

## **WILF TRANSPORT TITLE VI – NON DISCRIMINATION POLICY**

### **I. PLAN STATEMENT/NOTICE TO PUBLIC**

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "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" (42 U.S.C. Section 2000d).

Wilf Transport, Inc. (Wilf Transport) is committed to ensuring that no person is excluded from participation in, or denied the benefits of its services on the basis of race, color, or national origin, as protected by Title VI. This plan was developed to guide the Wilf Transport in its administration and management of Title VI related activities.

Title VI information shall be prominently and publicly displayed in Wilf Transport's facility and information is posted on our website at <http://www.wilfcampus.org/transport/> . Title VI information will also be posted on all 5310 vehicles. Additional information can be obtained by contacting Gayle Braunstein, Manager of Business Administration at 732-568-1155 or via email at [gbraunstein@wilfcampus.org](mailto:gbraunstein@wilfcampus.org) .

Si necesita información en otro idioma, póngase en contacto con 732-568-1155 [gbraunstein@wilfcampus.org](mailto:gbraunstein@wilfcampus.org) (Spanish)

### **II. NON-DISCRIMINATION POLICY**

Wilf Transport operates its programs and services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint in writing to Wilf Transport.

To file a complaint, or for more information on Wilf Transport's obligations under Title VI write to:

Wilf Transport, Inc.  
350 DeMott Lane  
Somerset, NJ 08873  
or visit <http://www.wilfcampus.org/transport/>

Transportation services provided by this agency are in whole or part funded through federal funds received through NJ Transit and as an individual you also have the right to file your complaint to both Wilf Transport as well as the Federal Transit Administration.

Complaints may also be filed with the Federal Transit Administration in writing and may be addressed to:

Title VI Program Coordinator  
East Building, 5th Floor

TCR, U.S. Department of Transportation, Federal Transit Administration, Office of Civil Rights  
1200 New Jersey Avenue, SE, Washington, DC 20590

If information is needed in another language, contact Wilf Transport at 732-568-1155.

Si necesita información en otro idioma, póngase en contacto con 732-568-1155 (Spanish)

## **TITLE VI COMPLAINT PROCEDURE**

If information is needed in another language, contact Wilf Transport at 732-568-1155.  
Si necesita información en otro idioma, póngase en contacto con 732-568-1155 (Spanish)

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by Wilf Transport may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form (see Attachment #1). Wilf Transport investigates complaints received no more than 180 days after the alleged incident. Wilf Transport will process complaints that are complete.

Once the complaint is received, Wilf Transport 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 our office.

Wilf Transport has 60 days to investigate the complaint. If more information is needed to resolve the case, Wilf Transport 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 does not receive the additional information within 15 business days, Wilf Transport 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 letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

Complaints shall include:

- The complainant(s) name, address and phone number.
- A description of the incident that led the complainant to believe discrimination occurred.
- The basis of the complaint (i.e., race, color, national origin, sex, age, disability, income status or retaliation).
- The date(s) on which the alleged discrimination occurred. Complaints must be made within 180 days of the alleged incident.
- Name(s) and contact information of individuals who may have knowledge of the alleged discrimination.

All complaints shall be responded to, recorded and investigated. The records shall be maintained by the designated Title VI liaison.

## WILF TRANSPORT TITLE VI COMPLAINT FORM

THIS FORM IS AVAILABLE IN SPANISH

Si necesita información en otro idioma, póngase en contacto con 732-568-1155 gbraunstein@wilfcampus.org (Spanish)

Title VI of the Civil Rights Act of 1964 provides that "no person in the United States shall, on the grounds of race, color or nation of 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".

It is the policy of Wilf Transport to employ its best efforts to ensure that all programs, services, activities, and benefits are implemented in a non-discrimination manner.

Any person who believes that he or she, individually, or as a member of any specific class of persons, has been subjected to discrimination on the basis of race, color, national origin may file a written complaint within 180 days after the date of the alleged discrimination with Wilf Transport or NJ Transit. Further, Wilf Transport prohibits intimidation, coercion, or engagement in other discriminatory conduct against anyone because he or she has filed a complaint to secure rights protected by Title VI.

Note: The following information is needed to assist in processing your complaint.

### A. Complainant's information:

Name: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_

Telephone Number (Work): \_\_\_\_\_

Email Address: \_\_\_\_\_

### Accessible Format Requirements? (Select One or More)

Large Print

TDD

Audio Tape

Other (please specify) \_\_\_\_\_

### B. Person discriminated against (if someone other than complainant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone Number (Home): \_\_\_\_\_

Telephone Number (Work): \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to the person for whom you are complaining: \_\_\_\_\_

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 a third party.

- Yes
- No

C. Which of the following best describes the reason you believe the discrimination took place?

\_\_\_\_\_ Race                      \_\_\_\_\_ Color                      \_\_\_\_\_ National Origin

Other:

\_\_\_\_\_  
\_\_\_\_\_

D. On what date(s) did the alleged discrimination take place?

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Please describe the alleged discrimination. Explain what happened and whom you believe was responsible. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If additional space is needed, add a sheet of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

F. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court? List all that apply.

