

Agency Name
Transit Policies and Procedures

Subject	Access to Information
Section	Agency Information
Effective Date	
Approved By	
Approval Date	

Purpose

Ensure that all persons have appropriate access to transit information including brochures and rider guides.

Procedure

Offer brochures and other printed materials in alternative formats upon request. Alternative formats include, but are not limited to, large print, audio, computer files. Add a statement to all printed materials stating that the information is available in alternative formats.

Conduct public meetings in accessible locations and at times that are convenient and accessible to all populations including minority, low income, and populations with limited English proficiency. Provide a contact name and phone number in public meeting notices that can be used to request special accommodations.

Responsibilities

The Transit Director is responsible for compliance with this policy.