedures are available in Attachment A to this policy. A copy of 49CFR part 40 is available upon request from Drug & Alcohol Program Administrator

ALCOHOL TESTING PROCEDURES

All alcohol testing procedures will be done according to the standards set forth in 49CFR part 40 as amended. An overview to the procedures is available in Attachment A.

MEDICAL REVIEW OFFICER

The laboratory results must be reviewed by a qualified MRO. The purpose of this review is to verify and validate test results. The laboratory shall report all results to the MRO in a confidential manner.

A qualified MRO is a licensed physician who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.

The MRO shall meet the requirements and follow all procedures set forth in 49CFR part 40 as amended.

SUBSTANCE ABUSE PROFESSIONAL (SAP)

Any individual who has a verified positive drug or alcohol test shall be removed from safety-sensitive duties immediately, informed of educational and rehabilitation programs available, and referred to a Substance Abuse Professional (SAP). A SAP can be a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, a state-licensed or certified marriage and family therapist, or an addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission.

The SAP must meet the requirements and follow the procedures and responsibilities set forth in 49CFR part 40 subpart O.

SYSTEM CONTACTS

Drug and Alcohol Program Manager (DAPM) / (DER) Designated Employer Representative):

Name: Mike Oglevie
Title: Designated Employer Representative
Address: 2424 14 St. Columbus NE 68601
Telephone: 402-562-4243

Medical Review Officer (MRO): Services Will Be Provided by:

Name: A. A. Armstrong M.D.
Address: 1321 Broadway, Scottsbluff NE 69361
Telephone: 308-632-7411

Substance Abuse Professional (SAP):

Name: Juanita Rodriguez
Address: 1321 Broadway, Scottsbluff NE 69361
Telephone:

DHHS Certified Laboratory:

Name: Medtox Laboratories
Address: 1321 Broadway, Scottsbluff NE 69361
Telephone: 308-632-4243

Collection Site;

Name: Occupational Health Department
Address: 3005 19 St. Suite 300 Columbus NE 68601
Telephone: 402 562 4480
Contact: Danielle Frewing

The toll-free number for
Substance Abuse
Assistance is:

1-800-662-HELP (4357)

**EMPLOYEE RECEIPT OF
DRUG AND ALCOHOL TESTING POLICY**

Return this completed form to your immediate supervisor

Print Employee Name: _____

I have received and will read The Transit Agency's Drug and Alcohol Abuse Testing Policy. I understand that I will be held responsible for the content of the policy and I agree to abide by drug and alcohol testing policy. If I need any clarification or if I have any questions regarding the substance of the policy, I will address them with the Transit Agency's program administrator.

I understand that violation of this Policy may be grounds for immediate termination of my employment.

This policy adheres to the Federal Transit Administration's mandated regulations for drug and alcohol testing.

Employee Signature: _____

Date Signed: _____

Attachment A

Urine Collection and Alcohol Testing Procedures

Urine collection for drug testing shall be done at a location that provides:

- **a privacy enclosure for urination**
- **a toilet receptacle large enough to contain a complete void**
- **a source for washing hands**
- **a suitable surface for writing**

The collection site personnel shall be trained in the proper procedures for preparing the collection site, collecting the urine specimen, sealing and preparing the specimen for shipment and completing the custody and control form as required in 49 CFR Part 40.

A Federal drug testing custody and control form will be used for the collection unless the test is being performed under the authority of the Transit Agency and does not meet the FTA guidelines.

The collection room shall be inspected by the collector before and after each specimen collection for removal of any unauthorized persons and materials that could be used to adulterate the specimen. The collection site will be secure to prevent unauthorized access during the collection process.

The collector will verify the employee's identity by photo identification or by a Transit Agency representative. The collection will not proceed if identity is not verified. The collection site will notify the employer if the employee fails to report or arrives late for the appointment.

The employee will be requested to check belongings (purses & briefcases) and remove any unnecessary outer clothing (sweaters, jackets, vests, etc.) The employee may retain their wallet.

The employee will be directed to wash their hands.

The collector will unwrap the collection cup or specimen bottle in front of the employee and direct them to the privacy enclosure. The collector remains outside the enclosure. The employee is instructed to provide at least 45 ml (about 2 ounces) of urine.

If the employee is unable to provide at least 45 ml of urine they will be given up to 40 ounces (measured) of fluids and remain at the collection site for up to 3 hours in an attempt to provide the specimen. If the required amount is provided, the specimen is forwarded to the laboratory. If the employee is unable to provide an adequate specimen within 3 hours, the insufficient specimen is discarded, testing discontinued and the employer notified. The MRO/DER shall refer the employee for a medical evaluation to determine whether the employee's inability to provide a specimen is genuine or constitutes a refusal to submit to a drug test. The examining physician shall provide the MRO a brief statement setting forth

his/her conclusion and the basis for it. Upon receipt of the statement the MRO shall report his/her conclusions to the employer in writing. If the MRO determines there is no medical explanation for the inability to provide an adequate specimen, this will be considered a refusal to test.

Within four (4) minutes of receiving the specimen from the employee, the collector will record the temperature of the specimen on the custody and control form. The temperature must be between 90°-100°F. Any specimen temperature out of that range requires a second specimen to be collected immediately under direct observation by a collector of the same gender. The incident is noted in the remarks section of the custody and control form and both specimens are sent to the laboratory, unless the donor refuses to submit to a directly observed test; which in this case the first specimen will be discarded and the test ruled as a refusal. The collector shall also visually examine the specimen for any unusual color or sediment, and note anything unusual on the custody and control form.

If the employee refuses to cooperate with the collection process the collector notifies the employer immediately and documents the non-cooperation on the custody and control form.

The collection site person, in the presence of the donor, pours the urine from the collection cup into two specimen bottles. Thirty (30) ml shall be poured into one bottle, to be used as the primary specimen. At least 15 ml shall be poured into the other bottle, to be used as the split specimen.

Both bottles must be sealed and labeled in the presence of the donor. The labels must be printed with the same specimen identification number as the custody and control form. The collector dates and the donor initials the seals on the bottles verifying the specimen is his/hers.

The custody and control form is completed. The donor and collector and the donor must sign the appropriate certification statements on the form regarding authenticity of the specimen and information provided and the integrity of the collection process. Each transfer of custody must be noted on the chain of custody portion of the urine custody and control form. Every effort should be made to minimize the number of persons handling the specimen.

The specimen must be stored in a secured location until transport to the laboratory. Both the primary specimen and the split specimen shall be sealed in a single shipping container, together with the appropriate pages of the custody and control form

Observed Collections

Procedures for collecting urine specimens shall allow individual privacy unless there is a reason to believe that a particular individual may alter or substitute the specimen to be provided.

In the following circumstances the collector must observe the collection.

- The employee has presented a urine sample that falls outside the normal temperature range (90°-100°F).
- The collector observes conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample (e.g., substitute urine in plain view, blue dye in specimen presented, etc.)
- Previous sample is invalid and there is no medical reason: the collector is informed by the employer or MRO.
- The employee has previously violated the FTA/DOT regulations and the testing that is being performed is a return to duty or follow-up test.

The direct observation must be by a collector (or observer) of the same gender as the employee being tested. The observed collection procedure must adhere to the requirements of 49CFR part 40 as amended. This requires the employee to raise his or her shirt, blouse or dress / skirt, as appropriate, above the waist, just above the navel; and lower clothing and underpants to midhigh and show the observer, by turning around, that the employee does not have a prosthetic device. **ALCOHOL**

TESTING PROCEDURES

Alcohol testing shall be done at a location that provides:

- Privacy to the individual being tested
- Security with no unauthorized access at any time to EBT
- BAT conducting only one test at a time who must not leave the testing site while the preparations for testing or the test itself are in progress.

Upon arrival at the testing site the employee must provide positive identification in the form of a photo identification or identification by The Transit Agency Supervisor.

The BAT will explain the testing procedures to the employee.

The BAT and the employee will complete, date and sign Step #1 and Step #2 of the alcohol testing form indicating the employee is present and providing a breath specimen. Refusal by the employee to sign Step #2 of the alcohol testing form will be noted by the BAT in the remarks section and is considered a refusal to test.

Screening Test

Employee is informed that testing will begin with a screening test. The BAT will open an individually sealed, disposable mouthpiece in view of the employee and attach it to the EBT.

The employee will be instructed to blow forcefully into the mouthpiece for at least six seconds or until an adequate amount of breath has been obtained. The BAT will show the employee the result displayed on the EBT or the printed result.

If the result of the screening test is an alcohol concentration of less than 0.02, no further testing is required. The BAT and the employee will finish filling out the alcohol testing form. The employee may return to their safety-sensitive position and the test will be reported to the employer as a negative.

Note: Alcohol screens may be performed by certified Screening Test Technicians (STT) using alternative alcohol screening devices approved by the Department of Transportation. The alternative methods may test either breath or saliva. If the screening tests results are 0.02 or greater a confirmation test by a BAT, using an evidential breath testing device, must be performed.

