

**Title VI Plan**  
**Oneida – Vilas Transit Commission**

Adopted on: May 13, 2016


Adopted by: Oneida – Vilas Transit Commission

Revised on: (insert date)

*This policy is hereby adopted and signed by:*

Oneida – Vilas Transit Commission

Executive Name/Title: Erv Teichmiller / Oneida – Vilas Transit  
Commission Board Chairman

Executive Signature: 

**Policy Statement**

The Oneida – Vilas Transit Commission as a recipient of Federal Transit Administration (FTA) grant dollars either directly from FTA or through the Wisconsin Department of Transportation (WisDOT) will comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the U.S. Department of Transportation implementing regulations.

**Title VI Plan Elements**

The Oneida – Vilas Transit Commission Title VI plan includes the following elements:

1. Evidence of Policy Approval
2. Notice to the Public
3. Complaint Procedure
4. Complaint Form
5. List of transit related Title VI Investigations, Complaints and Lawsuits
6. Public Participation Plan
7. Language Assistance Plan
8. Minority Representation Table and Description

Note: Additional materials will be attached, if required.

The Oneida – Vilas Transit Commission will review its policy at least once a year to determine if modifications are necessary. As applicable, the Oneida – Vilas Transit Commission will meet with its third party contractor (transit provider) or lessee on an annual basis to ensure compliance with Title VI plan requirements.

### Policy Updates – Activity Log

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Remarks



## TITLE VI Notice to the Public

The Oneida – Vilas Transit Commission's Notice to the Public is as follows:

### Notifying the Public of Rights Under Title VI

#### Oneida – Vilas Transit Commission

#### The Oneida – Vilas Transit Commission

- ✓ 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 Oneida – Vilas Transit Commission.

For more information on the Oneida – Vilas Transit Commission's civil rights program, and the procedures to file a complaint, contact 844-267-4762, (TTY 711); email [northwoodstransitconnections@gmail.com](mailto:northwoodstransitconnections@gmail.com); or visit our administrative office at 1831 N. Stevens St., Rhinelander, WI 54501. For more information, visit [www.northwoodstransit.org](http://www.northwoodstransit.org)

- ✓ A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590.
- ✓ If information is needed in another language, contact 844-267-4762.  
*Si se necesita informacion en otro idioma de contacto, 844-267-4762.*

The Oneida – Vilas Transit Commission Notice to the Public is posted in the following locations:  
(check all that apply)

- X Agency website: [northwoodstransit.org](http://northwoodstransit.org)
- X Public areas of the agency office 1831 N. Stevens St. Rhinelander, WI 54501
- X Inside vehicles
- ☐ Rider Guides/Schedules
- ☐ Transit shelters and stations
- X Other: Oneida County Department of Aging 100 W. Keenan St. Rhinelander, WI 54501,  
Vilas County Commission on Aging 521 E Wall St. Eagle River, WI 54521

## Title VI Complaint Procedure

The Oneida – Vilas Transit Commission's Title VI Complaint Procedure is made available in the following locations: *(check all that apply)*

- X Agency website, either as a reference in the Notice to Public or in its entirety
- X Hard copy in the central office
- X Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.

---

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by the Oneida – Vilas Transit Commission may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form.

The Oneida – Vilas Transit Commission investigates complaints received no more than 180 days after the alleged incident. The Oneida – Vilas Transit Commission will process complaints that are complete.

Once the complaint is received, the Oneida – Vilas Transit Commission 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.

The Oneida – Vilas Transit Commission has 30 days to investigate the complaint. If more information is needed to resolve the case, the city may contact the complainant.

The complainant has 10 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 10 business days, the city 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 (2) 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.
- ✓ A letter of finding (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 10 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.

If information is needed in another language, then contact 844-267-4762.



