

**VALLEY TRANSIT  
TITLE VI COMPLAINT FORM**

This form is designed to assist you in filing a Title VI complaint with Valley Transit. You are not required to use this form, your complaint may be filed in any manner, such as a letter, that contains the same information. However, for Valley Transit to perform a complete investigation, it is important to include all of the information that this form asks for.

**SECTION I:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell or Alternate Telephone: \_\_\_\_\_

**SECTION II:**

Are you filing this complaint on your own behalf?    Yes     No

If you answered "Yes" go to Section III.

Name of person discriminated against if other than yourself:

\_\_\_\_\_

Please explain why you are filing for a third party: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please confirm that you have obtained permission to file on this person's behalf:                      Yes     No

**SECTION III:**

Have you filed this complaint with any other agency :                      Yes     No

If you answered "Yes" please provide the following:

Name of agency: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**SECTION IV:**

Title VI protects members of three protected classes – Race, Color, National Origin. Please specify which protected class/classes that you feel is/are being discriminated against:

- Race
- Color
- National Origin

**SECTION V:**

Program that you feel discriminated against you: \_\_\_\_\_

Do you know the name of the individual?: \_\_\_\_\_

If not, could you please describe the individual?: \_\_\_\_\_

Please provide the following information regarding the incident:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Bus Route/Number: \_\_\_\_\_

Location: \_\_\_\_\_

**SECTION VI**

What type of harm or discriminatory action was taken against you?

- Service
- Accommodation
- Hostile Environment
- Other

If "Other", please specify:

\_\_\_\_\_  
\_\_\_\_\_

**SECTION VII:**

Please provide a detailed description of the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION VIII:**

Were there any other witnesses to this incident? Yes  No

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**SECTION IX:**

Is there any other information that you would like to provide to assist us in our investigation of this incident:

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**SECTION X:**

What remedy would you like Valley Transit to consider?

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Signature

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Date

**NOTE: COMPLAINT WILL NOT BE ACCEPTED WITHOUT A SIGNATURE.**

Valley Transit's Title VI Officer will investigate all complaints. At the conclusion of our investigation we will send a letter of finding to the complainant. If our investigation determines that we were not in violation of Title VI, our letter will explain why we were in compliance. If it is determined that there was a violation of Title VI, our letter will document the violation and the action that Valley Transit will take to become compliant.

No one may intimidate, threaten, coerce, or engage in other discriminatory conduct against anyone because he or she has filed a complaint to secure rights protected by the nondiscrimination statutes we enforce. Any individual alleging such harassment or intimidation may file a complaint with Valley Transit or the Federal Transit Administration.