Confirmation Test

If the result of the screening test is an alcohol concentration of 0.02 or greater, a confirmation test must be performed.

The confirmation test must be conducted at least 15 minutes, but not more than 30 minutes, after the completion of the initial test. This delay prevents any accumulation of alcohol in the mouth from leading to an artificially high reading.

The BAT will inform the employee of the need to conduct a confirmation test. The employee will be instructed not to eat, drink, or put any object or substance in his/her mouth. The BAT will also instruct the employee not to belch to the extent possible while awaiting the confirmation test. The BAT will inform the employee that the test will be conducted at the end of the waiting period, even if the employee has disregarded the instructions.

Before the confirmation test is administered, the BAT shall conduct an airblank on the EBT. If the reading is greater than 0.00, the BAT shall conduct one more airblank. If the second airblank reading is greater than 0.00, the EBT must not be used to conduct the test.

The confirmation test is conducted using the same procedures as the screening test. A new mouthpiece will be used.

If the initial and confirmatory test results are not identical, the confirmation test result is deemed to be the final result.

If the result displayed on the EBT is not the same as that on the printed form, the test will be cancelled, and the EBT removed from service.

The BAT will sign and date the form. The employee will sign and date the certification statement, which includes a notice that the employee cannot perform safety-sensitive duties or operate a motor vehicle if the results are 0.02 or greater. Refusal by the employee to sign the certification statement is not considered a "refusal to test", but it will be noted in the remarks section by the BAT.

The BAT will attach the alcohol test result printout directly onto the alcohol collection form with tamperproof tape (unless the EBT prints the results directly on the form).

Reporting

The BAT will transmit all results to the Designated Employer Representative in a confidential manner. In the event an individual must be removed from safety-sensitive duties as a result of the alcohol test, the BAT will notify the Designated Employer Representative immediately.

Under the Civil Rights Act of 1964 and related statutes, Columbus Area Transit ensures that no person shall, on the grounds of race, color, or national origin, be excluded from participation in, denied the benefits or services of, or be otherwise subjected to discrimination in all programs, services or activities administered by the agency.

Title VI

Non-Discrimination Plan | 2015

Columbus Area Transit



Signed By _____

All entities who receive Federal Transit Administration (FTA) grant dollars either directly from the FTA or through the Nebraska Department of Roads (NDOR) are subject to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation's implementing regulations. This manual provides technical assistance on Title VI compliance requirements

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I. Introduction and Overview

Plan Statement

Columbus Area Transit operates a public transit program serving the residents of Columbus, Nebraska. As a condition of receiving Federal financial assistance to operate these services, the agency ensures that its programs, policies, and activities comply with Title VI of the Civil Rights Act. The following program details how Columbus Area Transit meets the Title VI requirements set forth in FTA Circular 4702.1B.

Columbus Area Transit is the recipient of the following FTA funds:

- Federal Section 5311 Non-Urbanized Area Formula Grant Program
- State of Nebraska Program 305 Operating Assistance

Columbus Area Transit receives Federal funding through the Nebraska Department of Roads Transit Section. NDOR administers Columbus Area Transit's FTA transit service funding and provides all Title VI program oversight for Columbus Area Transit.

Policy

Section 601 under Title VI of the Civil Rights Act of 1964 states the following:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Columbus Area Transit is committed to ensuring that no person, on the basis of race, color, or national origin, shall be excluded from participation in or subjected to discrimination under its programs or services, or be denied the benefits of the level and quality of transit services provided by the agency's employees, affiliates, and contractors.

Authorizing Legislation

Most Federal transit laws are codified at title 49 U.S.C. Chapter 53. Authorizing legislation is substantive legislation enacted by Congress that establishes or continues the operation of a Federal program or agency. FTA's most recent authorizing legislation is entitled the *Moving Ahead for Progress in the 21st Century (MAP-21) Act*, Public Law 112-141, signed into law on July 6, 2012, and effective as of October 1, 2012.

How to Contact FTA and Columbus Area Transit

FTA's regional and metropolitan offices are responsible for providing financial assistance to FTA grant recipients and for oversight of grant implementation for FTA programs. Certain specific programs are the responsibility of FTA headquarters. Inquiries should be directed to either the regional or metropolitan office responsible for the geographic area in which the recipient is located.

For more information regarding Columbus Area Transit's Title VI Program, please contact the agency at:

Columbus Area Transit
Attn: Title VI Transit Manager
2518 14th Street
Columbus, NE 68601
(402)-562-4249
oglevie@columbusne.us

FTA Headquarters can be contacted at:

Federal Transit Administration
Office of Communications and Congressional Affairs
1200 New Jersey Avenue SE
East Building, 5th Floor-TCR
Washington, D.C. 20590
Phone: (202)-366-4033; Fax: (202)-366-3472

The Nebraska Department of Roads can be contacted at:

Nebraska Department of Roads
Attn: Title VI Transit Manager
1500 Hwy. 2
Lincoln, NE 68502
(402)-479-4694
kari.ruse@nebraska.gov

Governing Body

The governing body of Columbus Area Transit is comprised of eight (8) elected members of the Columbus City Council.

FTA Circular 4702.1B

Columbus Area Transit's Title VI Plan has been developed to address FTA's Title VI requirements and oversight responsibilities. The Plan follows the guidelines set forth in FTA Circular 4702.1B.

II. General Reporting Requirements

Chapter III of FTA Circular 4702.1B addresses the general reporting requirements for recipients and subrecipients of FTA funding to ensure that their activities comply with US DOT Title VI regulations. These requirements are summarized below, accompanied by details on how Columbus Area Transit's Title VI Transit Program fulfills each requirement.

1. Requirement to Provide Title VI Assurances

In accordance with 49 CFR Section 21.7(a), every application for FTA financial assistance must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT Title VI regulations. This requirement shall be fulfilled when the applicant/recipient submits its annual certifications and assurances to FTA.

Columbus Area Transit annually submits its Certifications and Assurances to the Nebraska Department of Roads (NDOR). NDOR collects Columbus Area Transit's Title VI Assurances prior to passing through FTA funds.

2. Requirement for First-Time Applicants: N/A

New applicants will submit a Title VI program that is compliant with FTA Circular 4702.1B, as well as an Assurance that the applicant will carry out the program in compliance with DOT Title VI regulations.

Columbus Area Transit is not a first-time applicant, and is therefore exempt from this requirement.

3. Requirement to Prepare and Submit a Title VI Program

FTA requires that all direct and primary recipients document their compliance with DOT's Title VI regulations by submitting a Title VI Program to their FTA Regional Civil Rights Officer once every three years, or as otherwise directed by FTA. For all recipients (including subrecipients), the Title VI Program must be approved by the recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. Subrecipients shall submit Title VI Programs to the primary recipient from whom they receive funding in order to assist the primary recipient in its compliance efforts.

The Columbus City Council will approve this Title VI Program by resolution. Documentation of such approval will be submitted with the agency's Title VI Program. The effective date of the Program will be the date of the resolution.

Columbus Area Transit will submit its Title VI Program to the Nebraska Department of Roads for review and approval.

4. Requirement to Notify Beneficiaries of Protection under Title VI

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, recipients shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, etc. Recipients should also post Title VI notices at stations or stops, and/or on transit vehicles.

A copy of Columbus Area Transit's Title VI Notice to the Public is displayed below. The notice is available in English and Spanish on the agency website at <http://www.columbusne.us/cat>, and is posted within the agency's service vehicles and at the agency's offices in Columbus, Nebraska.

Title VI Notice to the Public

Columbus Area Transit

Columbus Area Transit operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint of discrimination by completing and submitting the agency's Title VI Discrimination Complaint Form. This form can be downloaded on the agency website at <http://www.columbusne.us/cat>; additionally, the form can be requested by contacting the agency at the address provided below. A telephone interpreter can be provided to assist persons of limited English proficiency.

To request more information on the agency's Title VI obligations, or to obtain a detailed description of the agency's Title VI discrimination complaint procedures, please visit the agency website or contact the agency using the information provided. Title VI Discrimination Complaint Forms and additional information can also be obtained through the Nebraska Department of Roads (NDOR) website at www.transportation.nebraska.gov, or by contacting NDOR using the information provided below. A telephone interpreter can be provided to assist persons of limited English proficiency.

Columbus Area Transit

Attn: Title VI Transit Manager
2518 14th Street
Columbus, NE 68601
(402)-562-4249
oglevie@columbusne.us

Nebraska Department of Roads

Attn: Title VI Transit Manager
1500 Hwy 2
Lincoln, NE 68502
(402)-479-4694
kari.ruse@nebraska.gov

Federal Transit Administration Office of Civil Rights

Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590

Columbus Area Transit opera sus programas y servicios sin tomar en cuenta raza, color, u origen nacional de conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona que cree que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja de discriminación por completar y enviar el Formulario de Queja de Discriminación de Título VI de la agencia. Este formulario se puede descargar en el sitio de web de la agencia en <http://www.columbusne.us/cat>; adicionalmente, se puede solicitar el formulario poniéndose en contacto con la agencia a la dirección proporcionada arriba. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.

