



Greyhound Lines, Inc. Title VI Program

350 N St. Paul Street
Dallas, TX 75201
214-849-8000
www.greyhound.com

This document was prepared in accordance with the FTA Circular 4702.1B, dated October 1, 2012.



Title VI Plan Executive Summary

Greyhound Lines Inc., a Delaware corporation maintaining its principal place of business in Dallas, Texas. Greyhound is a wholly owned subsidiary of First Group America and is the largest provider of intercity bus transportation serving more than 3,800 destinations with 13,000 daily departures across North America. Greyhound has participated in the FTA Section 5311(f) program for over 20 years and has received funding for operating assistance and capital improvements through more than 20 state programs. It has allowed the company to provide additional service to rural communities, upgraded facilities, ADA accessibility improvements and new buses to improve passenger experience and support rural intercity bus transportation needs.



Greyhound Lines, Inc. Title VI Program

Plan Statement

Greyhound Lines, Inc. (“Greyhound”) operates intercity bus services throughout the continental United States. As a condition of receiving Federal Transit Administration (FTA) financial assistance from the U.S. Department of Transportation (DOT) to operate these services, Greyhound must ensure that its programs, policies, and activities comply with DOT’s Title VI regulations. The following program was developed to guide Greyhound in its administration and management of Title VI-related activities and details how Greyhound meets the requirements as set forth in FTA Circular 4702.1B.

Section 601 of Title VI of the Civil Rights Act of 1964 states the following: “No person in the United States shall, on the ground 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.”

Policy

Greyhound is committed to ensuring that no person on the basis of race, color, or national origin will be excluded from participation or subjected to discrimination in the level and quality of services or related benefits provided by Greyhound, its employees, affiliates, and contractors.

Greyhound Title VI Coordinator:
Ms. Tricia A. Martinez
Assistant General Counsel
214-849-7170
tricia.martinez@firstgroup.com

Governing Board

Greyhound is governed by a Board of Directors of which its Chief Operating Officer is a member.

General Reporting Requirements

Chapter III of FTA Circular 4702.1B addresses the general reporting requirements for recipients and sub-recipients of Federal Transit Administration (FTA) funding to ensure that their activities comply with DOT Title VI regulations. Below are summaries of each requirement and how Greyhound’s Title VI Program fulfills that requirement.

1. REQUIREMENT TO PROVIDE TITLE VI ASSURANCES.

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



Greyhound Lines, Inc. annually submits its Certifications and Assurances to FTA.

2. 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 sub-recipients), 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. Sub-recipients 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.

Greyhound's Board of Directors approved this Title VI Program by resolution.

3. REQUIREMENT TO NOTIFY BENEFICIARIES OF PROTECTION UNDER TITLE VI

The Title VI Program shall include recipient's Title VI notice to the public that indicates the recipient complies with Title VI, and informs members of the public of the protections against discrimination afforded to them by Title VI. It shall also include a list of locations where the notice is posted.

Greyhound has developed a public Title VI Notice to Beneficiaries following the guidelines of Circular FTA C 4702.1B, Appendix B. A copy of this notice is found in [Appendix 1](#) of this Title VI Program. The notice is displayed in public areas at Greyhound's physical locations, including the reception desk at its corporate headquarters, and will also be posted at www.greyhound.com. This notice will be translated into languages other than English as needed.

4. REQUIREMENT TO HAVE TITLE VI COMPLAINT PROCEDURES AND A COMPLAINT FORM

All recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and 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.

Greyhound has developed a Title VI complaint procedure and form. In this Title VI Program, [Appendix 2](#) outlines Greyhound's Title VI Complaint Procedures, and [Appendix 3](#) is a copy of Greyhound's Title VI Complaint form.

The complaint procedures and form will be available in English and Spanish on Greyhound's website, www.greyhound.com. Individuals who do not have access to the internet may request that Greyhound mail them a paper copy of the procedures and form.