Federal Agency \_\_\_\_\_  
Federal Court \_\_\_\_\_  
State Agency \_\_\_\_\_  
State Court \_\_\_\_\_  
Local Agency \_\_\_\_\_

If you have checked above, please provide information about a contact person at the agency/court where the complaint was filed.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Telephone Number (Home): \_\_\_\_\_  
Telephone Number (Work): \_\_\_\_\_  
Email Address: \_\_\_\_\_

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attachments: Yes \_\_\_\_\_ No \_\_\_\_\_

H. Submit form and any additional information to:

Gayle Braunstein, Manager of  
Business Administration  
Wilf Transport, Inc.  
350 DeMott Lane  
Somerset, NJ 08873  
P: 732-568-1155  
F: 732-568-0056  
Email: [gbraunstein@wilfcampus.org](mailto:gbraunstein@wilfcampus.org)

**FORMULARIO DE QUEJA DE WILF TRANSPORTE TÍTULO VI**  
**SPANISH**

Título VI de la ley de derechos civiles de 1964 dispone que "ninguna persona en los Estados Unidos, por motivos de raza, color o nación de origen, se excluirá de la participación en, ser negada los beneficios de o ser sujeta a discriminación bajo cualquier programa o actividad que reciba asistencia financiera federal".

Es la política de transporte Wilf emplear sus mejores esfuerzos para asegurar que todos los programas, servicios, actividades y beneficios se apliquen de una forma de discriminación.

Cualquier persona que cree que él o ella, individualmente o como miembro de cualquier clase específica de personas, ha sido sometida a discriminación basada en raza, color, origen nacional puede presentar una queja por escrito dentro de los 180 días después de la fecha de la supuesta discriminación con Wilf transporte o NJ Transit. Wilf transporte prohíbe además, intimidación, coerción o participación en otras conductas discriminatorias contra cualquier persona porque él o ella ha presentado una denuncia para garantizar los derechos protegidos por el título VI.

Nota: La siguiente información es necesaria para ayudar en la tramitación de su queja.

Información de A. demandante:

Nombre: \_\_\_\_\_ Fecha \_\_\_\_\_

Dirección: \_\_\_\_\_

Código de ciudad, estado, código postal: \_\_\_\_\_

Número de teléfono (casa): \_\_\_\_\_

Número de teléfono (trabajo): \_\_\_\_\_

Dirección de correo electrónico: \_\_\_\_\_

¿Requisitos de formato accesible? (Seleccione uno o más)

Letra de gran tamaño

TDD

Cinta de audio

Otros (especifique) \_\_\_\_\_

B. persona discriminadas (si alguien que no sea querellante):

Nombre: \_\_\_\_\_

Dirección: \_\_\_\_\_

Código de ciudad, estado, código postal: \_\_\_\_\_

Teléfono (casa): \_\_\_\_\_

Teléfono (trabajo): \_\_\_\_\_

Dirección de correo electrónico: \_\_\_\_\_

Relación a la persona para quien se quejan:

Por favor explique por qué han presentado por un tercero:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Por favor confirme que ha obtenido el permiso de la parte agraviada si está presentando en nombre de un tercero.

Sí  
 No

¿C. Cuál de los siguientes describe mejor la razón que usted cree que la discriminación tuvo lugar?

Raza  Color  National origen

Otros:

\_\_\_\_\_  
\_\_\_\_\_

¿D. en qué fecha la discriminación alegada ocurrió?

Fecha: \_\_\_\_\_

Fecha: \_\_\_\_\_

Fecha: \_\_\_\_\_

Fecha: \_\_\_\_\_

Fecha: \_\_\_\_\_

Otros:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. por favor describa la discriminación alegada. Explicar lo que sucedió y que crees era responsable. Describir a todas las personas que participaron. Incluir el nombre e información de contacto de la persona que discriminó (si se conoce) así como los nombres y la información de contacto de cualquier testigo. Si se necesita espacio adicional, añadir una hoja de papel.

¿F el. se presentó esta queja con cualquier otro Federal, estado o agencia local o con cualquier Tribunal Federal o estatal? Lista de todas las que apliquen.

Agencia federal  Tribunal Federal

Agencia Estatal  Estado de corte  Agencia local

Si usted ha comprobado anteriormente, Sírvanse facilitar información sobre una persona de contacto en la Agencia/tribunal donde se presentó la queja.

Nombre: \_\_\_\_\_

Título: \_\_\_\_\_

Dirección: \_\_\_\_\_

Código de ciudad, estado, código postal: \_\_\_\_\_

Teléfono (casa): \_\_\_\_\_

Teléfono (trabajo): \_\_\_\_\_

Correo electrónico: \_\_\_\_\_

G. por favor firme abajo. Usted puede conectar cualquier material escrito u otra información que crees que es relevante a su queja.

Firma fecha \_\_\_\_ \_\_\_\_

Accesorios: SI\_\_\_\_ No\_\_\_\_

H. presentar formulario e información para:

Gayle Braunstein, Manager of Business  
Administration  
Wilf Transport, Inc.  
350 DeMott Lane  
Somerset, NJ 08873  
P: 732-568-1155  
F: 732-568-0056  
Correo electrónico: [gbraunstein@wilfcampus.org](mailto:gbraunstein@wilfcampus.org)