Para solicitar mas información sobre las obligaciones de Título VI de la agencia, o para obtener una descripción detallada del procedimiento de Quejas de Discriminación del Título VI, favor de visitar la pagina de la agencia o contactar la agencia a la dirección proporcionada arriba. También se puede obtener los Formularios de Quejas de Discriminación del Título VI y información adicional en el sitio de web del Departamento de Carreteras de Nebraska (NDOR) en www.transportation.nebraska.gov o poniéndose en contacto con NDOR a la dirección proporcionada arriba. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.



5. Requirement to Develop Title VI Complaint Procedures and Complaint Form

All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them, and shall make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form, and the form and procedure for filing a complaint shall be available on the recipient's website:

Columbus Area Transit has adopted the Nebraska Department of Roads' procedures and forms for investigating and tracking Title VI complaints of discrimination. Discrimination Complaint Forms (pictured below) are available in English and Spanish on the agency website at <http://www.columbusne.us/cat>, and are maintained in print form by Columbus Area Transit for upon-request distribution; instructions for accessing these forms are provided on the agency's Title VI Notice to the Public. A detailed copy of Columbus Area Transit's complaint procedures is available for distribution to the public in English or Spanish upon request.

A description of Columbus Area Transit's Title VI Complaint Procedures follows the forms presented below.

Title VI Complaint Procedures

Columbus Area Transit

Any person who believes they have been discriminated against on the basis of race, color, or national origin by Columbus Area Transit may file a complaint by completing and submitting the agency's Title VI Complaint Form. Complaints must be submitted within 180 days following the alleged incident. Complaints received after 180 days will not be eligible for investigation.

All Title VI and related statute complaints are considered formal—there is no informal process. Complaints must be made in writing and signed by the complainant on the Complaint Form provided. If complaints are received by telephone, the information will be documented in writing and provided to the complainant for confirmation or revision and signature prior to processing. Complaints must include the complainant's name, address, and telephone number, and should specify all issues and circumstances of the alleged discrimination. Allegations must be based on issues involving race, color, or national origin. Complaints can be submitted to the agency at the following contact information:

Columbus Area Transit

Attn: Title VI Transit Manager
2518 14th Street
Columbus, NE 68601
(402)-562-4249
oglevie@columbusne.us

Complaints may also be filed directly with the Nebraska Department of Roads at:

Nebraska Department of Roads

Attn: Transit Liaison Manager
1500 Hwy. 2 Lincoln, NE 68502
(402)-479-4694
kari.ruse@nebraska.gov

Complaints can also be filed directly with the Federal Transit Administration at:

Federal Transit Administration

Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave. SE
Washington, D.C. 20590

Title VI complaints of discrimination received by Columbus Area Transit will be directed to the Nebraska Department of Roads (NDOR) Transit Section for review. NDOR will notify the Federal Transit Administration that a complaint has been received. The complainant will receive an acknowledgment letter informing her/him whether the complaint will be investigated. NDOR has 30 days to investigate the complaint. If more information is needed to resolve the case, the agency may contact the complainant to request additional information. The complainant has 15 days from the date of the letter to supply requested information to the investigator assigned to the case.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 days following the closure letter or LOF to do so.

Este documento describe el Título VI Procedimiento de Columbus Area Transit. Para obtener una copia de este documento en Español, favor de visitar el sitio de web de la agencia a <http://www.columbusne.us/cat>. Para asistencia adicional, favor de ponerse en contacto con la agencia o el Departamento de Carreteras de Nebraska al numero telefónico dado anteriormente. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.

Title VI Discrimination Complaint Form

Columbus Area Transit

To file a Title VI complaint of discrimination, please complete this Complaint Form in full and submit it within 180 days following the alleged incident using the provided agency contact information. Complaints received after 180 days will not be eligible for investigation. Title VI complaints must involve issues pertaining to race, color, or national origin. Complaint Forms may be submitted by an individual or a representative of that individual.

Complaints must be made in writing and contain as much information as possible about the alleged discrimination. If complaints are received by telephone, the information will be documented in writing and provided to the complainant for confirmation or revision and signature prior to processing. The written complaint should include the complainant's name, address, and telephone number, as well as a detailed description of the issues and the name(s) and job title(s) of individuals perceived as parties in the complaint.

After completing this Complaint Form, please return it to the address below:

Columbus Area Transit

Attn: Title VI Transit Manager
2518 14th Street
Columbus, NE 68601
(402)-562-4249
oglevie@columbusne.us

Complainants may also choose to return this form to the Nebraska Department of Roads at the following address:

Nebraska Department of Roads

Attn: Title VI Transit Manager
1500 Hwy 2
Lincoln, NE 68502
(402)-479-4694
kari.ruse@nebraska.gov

This form may also be submitted to the Federal Transit Administration at the following address:

Federal Transit Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590

Para obtener una copia de este documento en Español, favor de visitar el sitio de web de la agencia a <http://www.columbusne.us/cat>. Para asistencia adicional, favor de ponerse en contacto con la agencia o el Departamento de Carreteras de Nebraska al numero telefónico dado anteriormente. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.



Complainant:	Phone:
Address:	Email:
Person Discriminated Against if Different from Above:	Phone:
Address:	Email:
What is the full legal name of the organization that discriminated against you?:	
Type of Discrimination: <input type="checkbox"/> Race/Color <input type="checkbox"/> National Origin <input type="checkbox"/> Retaliation	Date of Incident:
Date and place of alleged discriminatory actions. Please include earliest date of discrimination and most recent date of discrimination:	
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also, attach any written material pertaining to your complaint (attach additional pages if necessary):	
Names and contact information of persons (witnesses, others) whom we may contact for additional information to investigate your complaint:	

The complaint will not be accepted if it has not been signed. Please sign and date this complaint form below. You may attach any written materials or other supporting information that you believe is relevant to the complaint.

Signature

Date

Attachments: Yes No

Please submit this completed form using the contact information provided on page 1.

OFFICE USE ONLY	
Received By:	Date:

Columbus Area Transit Title VI Complaint Procedures

Columbus Area Transit forwards all Title VI complaints of discrimination to the Nebraska Department of Roads Rail and Public Transit section for review. Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Columbus Area Transit may file a complaint by requesting and completing the agency's Title VI Complaint Form. Only complaints received no more than 180 days following the alleged incident will be subject to investigation.

All Title VI and related statute complaints are considered formal—there is no informal process. Complaints must be made in writing and signed by the complainant on the form provided. Complaints received by telephone will be placed in writing and provided to the complainant for confirmation or revision and signing prior to processing.

Complaints may be filed by the affected individual or a representative of that individual. Complaints must include the complainant's name, address, and telephone number, and should specify all incidences and circumstances of the alleged discrimination. Allegations must be based on issues involving race, color, or national origin. Complaints can be submitted using the following contact information:

Columbus Area Transit
Attn: Title VI Transit Manager
2518 14th Street
Columbus, NE 68601
(402)-562-4249
oglevie@columbusne.us

Complainants who do not wish to file with the transit agency may contact the Nebraska Department of Roads to receive assistance filing a complaint. NDOR can also assist individuals in submitting a Title VI Complaint in a language other than English. NDOR can be contacted using the following information:

Nebraska Department of Roads
Attn: Title VI Transit Manager
1500 Hwy. 2
Lincoln, NE 68502
(402)-479-4694
kari.ruse@nebraska.gov

Complaints may also be filed with the Federal Transit Administration at the following address:

Federal Transit Administration
Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590

If a complaint is received by Columbus Area Transit, the agency will submit the complaint to the Nebraska Department of Roads (NDOR) for review. Upon receipt of the complaint, the NDOR Transit Section will notify the Federal Transit Administration that a complaint has been filed. The NDOR Transit Manager or other investigator will contact the complainant to:

- Acknowledge receipt of the complaint by the investigator.
- Confirm the complainant received adequate assistance to file the complaint
- Confirm that the complainant wishes to proceed with the complaint.
- Confirm the existence of allegations that require investigation and/or resolution.
- Gather additional facts and further clarify the complaint.

The complainant will be notified in writing that the complaint was received and will be reviewed by the NDOR Transit Section and FTA Region VII, with the involvement of Columbus Area Transit. If the complaint is determined to have validity, it will be investigated. As part of the review, the investigator will, at minimum:

- Gather relevant documentation from the complainant that was not included in the complaint, such as forms, memos, letters, and photographs;
- Maintain a log of all activities associated with the complaint;
- Complete an investigative report containing information, findings, photos, and recommendations for corrective action, to be submitted to FTA.

A copy of the complaint, together with a copy of NDOR's investigative report, shall be forwarded to the FTA Region VII Office in Kansas City, MO within 60 days of the date at which the complaint was received by NDOR.