5. REQUIREMENT TO RECORD AND REPORT TRANSIT-RELATED TITLE VI INVESTIGATIONS, COMPLAINTS, 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.

Greyhound will maintain a list of all investigations, lawsuits and complaints naming Greyhound according to the guidelines of Circular FTA C 4702.1B, Appendix E. A copy of this list is provided in [Appendix 4](#) of this Title VI Program. In addition, Greyhound will maintain records of all related documents as required by law. Reporting processes are in place in the instance that complaints are made. Copies of complaints received by Greyhound will be provided to the relevant local or state jurisdiction within 10 days of receipt.

6. REQUIREMENT TO PROMOTE INCLUSIVE PUBLIC PARTICIPATION

The content and considerations of Title VI, the Executive Order on LEP, and the DOT LEP Guidance shall be integrated into each recipient's established public participation plan or process (i.e., the document that explicitly describes the proactive strategies, procedures, and desired outcomes that underpin the recipient's public participation activities).

Greyhound's public participation policy is shown in [Appendix 5](#) of this Title VI Program. Greyhound ensures that minority and LEP populations, as with all members of the public, will be empowered to participate in decisions involved with Greyhound's intercity bus services.

7. REQUIREMENT TO PROVIDE MEANINGFUL ACCESS TO LEP PERSONS.

Consistent with Title VI of the Civil Rights Act of 1964, DOT's implementing regulations, and Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (65 FR 50121, Aug. 11, 2000), recipients shall take reasonable steps to ensure meaningful access to benefits, services, information, and other important portions of their programs and activities for individuals who are limited-English proficient (LEP).

Please see Greyhound's [Language Assistance Plan](#) attached to this Title VI Program. Greyhound's Four Factor Analysis and action plan are contained therein.

8. 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, non-elected 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.

Greyhound shall ensure proper minority representation on such boards or councils. [Appendix 6](#) shows Greyhound's draft 'Table Depicting Minority Representation on Committees and



Councils Selected by Greyhound Lines, Inc. This table will be completed as boards, councils, or committees are established.

9. REQUIREMENT TO PROVIDE ASSISTANCE TO SUBRECIPIENTS

Title 49 CFR Section 21.9(b) states that if “a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.” Primary recipients should assist their subrecipients in complying with DOT’s Title VI regulations, including the general reporting requirements. Assistance shall be provided to the subrecipient as necessary and appropriate by the primary recipient.

In the event that Greyhound utilizes a subrecipient, it shall assist with general reporting requirements and provide:

- a. Sample notices to the public informing beneficiaries of their rights under DOT’s Title VI regulations, procedures on how to file a Title VI complaint, and Greyhound’s Title VI Complaint form.**
- b. Sample procedures for tracking and investigating Title VI complaints filed with a subrecipient and when Greyhound expects the subrecipient to notify Greyhound of complaints received.**
- c. Demographic information on the race and English proficiency of residents served by the subrecipient. This information will assist the subrecipient in assessing the level and quality of service it provides to communities within its service area and in assessing the need for language assistance.**
- d. Other data such as travel patterns and surveys obtained by Greyhound that will assist the subrecipient in complying with Title VI.**

10. REQUIREMENT TO MONITOR SUBRECIPIENTS

In accordance with 49 CFR 21.9(b), and to ensure that subrecipients are complying with the DOT Title VI regulations, primary recipients must monitor their subrecipients for compliance with the regulations. Importantly, if a subrecipient is not in compliance with Title VI requirements, then the primary recipient is also not in compliance.

