



OKLAHOMA DEPARTMENT OF TRANSPORTATION
200 N.E. 21st Street Oklahoma City, Oklahoma 73105-3204 (405) 522-4085

AMERICANS WITH DISABILITIES ACT NOTIFICATION

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Oklahoma Department of Transportation will not discriminate against qualified individuals with disabilities with respect to services, programs, or activities.

Employment

The Oklahoma Department of Transportation does not discriminate on the basis of disability in hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Communication

The Oklahoma Department of Transportation will make reasonable accommodations to policies and programs to ensure that individuals with disabilities have equal access to Department programs and services. Individuals requiring auxiliary aids or services for effective communication or modification of policies or procedures of a Department program or service should contact the office of the ADA Coordinator, (405) 522-4085 no later than 48 hours before the scheduled event.

ADA Complaint Process

In the event a qualified disabled individual feels that the Department has failed to comply with Title II of the ADA by not providing equivalent access to a Department service, program, or activity, that individual or group of individuals may file a complaint with the Department. The process for filing an ADA Title II Complaint will be as follows;

1. A written grievance should be filed using the Department's Title II Complaint form. Copies of this form may be printed from the Department website at <http://www.okladot.state.ok.us/>, or a copy may be obtained by writing the Department at;

Oklahoma Department of Transportation
200 N.E. 21st Street
Oklahoma City, Oklahoma 73105-3204
Attn: Title II Coordinator

or by contacting the Department's Title II Coordinator at (405) 522-4085. An oral grievance may be filed by contacting the Title II Coordinator, who will reduce the information to writing utilizing the ADA Complaint Form and will subsequently forward the completed document to the complainant for signature.

If you are limited English proficient or disabled, assistance will be provided upon request. If you have a speech or hearing impairment, dial Oklahoma Relay at 1-800-722-0353.

The written complaint must be filed within 60 days of the alleged disability related occurrence.

2. Within 60 days of the receipt of the signed Complaint Form, the Department will investigate the complaint and respond to the complainant. If the Title II Coordinator determines that the complaint is valid, the Coordinator may contact the complainant to discuss possible resolution of the complaint. The Department will then provide a written response to the complaint, including any actions discussed with the complainant.
3. If the complainant disagrees with the result of the complaint response, an appeal may be filed with the Department of Transportation's Civil Rights Division at:

Oklahoma Department of Transportation
200 N.E. 21st Street
Oklahoma City, Oklahoma 73105-3204
Attn: Civil Rights Division Manager

The Department's Civil Rights Division Manager will review the original complaint, the Title II Coordinator's written response and attempts to address the complaint, and provide a final determination within 30 days of the receipt of the appeal. The complainant will be notified of the decision in writing. The Civil Rights Division Manager's decision will be final.

4. The use of the Oklahoma Department of Transportation's ADA Complaint process in no way precludes an individual or group from filing a formal complaint with the Civil Rights Division of the Federal Highway Administration, the U.S. Department of Transportation, or the U.S. Department of Justice.
5. The Title II Coordinator will maintain ADA Complaint related documents for three years from the date of final Department response.