A decision by NDOR to dismiss a complaint can be made for the following reasons:

- The complaint was not filed within 180 days.
- The complaint is not covered by the Title VI statutes for which NDOR is responsible.
- The complaint does not allege any harm covered under the statutes for which NDOR is responsible.
- The complainant requests the withdrawal of the complaint.
- The complainant fails to respond to repeat, documented requests for additional information needed to process the complaint.
- The complainant cannot be located after documented reasonable attempts.

A log will be maintained which is to include the following information:

- The date the complaint/lawsuit was filed.
- A summary of the allegation(s).
- The status of the investigation.
- The actions taken by the recipient/subrecipient in response to the complaint/lawsuit and investigation.
- Documentation to be retained includes the complaint form and a summary of findings.

After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a

closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and the complaint will be closed. An LOF summarizes the allegations and interviews regarding the alleged incident and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wished to appeal the decision, she/he has 30 days following the closure letter or LOF to do so.

For additional questions regarding Columbus Area Transit's Title VI complaints procedure or Civil Rights Program, individuals may contact the transit agency at the contact information provided above. For more information on NDOR's Title VI complaints procedure or Civil Rights Program, individuals may contact NDOR at the address provided.

6. Requirement to Record and Report Title VI Complaints, Investigations, and Lawsuits

In order to comply with the reporting requirements of 49 CFR Section 21.9(b), FTA requires all recipients to prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin: active investigations conducted by entities other than FTA; lawsuits; and complaints naming the recipient. This list shall include the date that the investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to, the investigation, lawsuit, or complaint.

At this time, Columbus Area Transit has not received Title VI complaints of discrimination, and therefore there are no investigations or lawsuits to report

Columbus Area Transit will maintain a list of all investigations, lawsuits, and/or complaints naming the agency, in accordance with the guidelines specified by FTA C 4702.1B. A copy of the form that will be used to track such complaints is displayed below. Columbus Area Transit will maintain permanent records of all complaint-related documents. The agency will report all Title VI complaints of discrimination to the Nebraska Department of Roads and the Federal Transit Administration.

Title VI Complaint and Lawsuit Tracking Form

Title VI Complaints							
Complainant Name	Date of Incident	Date Filed	Summary of Complaint (include basis of complaint: race, color, or national origin)	Complaint resulted in investigation? (Y/N)	Status of complaint: active or closed?	Summary of Findings OR Reason Complaint was not Investigated (N/A if active)	Notes

Title VI Lawsuits						
Name of plaintiff	Date of Incident	Date Filed	Allegation(s)	Status: Active or Closed?	Result (N/A if active)	Notes:

Submitted by:
 Columbus Area Transit
 2518 14th Street
 Columbus, NE 68601
 (402)-562-4249
 oglevie@columbusne.us

7. Plan to Promote Inclusive Public Participation

Columbus Area Transit's public involvement strategy is intended to promote awareness and provide ample opportunity for the public to participate in the agency's transportation decision-making process surrounding projects, fare and/or service changes, and applications for Federal operating assistance. This process allows for:

- Ensuring the timely dissemination of information to the public
- Considering the input and encouraging the participation of underserved groups in the agency's transportation decision-making processes.
- Granting timely public notice and an adequate review period through this process.
- Facilitating adequate public review of major project revisions.
- Granting opportunity for the review of proposed and final plans.
- Encouraging and documenting public comment.

For these purposes, the agency will announce and hold a public hearing in the event of a fare increase, major change in service, or in the event of a capital construction project. Additionally, the agency will provide adequate public notice in the event of a vehicle purchase or upon the submission of an application for State or Federal operating assistance funds with no major service changes or fare increases.

For the purpose of definition, a major change or reduction in service shall include a reduction in total system vehicle hours of 10% or more, the elimination of service in an area with a population of 2,000 or more, the elimination of service on one or more days of the week, or a change in the type of transit service in an area with a population of 2,000 or more. A fare increase shall include an increase in single ride fare for any transit service including other fare categories, or a decrease in the discount(s) offered for fare categories.

Public hearings will be advertised in a newspaper of general circulation in the geographic area the project will serve at least 14-21 calendar days in advance of the public hearing, and again no later than 5-12 calendar days in advance of the public hearing. Notice of hearings shall include a concise description of the proposed project, and will advertise the availability of Spanish-translated copies of the hearing notice and/or other publically-released meeting documents.

To encourage the attendance and participation of LEP persons in the public hearing process, notice of upcoming public hearings will be posted in Spanish at one or more public locations throughout the agency service area at least 14-21 calendar days in advance of the public hearing (see the Four Factor Analysis in the current document for information on why this LEP group was selected for representation); these locations will be selected with regard to their general accessibility by LEP persons. Example locations include the local post office, grocery stores, gas stations, or Hispanic centers. These documents will additionally advertise the availability of translated meeting minutes and public documents.

An agency staff member will record and prepare formal minutes of the public hearing. These minutes will be distributed to the public upon request. Persons of limited English proficiency may request a Spanish-translated copy of these minutes, as well as of other publically-released meeting documents (e.g., announcements, surveys, comment cards, etc.), and these documents will be translated and distributed to the requesting party. The availability of translated meeting minutes and public documents will be

advertised on the agency's public hearing notice.

Written or verbal comments from the public will be accepted during and for at least 10 days following the public hearing. These comments will be reviewed as part of the agency's decision-making process surrounding transportation projects.

Summary of Past Outreach Efforts

Columbus Area Transit regularly performs public outreach through a variety of outlets, including advertisements via the local radio station, newspaper, and City website. The agency also advertises its service information through the local United Way and senior center. As a result of these efforts, the agency has seen increased ridership among seniors and low-income persons.

8. Providing Meaningful Access to LEP Persons

Recipients are required to take reasonable steps to ensure meaningful access to their programs and activities by LEP persons. While designed to be a flexible and fact-dependent standard, the starting point is an individualized assessment that balances the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee; (2) the frequency with which LEP individuals come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the grantee/recipient and costs. As indicated above, the intent of this guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small business, small local governments, or small nonprofits.

Four Factor Analysis Results Summary

The number and proportion of Spanish-speaking LEP persons within the Columbus Area Transit service area is significant, comprising greater than 1,000 persons, and approximately 5.3% of the total service area population over five years of age. This number reaches the Safe Harbor Threshold of 1,000 or more LEP persons or 5% of the total service area population. Based on these results, the agency should be prepared to take reasonable steps to provide language assistance for Spanish-speaking LEP persons residing within its service area.

Columbus Area Transit Four Factor Analysis

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or recipient

Columbus Area Transit is a public transportation provider servicing the residents of the city of Columbus, Nebraska. To determine the number and proportion of LEP persons residing within the agency's service area, 2008-2012 American Community Survey Data representing languages spoken at home for persons over five years of age was analyzed for Platte County. This analysis resulted in the following service area profile. In this analysis, "LEP" was defined as persons who speak English "less than very well" according to the American Community Survey. LEP can also be defined as a person who has a limited ability to speak, read, or write the English language.

Columbus Area Transit service area LEP profile

- The total number of persons over five years of age in Columbus Area Transit's combined service area is 29,831.
- Of the total population over five years of age, 25,717 persons, or, 86.2% of the population, speak English only.
- One (1) non-English language groups the combined service area contained at least 1,000 LEP persons. This language group is Spanish or Spanish Creole, with 1,606 LEP persons. The same non-English language groups contained LEP persons equaling 5% or more of the total population over five years of age of the combined service area.
- The largest non-English language group within the Columbus Area Transit service area is Spanish or Spanish Creole. This language group contains 3,647 persons, representing approximately 12.2% of the total service area population, while the number of LEP persons within this language group is 1,606.
- Spanish or Spanish Creole was by far the largest non-English language group within the Columbus Area Transit service area. By comparison, all other non-English or Spanish language groups combined contained only 101 LEP persons.

Service Area Profile Conclusions

The total number and proportion of Spanish-speaking LEP persons residing within the Columbus Area Transit service area is significant, reaching the Safe Harbor Provision threshold of 1,000 LEP persons or 5% or more LEP persons. Based on these findings, the agency should be prepared to take reasonable steps to ensure equal access for LEP persons who may choose to access its programs and services, with particular emphasis on the city's Spanish-speaking population, as detailed in the accompanying Language Assistance Plan.

Factor 1a: How LEP persons interact with the recipient's agency

Columbus Area Transit reports very infrequent interaction with LEP persons, but potential interaction would occur primarily during transit or when scheduling service.

Factor 1b: The literacy skills of LEP persons in their native languages, in order to determine whether the translation of written documents will be an effective practice

No data could be obtained regarding the native language literacy of LEP persons within the Columbus Area Transit service area, nor does the agency maintain such data at this time. Such data will be utilized in the instance that it becomes available. However, due to the language assistance resources made available by the agency to LEP persons (see the accompanying Language Assistance Plan), it is not estimated that barriers to service due to native language literacy would prevent LEP persons from accessing the agency's programs or services at this time.