In order to ensure that any subrecipient is in compliance with Title VI requirements, Greyhound will do the following:

- 1. Document Greyhound’s process for ensuring that the subrecipient is complying with the general reporting requirements of FTA Circular 4702.1B. In the event of a subrecipient’s noncompliance, Greyhound may impose sanctions such as the withholding of payments and/or the cancellation, termination, or suspension of a project agreement.**
- 2. Collect electronic file of the subrecipient’s Title VI Program and review programs for compliance. Following submission of the initial Title VI Program, subrecipients are required**



to resubmit very three years based on a schedule provided by Greyhound. If Greyhound identifies that modifications are needed, subrecipients must provide updated versions of their Title VI Programs within 30 days of being notified of necessary modifications.

3. **At the request of FTA, in response to a complaint of discrimination, or as otherwise deemed necessary by Greyhound, it shall request that the subrecipient verify that their level and quality of service is provided on an equitable basis.**

11. DETERMINATION OF 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.

Greyhound will ensure that both environmental analysis and Title VI environmental justice requirements are incorporated into the scope of work for all facilities projects.

- a. **Greyhound 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. Greyhound 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 before selection of the preferred site.**
- b. **When evaluating locations of facilities, Greyhound will give attention to other facilities with similar impacts in the area to determine if any cumulative adverse impacts might result. Analysis will be done at the Census tract or block group where appropriate to ensure that proper perspective is given to localized impacts.**
- c. **If Greyhound determines that the location of the project will result in a disparate impact on the basis of race, color, or national origin, Greyhound will only locate the project in that location if there is a substantial legitimate justification for locating the project there, and where there are no alternative locations that would have a less disparate impact on the basis of race, color, or national origin. Greyhound 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, and then implement the least discriminatory alternative.**



12. REQUIREMENT TO PROVIDE ADDITIONAL INFORMATION UPON REQUEST.

FTA may request, at its discretion, information other than that required by this Circular 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.

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

REQUIREMENTS FOR FIXED ROUTE TRANSIT PROVIDERS:

Chapter IV of FTA Circular 4702.1B discusses the additional reporting requirements for recipients of FTA funding (including their subrecipients) that operate fixed route transit service, in order to ensure that the agency complies with DOT Title VI regulations. The requirements only apply to fixed route service, not demand response service. Per Circular 4702.1B definitions, "Fixed route refers to public transportation service provided in vehicles operated along pre-determined routes according to a fixed schedule."

Please refer to the Greyhound's System-Wide Service Standards ([Appendix 7](#)) and System-Wide Service Policies ([Appendix 8](#)).

Additional Information about nondiscrimination and Title VI

To request additional information regarding Title VI and related federal and state nondiscrimination obligations, please contact Greyhound's Title VI Coordinator:

Ms. Tricia A. Martinez
350 N St. Paul Street
Dallas, TX 75201
tricia.matinez@firstgroup.com

For additional information about nondiscrimination in transportation, you may contact the FTA at:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590



Appendix 1: Title VI Notice to Beneficiaries

Greyhound Lines, Inc. operates its programs and services without regard to race, color and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the Greyhound Lines, Inc.

For more information on Greyhound's civil rights program and the procedures to file a complaint, you may contact customer service at 214-849-8966, go online to www.greyhound.com or visit our corporate headquarters at 350 N. St. Paul Street, Dallas, Texas, 75201.

You may file a complaint directly with the Federal Transit Administration directed to the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington DC 20590.

Complaints may also be filed with local and state agencies. For a list of these agencies, see [Appendix 14](#).

If information is needed in another language, contact 214-849-8966.

Si se necesita información en otro idioma, llame al 214-849-8966.



Appendix 2: Title VI Complaint Procedures

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Greyhound Lines, Inc. (hereinafter referred to as “Greyhound”) may file a Title VI complaint by completing and submitting the Title VI Complaint Form. Greyhound investigates complaints received no more than 180 days after the alleged incident. Greyhound will process complaints that are complete.

All Title VI and related complaints are considered formal; there is no informal process. Complaints must be in writing and signed by the complainant on the form provided. Complaints must include the complainant’s name, address and phone number and include details sufficient to specify all issues and circumstances of the alleged discrimination. Allegations must be based on issues involving race, color or national origin. Title VI Complaints of discrimination may be filed with:

Greyhound Lines, Inc.
Attn: Title VI Coordinator
350 N. St. Paul Street
Dallas, TX 75201

Once the complaint is received, Greyhound will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by Greyhound.

