

Bay County Public Transit System

Title VI Complaint Procedure

It is the policy of the Bay County Public Transit System under Title VI of the Civil Rights Act of 1964, as amended, that no person in the United States shall, on the basis of race, color or national origin be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination or retaliation under any federally or non-federally funded program or activity administered by this agency or its sub-recipients.

Any person who believes he or she has been discriminated against by the Bay County Public Transit System may file a Title VI complaint by completing and submitting a Title VI complaint form.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 180 days after the alleged incident to:

Bay County Public Transit System
1010 Cone Avenue Panama City, Florida 32401
Attn: Sandra Culbreth, Title VI Coordinator
Telephone (850) 248-8161
Or email sculbreth@baycountyfl.gov

The Bay County Public Transit System will only process and investigate complete complaints received no more than 180 days after the alleged incident.

The following procedures will be followed to investigate formal Title VI complaints:

1. Once the complaint is received, the Bay County Public Transit System will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter or email informing her/him whether the complaint will be investigated by our office.
2. The Bay County Public Transit System has 60 days to investigate the complaint. If more information is needed to resolve the case, the Bay County Public Transit System may contact the complainant. The complainant has 10 business days from the date of contact to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days, the Bay County Public Transit System can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
3. After the investigator reviews the complaint, he/she will issue one of two determination letters/emails to the complainant: a closure letter/email or a letter/email of finding. A closure letter/email summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter/email of finding summarizes the allegations and the 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, he/she has 30 days to do so from the time he/she receives the closure letter/email or the letter/email of finding.

4. The complainant may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, East Building, 5th Floor TCR, 1200 New Jersey Avenue, S.E., Washington, D.C. 20590

The complaint procedure is available to the public at the Bay County Public Transit Administration Facility, on both the Bay Town Trolley website at BayTownTrolley.org, and the Bay Area Transportation website at BayAreaTransit.org.