Factor 1c: Whether LEP persons are underserved by the recipient due to language barriers

Agency personnel report very infrequent interaction with LEP persons, despite the significant Spanish-speaking LEP population in its service area. The agency does have access to resources to facilitate interaction with LEP persons, including Spanish-speaking interpreters employed by the city library, document translation assistance, and a competent phone interpreting service, as described in the accompanying Language Assistance Plan. It is not estimated that language barriers prevent LEP persons from accessing the agency's programs and services at this time.

Factor 2: The frequency with which LEP persons come into contact with the program

Agency personnel report very infrequent interaction with LEP persons, despite the significant Spanish-speaking LEP population in its service area.

Factor 3: The Nature and Importance of the Program, Activity, or Service in People's Lives

The agency provides service for the general public including low-income persons, the elderly, people with disabilities, and other vulnerable groups. The service provides access to critical service such as medical care and shopping facilities for area residents. It is estimated that this transit service is invaluable to many residents of Columbus.

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach

Columbus Area Transit currently has access to Title VI resources through the Nebraska Department of Roads. These resources are provided to Columbus Area Transit at either no-cost, or at a 90% cost-reimbursed rate. No-cost resources include Spanish document translation assistance, including Title VI documents (e.g., Title VI Notice to the Public, Title VI Complaint form, etc.) for Columbus Area Transit's use; and general Title VI assistance and oversight. Cost-reimbursed resources include the use of LanguageLine Solutions as a competent oral interpreter.

Columbus Area Transit Language Assistance Plan

Based on the findings of the Four Factor Analysis presented above, Columbus Area Transit is prepared to take reasonable steps to provide language assistance for the significant number of Spanish-speaking LEP persons who may come into contact with the program. The agency's language assistance measures are summarized as follows:

Plan to use a Competent Interpreter

On an as-needed basis, Columbus Area Transit personnel will use LanguageLine Solutions as a competent interpreter to enable communication between agency staff and persons of limited English proficiency. LanguageLine is an over-the-phone professional interpreting service that can provide assistance in over 200 spoken languages. This service will enable Columbus Area Transit personnel to communicate effectively with LEP persons who contact the agency either in-person or over the phone. The personnel member must simply dial a toll-free number and (if not already identified) prompt the LEP speaker to identify their spoken language. The corresponding LanguageLine interpreter can then relay

verbal messages between the staff person and LEP individual. Additional information on LanguageLine can be found by visiting the company website at <http://www.language.com/>.

As a safeguard, U.S. Census Bureau “I Speak” cards (displayed below) will be located at the agency’s main office to enable LEP persons to quickly identify their spoken language when it cannot be readily identified by the staff member. These cards will be distributed by agency personnel in the event they are deemed necessary.

The availability of non-English language assistance will be advertised, at minimum, on the agency’s Title VI Notice to the Public, as well as on the agency’s Title VI Complaint Procedures and Title VI Complaint Forms.

The agency also currently has access to a Spanish-speaking interpreter employed by the city library, who can often assist with interpretation when necessary.

Sample U.S. Census Bureau “I Speak” Card

2004 Census Test	United States Census 2010
LANGUAGE IDENTIFICATION FLASHCARD	
<input type="checkbox"/> <p>ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.</p>	1. Arabic
<input type="checkbox"/> <p>Ինչպե՞ս եմք նշում՞ կատարելք այս քանակաբանում, եթե խոսում կամ կարդում եք հայերեն:</p>	2. Armenian
<input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p>	3. Bengali
<input type="checkbox"/> <p>ឈ្មួញក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p>	4. Cambodian
<input type="checkbox"/> <p>Motka i kahon ya yangin untungnu' manaitai pat untungnu' kumentos Chamorro.</p>	5. Chamorro
<input type="checkbox"/> <p>如果你能谈中文或讲中文、请选择此框。</p>	6. Simplified Chinese
<input type="checkbox"/> <p>如果你能讀中文或講中文、請選擇此框。</p>	7. Traditional Chinese

Plan to Provide Document Translation

Columbus Area Transit currently has access to Spanish document translation services at no cost through the Nebraska Department of Roads. Using this resource, the agency’s Title VI Notice to the Public, Discrimination Complaint Form, and Complaint Procedures Form have been made available in Spanish for public distribution and web posting. In the event of a public hearing by the agency, publically-distributed meeting documents, including meeting minutes, will be also provided in Spanish upon request

using this resource. The availability of translated documents will be advertised on the agency's public hearing notice. The agency will likewise take reasonable steps to provide Spanish translations of additional agency documents in the event they are requested by LEP persons.

Plan to Provide Translated Scheduling, Route, and Fare Information

Columbus Area Transit will make available Spanish-translated information on its hours of service, fares, contact information, etc., in print and/or electronic form.

Monitoring, Evaluating, and Updating the LEP Plan

Columbus Area Transit will update the current Language Assistance Plan as required. At minimum, the plan will be reviewed and updated every two years. Updates may include the following:

- The number of documented LEP person contacts encountered since the last update. Description of how the needs of LEP persons have been addressed.
- Determination of the current LEP population within the agency service area.
- Determination of whether the need for language assistance has changed.
- Determination of whether local language assistance has been effective and sufficient at meeting needs.
- Determination of whether the agency's available outreach resources are sufficient to supply necessary language assistance.
- Determination of whether complaints have been received concerning the agency's failure to meet the needs of LEP persons.

Employee Training

Employees at all levels within Columbus Area Transit should be fully aware of and understand the importance of Title VI, as well as the current Language Assistance Plan, so they can reinforce its importance and ensure its agency-wide implementation. Columbus Area Transit personnel are required to review the current Title VI Program document and sign a written statement that they have done so.

In addition, necessary personnel will be familiar with the use of the Language Line interpreting service and Bureau "I Speak" cards to facilitate potential contact with LEP persons.

Transit personnel will also be familiar with the agency's procedures for handling a potential Title VI complaint.

Additional resources for employee training include a Title VI training workshop hosted by the Nebraska Department of Roads and University of Nebraska-Omaha, and ongoing Title VI assistance provided by the Nebraska Department of Roads and University of Nebraska-Omaha.

9. Minority Representation on Planning and Advisory Bodies

Title 49 CFR Section 21.5(b)(1)(vii) states that a recipient may not, on the grounds of race, color, or national origin, “deny a person the opportunity to participate as a member of a planning, advisory, or similar body which is an integral part of the program.” Recipients that have transit-related, nonelected planning boards, advisory councils or committees, or similar committees, the membership of which is selected by the recipient, must provide a table depicting the racial breakdown of the membership of those committees, and a description of efforts made to encourage the participation of minorities on such committees:

Columbus Area Transit does not currently have a nonelected transit board or advisory council; however, in the event that one were established, the agency would ensure proper minority representation on said board or council. A sample Table Depicting Minority Representation on Committees and Councils, which would be utilized to report the racial makeup of such a planning or advisory body in the event one were established, is presented below.

MINORITY REPRESENTATION TABLE

# of non-elected members	% Caucasian	% African American	% Latino	% Asian American	% Native American	Other Ethnicity	Notes

10. Requirement to Provide Assistance to Subrecipients: N/A

Columbus Area Transit is not a primary recipient, and is therefore exempt from this requirement.

11. Monitoring of Subrecipients: N/A

Columbus Area Transit is not a primary recipient, and is therefore exempt from this requirement.

12. Equity Analysis to Determine Site or Location of Facilities

Title 49 CFR Section 21.9(b)(3) states, "In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin; or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Act or this part." Title 49 CFR part 21, Appendix C, Section (3)(iv) provides, "The location of projects requiring land acquisition and the displacement of persons from their residences and businesses may not be determined on the basis of race, color, or national origin." For the purposes of this requirement, "facilities" does not include bus shelters, as these are transit amenities and are covered in Chapter IV, nor does it include transit stations, power substations, etc., as those are evaluated during project development and the NEPA process. Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

Columbus Area Transit has not conducted a project requiring land acquisition or the displacement of persons during the current reporting period.

In possible future circumstances, Columbus Area Transit will ensure that both environmental analysis and Title VI environmental justice requirements are incorporated into the scope of work for all facilities projects. The agency will complete a Title VI equity analysis during the planning stage with regard to where a project is located or sited to ensure the location is selected without regard to race, color, or national origin. The agency will engage in outreach to persons potentially impacted by the siting of facilities. The Title VI equity analysis will compare the equity impacts of various siting alternatives, and the analysis will occur prior to the selection of the preferred site.

When evaluating the locations of facilities, Columbus Area Transit will give attention to other facilities with similar impacts in the area to determine whether any cumulative adverse impacts might result. Analysis will be conducted at the Census tract or block group, where appropriate, to ensure that proper perspective is given to localized impacts.

If the agency determines that the location of a project will result in a disparate impact on the basis of race, color, or national origin, the agency will only locate the project in that location if there is a substantial legitimate justification for locating the project there, and when there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. The agency will show how both tests are met, and will consider and analyze alternatives to determine whether those alternatives would have less of a disparate impact on the basis of race, color, or national origin; the agency will then implement the least discriminatory alternative.