Greyhound has 30 days to investigate the complaint. If more information is needed to resolve the case, Greyhound may contact the complainant. The complainant has 15 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or if Greyhound does not receive the additional information within 15 business days, Greyhound can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their 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 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, she/he has 30 days after the date of the closure letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration at the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, contact 214-849-8966. Si se necesita información en otro idioma, llame al 214-849-8966.



Appendix 3: Title VI Complaint Form

Section 601 of Title VI of the Civil Rights Act of 1964 states that “[n]o person in the United States shall, on the ground 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.” **If you feel you have been discriminated against, please provide the following information in order to assist Greyhound in processing your complaint.**

If information is needed in another language, contact 214-849-8966. Si se necesita información en otro idioma, llame al 214-849-8966.

SECTION 1 (Please print clearly):

Name: _____
Address: _____
City, State, Zip Code: _____
Telephone Number: _____ (Home) _____ (Work)
Accessible format requirements? ____ (Large print) ____ (Audiotape) ____ (TDD) ____ (Other)

SECTION 2

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

If you answered yes to this question, go to Section 3.

If not, please supply the name and relationship of the person for whom you are complaining:

Name: _____ Relationship: _____

Please explain why you have filed for a third party: _____

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of the third party. ____ (Yes) ____ (No)

SECTION 3

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

____ Race ____ Color ____ National Origin

Date and Place of Occurrence: _____

Name (s) and Title(s) of the person (s) who I believe discriminated against me:

The action or decision which caused me to believe I was discriminated against is as follows:

(Please include a description of what happened and how your benefits were denied, delayed or affected):



Please list any and all witnesses' names and phone numbers:

What type of corrective action would you like to see taken?

SECTION 4

Have you previously filed a Title VI complaint with Greyhound? _____ (Yes) _____ (No)

SECTION 5

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State Court? _____ (Yes) _____ (No)

If yes, check all that apply:

Federal Agency _____ Federal Court _____ State Agency _____ State Court _____ Local Agency _____

Please provide information about a contact person at the agency/court where the complaint was filed.

Name: _____ Title: _____

Agency: _____

Address: _____

Telephone Number: _____

You may attach any written materials or other information that you think is relevant to your complaint.

I believe the above information is true and correct to the best of my knowledge.

Signature and date required below:

Signature

Printed Name

Date

Please submit this form in person at the address below or mail this form to:

Greyhound Lines, Inc.
ATTN: Title VI Coordinator
350 N. St. Paul Street
Dallas, TX 75201



**Appendix 4: List of Title VI Investigations,
Complaints, and Lawsuits**

Per FTA Circular 4702.1B, “all recipients are required 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 FTA and entities other than FTA
- Lawsuits; and
- Complaints naming the recipient.

Below is the list that will be used for tracking these incidents:

Title VI Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (Include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.				
2.				



Appendix 5: Public Participation Plan

Policy

Greyhound shall use outreach methods suited for a particular community to engage minority and limited English proficiency populations. The methods may be different for each community.

Promoting Inclusive Public Participation

Efforts to involve minority and LEP populations in public participation activities include public notices as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in a recipient's decision-making process.

Efforts vary depending on the community and may include meetings convenient and accessible for minority and LEP communities and coordinating with community organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.

Changes to Intercity Bus Services & Increases in Fares

Changes in services or fares are posted on Greyhound's webpage (www.greyhound.com) and are available in any Greyhound terminal. Notices will be provided in English and Spanish.



Appendix 6: Table Depicting Minority Representation on Committees and Councils Selected by Greyhound Lines, Inc.

