



## DISCRIMINATION COMPLAINT

### Type of alleged discrimination being reported

**Title VI Related?** Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_

I believe the discrimination I experienced was based on my: (check all that apply)

Race \_\_\_\_\_ Color \_\_\_\_\_ National Origin \_\_\_\_\_

**VT Public Accommodation Related?** Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_

I believe the discrimination I experienced was based on my: (check all that apply)

Race \_\_\_\_\_ Creed \_\_\_\_\_ National Origin \_\_\_\_\_ Color \_\_\_\_\_ Marital Status \_\_\_\_\_

Sex \_\_\_\_\_ Gender Identity \_\_\_\_\_ Sexual orientation \_\_\_\_\_

**ADA Related?** Yes \_\_\_\_\_ No \_\_\_\_\_ Maybe \_\_\_\_\_

I believe the discrimination I experienced was based on my disability.

### Complainant's Contact Information

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

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

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

**Description of alleged occurrence** Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses.

Date of Occurrence: \_\_\_\_\_ Time of Occurrence: \_\_\_\_\_ Location of Occurrence: \_\_\_\_\_

Details of Occurrence: \_\_\_\_\_

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 STOP HERE AND SUBMIT FORM TO YOUR EXECUTIVE DIRECTOR (OR CALL FOR HELP TO COMPLETE THE FORM)

Advance Transit

email: [ADA.Manager@advancetransit.com](mailto:ADA.Manager@advancetransit.com)

fax: 802-295-3010

in person: 120 Billings Farm Rd. White River

Jct., VT

telephone: 802-295-1824 (TDD 711)

Once we receive your discrimination complaint, you will be contacted within 5 days.

**MANAGER'S SECTION**

**Tracking No.** \_\_\_\_\_

**Discussion with reporting person** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Details: \_\_\_\_\_

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**Discussion with driver/staff** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Details: \_\_\_\_\_

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**Final feedback to reporting person** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Details: \_\_\_\_\_

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**Other action/follow up required** (i.e. description of driver discipline, changed policy, etc) Details: \_\_\_\_\_

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Complainant notified of rights to appeal? Yes \_\_\_\_\_ No, because \_\_\_\_\_

Signature of Executive Director: \_\_\_\_\_ Date Closed: \_\_\_\_\_

*Suspense date for maintaining this record:* \_\_\_\_\_