13. Requirement to Provide Additional Information upon Request

FTA may request, at its discretion, information other than that required by [FTA Circular 4702.1B] from a recipient in order for FTA to investigate complaints of discrimination or to resolve concerns about possible noncompliance with DOT's Title VI regulations:

Columbus Area Transit will fully cooperate with any FTA investigation of discrimination complaints to the extent required by Title VI regulations.

IV. Requirements and Guidelines for Fixed-Route Transit Providers: N/A

Columbus Area Transit is not a provider of fixed route transportation, and is therefore exempt from this requirement.

V. Requirements for States: N/A

VI. Requirements for Metropolitan Planning Organizations: N/A

VII. FTA Compliance Reviews: N/A

Title VI Checklist

This checklist is intended for use by transit personnel who are in charge of managing their agency's Title VI compliance actions. The goal of this checklist is to report and track that your agency has provided the necessary information and completed the necessary actions to fulfill its Title VI obligations under FTA Circular 4702.1B. Section 601 under Title VI of the Civil Rights Act of 1964 states the following:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

Please complete this document in entirety and submit with your agency's annual application to the Nebraska Department of Roads.

Agency Contact Information

Agency Name: _____

Title VI Transit Manager: _____

Address: _____

Phone: _____ Email Address: _____

Transit Website: _____

Please check and/or complete the following, regarding your agency's federal transit funding status:

5310 Subrecipient **OR** **5311** Subrecipient

First-time Applicant

On-going Recipient Title VI Plan Submission to NDOR (submission year): _____

Please attach a copy of the signed board or governing body resolution approving the agency's Title VI plan.

Part A: Title VI Notices and Forms

Step 1: The Title VI Notice to the Public is posted in the following locations:

- On the agency website (NOTE: if you do not have a website, this does not apply)
- In each service vehicle
- In a public location at each branch office

Step 2: The Discrimination Complaint Form is:

- Downloadable/printable in English and Spanish on the agency website.
- Stored in English and Spanish in each service vehicle for upon-request distribution.
- Stored in English and Spanish at each branch office for upon-request distribution.

Step 3: The Complaint Procedures Form is:

- Downloadable/printable in English and Spanish on the agency website.
- Stored in English and Spanish in each service vehicle for upon-request distribution.
- Stored in English and Spanish at each branch office for upon-request distribution.

Part B: Public Participation Plan

When you are announcing and holding a public hearing, your public hearing announcement should:

- Be posted twice in the local newspaper (14-21 days in advance and 5-12 days in advance)
- Contain one of the paragraphs from the "Public Participation Add-On" located on the last page of this document.
- Be posted in one or more locations throughout the community selected with regard to their visibility to persons of limited English proficiency (examples include gas stations, grocery stores, community centers, etc.).

As part of your Public Participation Plan, you must:

- Translate public meeting minutes or other publically-distributed, project-related documents into Spanish in the event that such translations are requested by a member of the public. Example: if you distribute a public survey regarding a fare change, and a Spanish-speaking person requests a copy of the survey in Spanish, you should request a translation from NDOR. Note: you are *not* required to translate all public hearing documents ahead of time.

If you are posting a Public Announcement that does not require a public hearing, your public notice should:

- Be posted twice in the local newspaper (14-21 days in advance and 5-12 days in advance)
- Contain one of the paragraphs from the "Public Participation Add-On" located at the end of this document.

Part C: Language Assistance Plan

- Necessary personnel are trained to use LanguageLine and "I Speak" Cards.
- All personnel are familiar with the agency's Title VI Complaint Procedures
- Publically-released documents surrounding a public hearing or announcement are translated into Spanish upon request.
- Reasonable effort is made to translate other documents into Spanish upon request from the public.

Part D: Employee Training

- All transit personnel have read the agency's Title VI Plan and signed the Employee Training Form
- Necessary personnel are trained to use LanguageLine and "I Speak" cards.
- All personnel are familiar with agency's Title VI complaint procedures.
- An agency staff member has attended Title VI training (not mandatory, but recommended).

Public Participation Add-On

As part of your Public Participation Plan, include one of the following paragraphs (A, B, C, or D) in Spanish at the bottom of your public hearing announcement or public notice in the newspaper. They are in English here only so that you can read them. Use Google translate to fill in the blanks, such as "application for operating assistance."

- Paragraphs A and B are for notices to the public of an upcoming public hearing.
- Paragraphs C and D are for announcements that do not include a public hearing.

NOTE: You should choose paragraphs B or D *only* if you plan to translate public meeting documents and make them available on your website and ahead of time. Otherwise, choose paragraph A or C.

If you have questions about this portion of your Title VI Plan, please call Aaron Mack at (402)-805-3300, or Franchell Abdalla at (402)-554-6037.

A: (use this or "B" for public hearing notices)

Este anuncio contiene información sobre una audiencia pública que se llevará a cabo por (insert agency) en (insert date and time) a (insert address). El propósito de esta audiencia es para discutir _____ . Para obtener una copia traducida de este aviso, o de otros documentos liberados públicamente relacionados con esta audiencia, incluyendo minutos de las reuniones, favor de ponerse en contacto por teléfono al (insert telephone number). Un intérprete será proporcionado para asistir a usted.

This announcement contains information regarding a public hearing to be held by (insert agency name) on (insert date and time) at (insert address). The purpose of this hearing is to discuss _____ . To request a translated copy of this announcement, or of other publically-released documents related to this hearing, including meeting minutes, please contact the agency by phone at (insert telephone number). An interpreter will be provided to assist you.

B: (use this or "A" for public hearing notices)

Este anuncio contiene información sobre una audiencia pública que se llevará a cabo por (insert agency name) en (insert date and time) a (insert address). El propósito de esta audiencia es para discutir _____ . Para obtener una copia traducida de este anuncio, o de otros documentos liberados públicamente relacionados con esta audiencia, incluyendo minutos de las reuniones, favor de visitar el sitio de web a www.www.www, o por teléfono al (insert telephone number). Un intérprete será proporcionado para asistir a usted.

This announcement contains information regarding a public hearing to be held by (insert agency) on (insert date and time) at (insert address). The purpose of this hearing is to discuss _____ . To obtain a translated copy of this announcement, or of other publically-released documents related to this hearing, including meeting minutes, please visit the agency website at www.www.www, or contact the agency by phone at (insert number), and an interpreter will be provided to assist you.

C: (use this or “D” for public announcements that do not include a public hearing)

This is a public notice by (insert agency name) to announce _____. To request a translated copy of this announcement, or to make a comment or request more information, please contact the agency by phone at (insert telephone number). An interpreter will be provided to assist you.

Esto es un aviso público por (insert agency name) para anunciar _____. Para solicitar una copia traducida de este anuncio, o para hacer un comentario o pedir más información, favor de ponerse en contacto con la agencia por teléfono al (insert telephone number). Un intérprete será proporcionado para asistir a usted.

D: (use this or “C” for public announcements that do not include a public hearing)

This is a public notice by (insert agency name) to announce _____. To obtain a translated copy of this announcement, please visit the agency website at (insert web address). To make a comment or request more information, please contact the agency by phone at (insert number), and an interpreter will be provided to assist you.

Esto es un aviso público por (insert agency name) para anunciar _____. Para solicitar una copia traducida de este anuncio, favor de visitar el sitio de web de la agencia a www.www.www. Para hacer un comentario o pedir más información, favor de ponerse en contacto con la agencia por teléfono al (insert telephone number). Un intérprete será proporcionado para asistir a usted.

Title VI Notice to the Public

Columbus Area Transit

Columbus Area Transit operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by an unlawful discriminatory practice under Title VI may file a complaint of discrimination by completing and submitting the agency's Title VI Discrimination Complaint Form. This form can be downloaded on the agency website at <http://www.columbusne.us/index.aspx?NID=125>; additionally, the form can be requested by contacting the agency at the address provided below. A telephone interpreter can be provided to assist persons of limited English proficiency.

To request more information on the agency's Title VI obligations, or to obtain a detailed description of the agency's Title VI discrimination complaint procedures, please visit the agency website or contact the agency using the information provided. Title VI Discrimination Complaint Forms and additional information can also be obtained through the Nebraska Department of Roads (NDOR) website at www.transportation.nebraska.gov, or by contacting NDOR using the information provided below. A telephone interpreter can be provided to assist persons of limited English proficiency.

Columbus Area Transit

Attn: Title VI Transit Manager
2518 14th Street
Columbus, NE 68601
(402)-562-4249
oglevie@columbusne.us

Nebraska Department of Roads

Attn: Title VI Transit Manager
1500 Hwy 2
Lincoln, NE 68502
(402)-479-4694
kari.ruse@nebraska.gov

**Federal Transit Administration
Office of Civil Rights**

Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590

Columbus Area Transit opera sus programas y servicios sin tomar en cuenta raza, color, u origen nacional de conformidad con el Título VI del Acta de Derechos Civiles. Cualquier persona que cree que ha sido agraviada por cualquier práctica discriminatoria ilegal bajo el Título VI puede presentar una queja de discriminación por completar y enviar el Formulario de Queja de Discriminación de Título VI de la agencia. Este formulario se puede descargar en el sitio de web de la agencia en <http://www.columbusne.us/index.aspx?NID=125>; adicionalmente, se puede solicitar el formulario poniéndose en contacto con la agencia a la dirección proporcionada arriba. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.