Greyhound Lines, Inc. does not have any planning boards, advisory councils, committees or similar bodies, the membership of which is selected by Greyhound Lines, Inc., outside of its corporate structure with the exception of Greyhound’s Disability Advisory Council. Below is a table that Greyhound Lines, Inc. - uses in the event that committees and councils are selected by Greyhound. Greyhound would strongly encourage participation of minorities on such committees.

Membership of Boards, Councils, and Committees Broken Down by Race

Body	Caucasian	Latino	African American	Asian American	Native American
Population	<i>To be completed when applicable.</i>				
Non-elected Planning Board					
Advisory Council					
Committee					



Appendix 7: System-Wide Service Standards

The Federal Transit Administration (FTA) requires that all fixed route public transit providers develop *quantitative* standards for the following indicators that are applicable specifically to the transit provider's system. They apply agency-wide rather than industry-wide.

1. Vehicle load for each mode

Vehicle load can be expressed as a ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point.

Greyhound will strive to have vehicle loads not exceed vehicles' achievable capacities, which are generally 50-55 seats per standard 45-foot coach. Greyhound does not allow passengers to stand for safety reasons.

2. Vehicle headway for each mode

Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given line or combination of lines. Vehicle headways are measured in minutes; service frequency is measured in vehicles per hour. Headways and frequency of service are general indications of service provided along a route.

Greyhound's fixed route vehicle headways vary according to number of passengers who purchase tickets for a particular schedule, which dictates the number of coaches required to service the passengers. This applies to both peak and off-peak service.

3. On-time performance for each mode

On-time performance is a measure of runs completed as scheduled.

Below are Greyhound's performance standards for all fixed routes:

On-Time Departures:

Greyhound buses shall depart no more than 5 minutes late from any scheduled and published departure time. Greyhound shall strive to meet a minimum of 95% of bus departures within zero to 5 minutes after published or scheduled times.

Operating Ahead of Schedule:

No bus shall depart a designated time point prior to its scheduled departure time.

Missed Trips:

Greyhound shall complete 100% of all scheduled trips to the extent reasonably possible.



Failure to Pick up Passenger:

Contractor shall not fail to pick up any properly ticketed passenger waiting at the designated location.

4. Service availability for each mode

Service availability is a general measure of the distribution of routes within a transit provider's service area.

Greyhound services 3,800 destinations throughout the continental U.S. Greyhound also has interline relationships with numerous other intercity bus carriers which service smaller communities where Greyhound does not go. Finally, Greyhound services rural communities with its Greyhound Connect product and interlines with rural feeder carriers who also serve communities where Greyhound does not operate. Greyhound provides valuable in-kind match to many of these rural feeders who receive funding under 49 U.S.C. 5311(f).



Appendix 8: System-Wide Service Policies

The Federal Transit Administration (FTA) requires that all fixed route public transit providers develop *qualitative* standards for the following indicators that are applicable specifically to the transit provider's system. They apply agency-wide rather than industry-wide.

Transit Amenities Policy

Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. Fixed route transit providers must set a policy to ensure equitable distribution of transit amenities across the system. This requirement applies after a transit provider has decided to fund an amenity. Transit amenities may include: seating (benches, seats at stops/stations); bus shelters; printed information (signs, system maps, schedules; digital equipment i.e.: NextBus software; Waste receptacles including trash and recycling).

Greyhound determines equitable locations of all transit amenities throughout the Greyhound system. Locations of terminal improvements are distributed equitably throughout all routes. Terminals will be given priority at locations that receive higher numbers of boardings and alightings or may need ADA-improvements, but these will be made on a variety of routes throughout Greyhound during each improvement cycle.

Vehicle Assignment Policy

Vehicle assignment refers to the process by which transit vehicles are placed into service in depots and on routes throughout the transit provider's system.

Transit vehicles will be assigned to routes based on ridership, type of route, and operating characteristics of buses, including bus length and turning radius.

