

NOTICE TO BENEFICIARIES OF PROTECTION UNDER TITLE VI

This notice is provided in compliance with 49 CFR Section 21.9 (d).

Non-discrimination Notice

ACADEMY provides services and operates programs without regard to race, color, and national origin in compliance with Title VI.

Complaint Process

Any person who believes that he or she has been subjected to discrimination under Title VI on the basis of race, color or national origin may file a Title VI complaint with ACADEMY within 180 days from the date of the alleged discrimination. Complaints may be filed in writing and should be addressed to:

ACADEMY BUS

Jennifer Santana, Title VI Program Manager
111 Paterson Avenue
Hoboken, NJ 07030

The complaint should include the following information:

- Your name and address, and a telephone number where you may be reached during business hours;
- A general description of the person(s) or class of persons injured by the alleged discriminatory act(s);
- A description of the alleged discriminatory act(s) in sufficient detail to enable Human Resources to understand what occurred, when it occurred, and the basis of the alleged discrimination complaint (race, color, or national origin);
- The letter must be signed and dated by the person filing the complaint or by someone authorized to do so on his or her behalf.

ACADEMY will use its best efforts to respond to a Title VI complaint within 90 calendar days of its receipt, provided that all the relevant information is received at the time of the complaint. In instances where additional information is needed, the Program Manager will contact the complainant in writing. Failure of the complainant to provide the requested information by a certain date may result in a delay in resolution or closure of the complaint.

For additional information on ACADEMY nondiscrimination obligations, please write to:

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