Para solicitar mas información sobre las obligaciones de Título VI de la agencia, o para obtener una descripción detallada del procedimiento de Quejas de Discriminación del Título VI, favor de visitar la pagina de la agencia o contactar la agencia a la dirección proporcionada arriba. También se puede obtener los Formularios de Quejas de Discriminación del Título VI y información adicional en el sitio de web del Departamento de Carreteras de Nebraska (NDOR) en www.transportation.nebraska.gov o poniéndose en contacto con NDOR a la dirección proporcionada arriba. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.



TÍTULO VI PROCEDIMIENTO DE QUEJAS

Columbus Area Transit

Cualquier persona que cree que él o ella ha sido objeto de discriminación en base de raza, color, u origen nacional por Columbus Area Transit puede presentar una queja de discriminación por completar y enviar el Formulario de Queja de Discriminación de Título VI de la agencia. Las quejas deben ser presentadas dentro de los 180 días siguientes al supuesto incidente. No se pueden investigar las quejas recibidas después de 180 días del supuesto incidente.

Todas las quejas de Título VI y del estatutos relacionados son considerados formales—no hay un proceso informal. Las quejas deben hacerse en forma escrita y ser firmadas por el demandante en el formulario provisto. Si las quejas son recibidas por teléfono, la información será documentada por escrito y será proporcionada a la demandante para su confirmación o revisión y firma antes del procesamiento. Las quejas deben incluir el nombre, dirección y número de teléfono del demandante, y deben especificar todas las detalles y circunstancias de la supuesta discriminación. Las acusaciones debe ser basadas en asuntos que involucran raza, color, u origen nacional. Quejas del Título VI de discriminación se pueden presentar a la agencia a:

Columbus Area Transit

Attn: Title VI Transit Manager
2518 14th Street
Columbus, NE 68601
(402)-562-4249
oglevie@columbusne.us

Las quejas también pueden presentarse directamente con el Departamento de Carreteras de Nebraska:

Nebraska Department of Roads

Attn: Transit Liaison Manager
1500 Hwy. 2 Lincoln, NE 68502
(402)-479-4694
Kari.ruse@nebraska.gov

Las quejas también se pueden presentar directamente ante la Administración Federal de Tránsito a:

Federal Transit Administration

Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave. SE
Washington, D.C. 20590

Una vez recibida la queja, por Columbus Area Transit se dirigirá al Departamento de Nebraska de Carreteras (NDOR), Sección de Tránsito para su revisión. NDOR notificará a la Administración Federal de Tránsito que la queja ha sido recibida. El demandante recibirá una carta de reconocimiento informar a él/ella si la denuncia será investigada. NDOR tiene 30 días para investigar la denuncia. Si se necesita más información para resolver el caso, la agencia puede ponerse en contacto con el demandante para solicitar información adicional. El demandante tiene 15 días a partir de la fecha de la carta a suministrar la información solicitada al investigador asignado al caso.

Después de que el investigador revisa la queja, él/ella va a emitir una de las dos cartas al demandante: una carta de cierre o una carta de encontrar (LOF, por sus siglas en Inglés). Una carta de cierre resume las acusaciones y afirma que no hubo una violación del Título VI y que el caso será cerrada. Una carta LOF resume las acusaciones y entrevistas sobre el supuesto incidente y explica si alguna acción disciplinaria, formación adicional del miembro del personal, u otra acción ocurrirá. Si el demandante desea apelar la decisión, él/ella tiene 30 días después de la carta de cierre o LOF para hacerlo.

Para obtener información adicional sobre el programa Título VI de la agencia, o para recibir asistencia en la presentación de una queja de discriminación del Título VI en Español, favor de ponerse en contacto con la agencia o el Departamento de Nebraska de Carreteras al numero telefónico dado anteriormente. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.



Title VI Notice to the Public

Columbus Area Transit

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To request more information on the agency's Title VI obligations, or to obtain a detailed description of the agency's Title VI discrimination complaint procedures, please visit the agency website or contact the agency using the information provided. Title VI Discrimination Complaint Forms and additional information can also be obtained through the Nebraska Department of Roads (NDOR) website at www.transportation.nebraska.gov, or by contacting NDOR using the information provided below. A telephone interpreter can be provided to assist persons of limited English proficiency.

Columbus Area Transit

Attn: Title VI Transit Manager
2518 14th Street
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Para solicitar mas información sobre las obligaciones de Título VI de la agencia, o para obtener una descripción detallada del procedimiento de Quejas de Discriminación del Título VI, favor de visitar la pagina de la agencia o contactar la agencia a la dirección proporcionada arriba. También se puede obtener los Formularios de Quejas de Discriminación del Título VI y información adicional en el sitio de web del Departamento de Carreteras de Nebraska (NDOR) en www.transportation.nebraska.gov o poniéndose en contacto con NDOR a la dirección proporcionada arriba. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.

*smaller vehicle
poster*

- | | |
|---|------------------------|
| <input type="checkbox"/> <p>ضع علامة في هذا المربع إذا كنت تقرأ أو تتحدث العربية.</p> | 1. Arabic |
| <input type="checkbox"/> <p>Խոսողո՞ւմ ե՞սք նշո՞ւմ կատարե՞ք այս քանակուսու՞մ, եթե խոսո՞ւմ կա՞մ կարողո՞ւմ եք հայերեն:</p> | 2. Armenian |
| <input type="checkbox"/> <p>যদি আপনি বাংলা পড়েন বা বলেন তা হলে এই বাক্সে দাগ দিন।</p> | 3. Bengali |
| <input type="checkbox"/> <p>ល្អបញ្ជាក់ក្នុងប្រអប់នេះ បើអ្នកអាន ឬនិយាយភាសា ខ្មែរ ។</p> | 4. Cambodian |
| <input type="checkbox"/> <p>Motka i kahhon ya yangin ûntûngnu' manaitai pat ûntûngnu' kumentos Chamorro.</p> | 5. Chamorro |
| <input type="checkbox"/> <p>如果你能读中文或讲中文，请选择此框。</p> | 6. Simplified Chinese |
| <input type="checkbox"/> <p>如果你能讀中文或講中文，請選擇此框。</p> | 7. Traditional Chinese |
| <input type="checkbox"/> <p>Označite ovaj kvadratić ako čitate ili govorite hrvatski jezik.</p> | 8. Croatian |
| <input type="checkbox"/> <p>Zaškrtněte tuto kolonku, pokud čtete a hovoříte česky.</p> | 9. Czech |
| <input type="checkbox"/> <p>Kruis dit vakje aan als u Nederlands kunt lezen of spreken.</p> | 10. Dutch |
| <input type="checkbox"/> <p>Mark this box if you read or speak English.</p> | 11. English |
| <input type="checkbox"/> <p>اگر خواندن و نوشتن فارسي بلد هستيد، اين مربع را علامت بنيد.</p> | 12. Farsi |

<input type="checkbox"/>	Cocher ici si vous lisez ou parlez le français.	13. French
<input type="checkbox"/>	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen.	14. German
<input type="checkbox"/>	Σημειώστε αυτό το πλαίσιο αν διαβάζετε ή μιλάτε Ελληνικά.	15. Greek
<input type="checkbox"/>	Make kazye sa a si ou li oswa ou pale kreyòl ayisyen.	16. Haitian Creole
<input type="checkbox"/>	अगर आप हिन्दी बोलते या पढ़ सकते हैं तो इस बक्स पर चिह्न लगाएँ।	17. Hindi
<input type="checkbox"/>	Kos lub voj no yog koj paub twm thiab hais lus Hmoob.	18. Hmong
<input type="checkbox"/>	Jelölje meg ezt a kockát, ha megérta vagy beszéli a magyar nyelvet.	19. Hungarian
<input type="checkbox"/>	Markaam daytoy nga kahon no makabasa wenno makasaoka iti Ilocano.	20. Ilocano
<input type="checkbox"/>	Marchi questa casella se legge o parla italiano.	21. Italian
<input type="checkbox"/>	日本語を読んだり、話せる場合はここに印を付けてください。	22. Japanese
<input type="checkbox"/>	한국어를 읽거나 말할 수 있으면 이 칸에 표시하십시오.	23. Korean
<input type="checkbox"/>	ໃຫ້ໝາຍໃສ່ຊ່ອງນີ້ ຖ້າທ່ານອ່ານຫຼືປາກພາສາລາວ.	24. Laotian
<input type="checkbox"/>	Prosimy o zaznaczenie tego kwadratu, jeżeli posługuje się Pan/Pani językiem polskim.	25. Polish