Greyhound will maintain its fleet and replace vehicles as required by FTA's minimum service life policy. Distribution of vehicles throughout the fixed route system will not be based on age/condition but rather the needs for that particular route.

All buses are equipped with wheelchair lifts. In addition, all buses have air conditioning.



Appendix 9: Employee Education Form

Title VI Policy

No person 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.

All employees of Greyhound, Lines, Inc. and its affiliates are expected to consider, respect, and observe this policy. Customer questions or complaints shall be directed to Greyhound Lines, Inc.'s Title VI Coordinator.



Appendix 10: Acknowledgement of Receipt of Title VI Plan

I hereby acknowledge receipt of Greyhound Lines, Inc.'s Title VI Plan. I have read the plan and am committed to ensuring that no person is excluded from participation in, or denied the benefits or services delivered by Greyhound Lines, Inc. on the basis of race, color, or national origin, as protected by Title VI.

Your signature

Print your name

Date



Appendix 11: Letter Acknowledging Receipt of Title VI Complaint

Today's Date

Ms. Jane Doe
1234 Main St.
Dallas, TX 75201

Dear Ms. Doe:

This letter is to acknowledge receipt of your complaint against Greyhound Lines, Inc. alleging

An investigation will begin shortly. If you have additional information you wish to convey or questions concerning this matter, please feel free to contact this office by telephoning 214-849-8966 or write to us at:

Greyhound Lines, Inc.
Attn: Title VI Coordinator
350 N. St. Paul Street,
Dallas, TX 75201

Sincerely,

Greyhound Lines, Inc. Title VI Coordinator



Appendix 12: Letter of Finding (Notifying Complainant that Complaint Is Substantiated)

Today's Date

Ms. Jane Doe
1234 Main St.
Dallas, TX 75201

Dear Ms. Doe:

The matter referenced in your letter of _____ (date) against Greyhound Lines, Inc. alleging a Title VI violation has been investigated.

Violation(s) of Title VI of the Civil Rights Act of 1964, including those mentioned in your letter (was/were) identified. Efforts are underway to correct these deficiencies.

Thank you for calling this important matter to our attention. You were extremely helpful during our review of this matter. ***(If a hearing is requested, the following sentence may be appropriate.)*** You may be hearing from this office, or from Federal authorities, if your services should be needed during the administrative hearing process.

Sincerely,

Greyhound Lines, Inc.
Title VI Coordinator



Appendix 13: Closure Letter (Notifying Complainant that the Complaint Is Not Substantiated)

Today's Date

Ms. Jane Doe
1234 Main St.
Dallas, TX 75201

Dear Ms. Doe:

The matter referenced in your complaint of _____ (date) against Greyhound Lines, Inc. alleging _____ has been investigated.

The results of the investigation did not indicate that the provisions of Title VI of the Civil Rights Act of 1964 have in fact been violated. As you know, Title VI prohibits discrimination based on race, color, or national origin in any program receiving Federal financial assistance.

Greyhound has analyzed the materials and facts pertaining to your case for evidence of Greyhound's failure to comply with any of the civil rights laws. There was no evidence found that any of these laws have been violated.

I therefore advise you that your complaint has not been substantiated, and that I am closing this matter in our files.

You have the right to appeal this decision within 30 calendar days of receipt of this final written decision from Greyhound.

Thank you for taking the time to contact us. If I can be of assistance to you in the future, do not hesitate to contact me.

Sincerely,

Greyhound Lines, Inc.
Title VI Coordinator



Appendix 14: State and Local Agency Contact Information for Filing Complaints

ARIZONA

ADOT

ATTN: Title VI Program Manager
206 S. 17TH Ave MD 155A RM: 183
Phoenix AZ, 85007 FTA

TEXAS

TxDOT

Attn: PTN
125 E. 11th Street
Austin, TX 78701

or

FTA Region VI
819 Taylor Street
Room 8A36
Fort Worth, TX 76102