<input type="checkbox"/>	Assinale este quadrado se você lê ou fala português.	26. Portuguese
<input type="checkbox"/>	Însemnați această căsuță dacă citiți sau vorbiți românește.	27. Romanian
<input type="checkbox"/>	Пометьте этот квадратик, если вы читаете или говорите по-русски.	28. Russian
<input type="checkbox"/>	Обележите овај квадратик уколико читате или говорите српски језик.	29. Serbian
<input type="checkbox"/>	Označte tento štvorček, ak viete čítať alebo hovoriť po slovensky.	30. Slovak
<input type="checkbox"/>	Marque esta casilla si lee o habla español.	31. Spanish
<input type="checkbox"/>	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	32. Tagalog
<input type="checkbox"/>	ให้กาเครื่องหมายลงในช่องถ้าท่านอ่านหรือพูดภาษาไทย.	33. Thai
<input type="checkbox"/>	Maaka 'i he puha ni kapau 'oku ke lau pe lea fakatonga.	34. Tongan
<input type="checkbox"/>	Відмітьте цю клітинку, якщо ви читаете або говорите українською мовою.	35. Ukrainian
<input type="checkbox"/>	اگر آپ اردو پڑھتے یا بولتے ہیں تو اس خانے میں نشان لگائیں۔	36. Urdu
<input type="checkbox"/>	Xin đánh dấu vào ô này nếu quý vị biết đọc và nói được Việt Ngữ.	37. Vietnamese
<input type="checkbox"/>	באצייכנט דעם קעסטל אויב איר לייענט אדער רעדט אידיש.	38. Yiddish

Title VI Discrimination Complaint Form

Columbus Area Transit

To file a Title VI complaint of discrimination, please complete this Complaint Form in full and submit it within 180 days following the alleged incident using the provided agency contact information. Complaints received after 180 days will not be eligible for investigation. Title VI complaints must involve issues pertaining to race, color, or national origin. Complaint Forms may be submitted by an individual or a representative of that individual.

Complaints must be made in writing and contain as much information as possible about the alleged discrimination. If complaints are received by telephone, the information will be documented in writing and provided to the complainant for confirmation or revision and signature prior to processing. The written complaint should include the complainant's name, address, and telephone number, as well as a detailed description of the issues and the name(s) and job title(s) of individuals perceived as parties in the complaint.

After completing this Complaint Form, please return it to the address below:

Columbus Area Transit

Attn: Title VI Transit Manager
2518 14th Street
Columbus, NE 68601
(402)-562-4249
oglevie@columbusne.us

Complainants may also choose to return this form to the Nebraska Department of Roads at the following address:

Nebraska Department of Roads

Attn: Title VI Transit Manager
1500 Hwy 2
Lincoln, NE 68502
(402)-479-4694
kari.ruse@nebraska.gov

This form may also be submitted to the Federal Transit Administration at the following address:

Federal Transit Administration

Office of Civil Rights
Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave., SE
Washington, D.C. 20590

Para obtener una copia de este documento en Español, favor de visitar el sitio de web de la agencia a <http://www.columbusne.us/cat>. Para asistencia adicional, favor de ponerse en contacto con la agencia o el Departamento de Carreteras de Nebraska al numero telefónico dado anteriormente. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.



Complainant:	Phone:
Address:	Email:
Person Discriminated Against if Different from Above:	Phone:
Address:	Email:
What is the full legal name of the organization that discriminated against you?:	
Type of Discrimination: <input type="checkbox"/> Race/Color <input type="checkbox"/> National Origin <input type="checkbox"/> Retaliation	Date of Incident:
Date and place of alleged discriminatory actions. Please include earliest date of discrimination and most recent date of discrimination:	
Explain as briefly and clearly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently than you. Also, attach any written material pertaining to your complaint (attach additional pages if necessary):	
Names and contact information of persons (witnesses, others) whom we may contact for additional information to investigate your complaint:	

The complaint will not be accepted if it has not been signed. Please sign and date this complaint form below. You may attach any written materials or other supporting information that you believe is relevant to the complaint.

Signature

Date

Attachments: Yes No

Please submit this completed form using the contact information provided on page 1.

OFFICE USE ONLY	
Received By:	Date:

FORMULARIO DE QUEJAS DE DISCRIMINACIÓN DEL TÍTULO VI

Columbus Area Transit

Para presentar una queja de discriminación del Título VI, por favor llene este formulario de queja en su totalidad y enviarlo dentro de los 180 días siguientes al supuesto incidente usando la información de contacto de la agencia proporcionado. No se pueden investigar las quejas recibidas después de 180 días del supuesto incidente. Las quejas del Título VI deben involucrar asuntos de raza, color, u origen nacional. Los formularios de queja podrán ser presentados por un individuo o de un representante de ese individuo.

Las quejas deben hacerse en forma escrita y contener la mas información posible sobre la supuesta discriminación. Si las quejas son recibidas por teléfono, la información será documentada por escrito y será proporcionada a la demandante para su confirmación o revisión y firma antes del procesamiento. Las quejas deben incluir el nombre, dirección y número de teléfono del demandante, y deben especificar todas las detalles del asunto y el nombre(s) y título(s) de los individuos involucrados en el asunto.

Después de completar este Formulario de Queja, favor de enviarlo a la siguiente dirección:

Columbus Area Transit

Attn: Title VI Transit Manager
2518 14th Street
Columbus, NE 68601
(402)-562-4249
oglevie@columbusne.us

Las quejas también pueden presentarse con el Departamento de Carreteras de Nebraska:

Nebraska Department of Roads

Attn: Transit Liaison Manager
1500 Hwy. 2 Lincoln, NE 68502
(402)-479-4694
Kari.ruse@nebraska.gov

Las quejas también pueden presentarse directamente ante la Administración Federal de Tránsito a:

Federal Transit Administration

Attn: Title VI Program Coordinator
East Building, 5th Floor-TCR
1200 New Jersey Ave. SE
Washington, D.C. 20590

Para asistencia adicional, favor de ponerse en contacto con la agencia o el Departamento de Carreteras de Nebraska al numero telefónico dado anteriormente. Un interprete telefónico está disponible para asistir personas de dominio de Inglés limitado.



Nombre del demandante:	Número de teléfono:
Dirección:	Correo electrónico:
Persona de la supuesta discriminación si es diferente del nombre de arriba:	Número de teléfono:
Dirección:	Correo electrónico:
¿Cuál es el nombre legal completo de la organización que lo discriminó a usted?	
Type of Discrimination: <input type="checkbox"/> Raza/Color <input type="checkbox"/> Origen Nacional <input type="checkbox"/> Represalias	Fecha del incidente:
Fecha y lugar del presunto acto o actos de discriminación. Favor de incluir la fecha más antigua de la discriminación y la fecha más reciente de la discriminación:	
Favor de explicar brevemente lo que pasó y cómo usted fue discriminado. Indique las personas involucradas. Favor de incluir cómo otras personas han sido tratadas de manera diferente que usted. Usted también puede adjuntar cualquier material escrito referente a su queja (adjuntar páginas adicionales si es necesario):	
Favor de proporcionar los nombres de personas (testigos u otros) y su información de contacto para que podamos contactar para obtener información adicional para investigar su queja:	

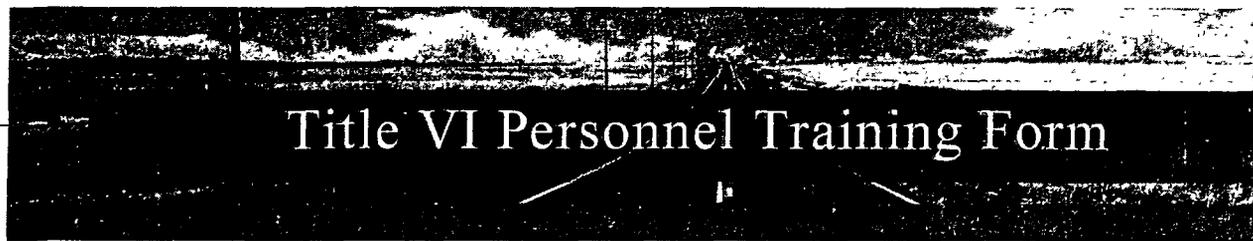
Las quejas no firmadas no serán aceptadas. Favor de firmar y fechar este formulario de queja a continuación. Usted puede adjuntar cualquier material escrito u otra información de apoyo que usted cree que es relevante a la queja.

_____ Firma _____ Fecha

Material add: Sí No

Favor de entregar el formulario completo usando la información de contacto proporcionado en la página 1.

NDOR USE ONLY	
Received By:	Date:



Columbus Area Transit

Title VI Program Personnel Training Form

As an employee of Columbus Area Transit, I have read and am familiar with the agency's Title VI Program, and am aware of my obligation to provide service without regard to race, color, or national origin.

Employee Name (please print)

Employee Signature

Date Signed

Approved by Title VI Transit Manager (please sign)

Date Approved

For select personnel only:

I am familiar with the use of LanguageLine Solutions and "I Speak" Cards to enable effective communication with persons of Limited English Proficiency as need arises.

Employee Signature and Job Title:

Date Signed:

Approved by Title VI Transit Manager (please sign and date)

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