## Title VI Complaint Form

The Oneida – Vilas Transit Commission's Title VI Complaint Procedure is made available in the following locations: (check all that apply)

- ☒ Agency website, either as a reference in the Notice to Public or in its entirety
- ☒ Hard copy in the central office
- ☐ Available in appropriate languages for LEP populations, meeting the Safe Harbor Threshold.
- ☐ Other, \_\_\_\_\_

<b>Section I:</b>				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
<b>Section II:</b>				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of 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
<b>Section III:</b>				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. 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 more space is needed, please use the back of this form.				
_____ _____				
<b>Section IV</b>				
Have you previously filed a Title VI complaint with this agency?			Yes	No

<b>Section V</b>	
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
<b>Section VI</b>	
Name of agency complaint is against: Oneida – Vilas Transit Commission	
Contact person: Jim Altenburg	
Title: Transit Manager	
Telephone number: 715-420-0585 or 844-267-4762	

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

Signature and date required below

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

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

Oneida – Vilas Transit Commission Title VI Coordinator  
P.O. Box 853  
Rhineland, WI 54501



## List of Transit Related Title VI Investigations, Complaints and Lawsuits

The Oneida – Vilas Transit Commission maintains a list or log of all Title VI investigations, complaints and lawsuits, pertaining to its transit-related activities.

**Check One:**

There have been no investigations, complaint and/or lawsuits filed against us during the report period.

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

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

## Public Participation Plan

### Strategies and Desired Outcomes

To promote inclusive public participation, the Oneida – Vilas Transit Commission will employ the following strategies, as appropriate:

- ✓ Provide for early, frequent and continuous engagement by the public.
- ✓ Select accessible and varied meeting locations and times
- ✓ Employ different meeting sizes and formats
- ✓ Provide childcare and food during meetings, if possible.
- ✓ Use social media in addition to other resources as a way to gain public involvement
- ✓ Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.
- ✓ Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.

### Public Outreach Activities

The Oneida – Vilas Transit Commission maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the Oneida – Vilas Transit Commission reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by the Oneida – Vilas Transit Commission are summarized in the table below. Efforts include *meetings, focus groups, attendance at community events, etc.*

Information collected on the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (i.e. posters were placed in all shopping centers in the affected area) will be used for future planning efforts. Examples of additional supporting materials include copies of meeting announcements, agendas, posters, attendee list, etc.

Event Date	Oneida-Vilas Transit Commission Staffer(s)	Event	Date Publicized and Communication Method (Public Notice, Posters, Social Media)	Outreach Method (Meeting, Focus Group, Survey, etc).	Notes
4-5-16	Administrative Assistant	Visually Impaired of Lakeland Area	3/27 President of Group	Meeting	10 attendees Discussed rates and routes
4-6-16	Transit Manager & AA	Oneida County Senior Center Rhinelander	PSA to Media: Northwoods River News, NorthStar Journal WXPR, WHDG, WPEG, WLSL, and News story on WJFW TV 12	Lunch meeting	25 attendees discussed rates and possible routes
4-6-15	Transit Manager	Prime Timers Club of St. Germain	PSA to Media: Northwoods River News, NorthStar Journal WXPR, WHDG, WPEG,	Meeting	80 attendees discussed rates and routes



			WLSL, and News story on WJFW TV 12		
4-13-16	Transit Manager	Senior dining site at Holy Catholic Church Woodruff	PSA to Media: Northwoods River News, NorthStar Journal WXPR, WHDG, WPEG, WLSL, and News story on WJFW TV 12	Meeting	12 attendees. discussed rates and routes
4-20-16	Transit Manger	Lake Nokomis Town Hall	PSA to Media: Northwoods River News, NorthStar Journal WXPR, WHDG, WPEG, WLSL, and News story on WJFW TV 12	meeting	20 attendees. Discussed rates and routes
4-21-16	Transit Manager	Evergreen Manor Rhinelander	Poster	meeting	30 attendees. Discussed rates and routes.
4-27-16	Transit Manager	Rhinelander Chamber of Commerce	Meeting Notice	meeting	15 attendees. Discussed rates and routes.

## Language Assistance Plan

### Plan Components

As a recipient of federal US DOT funding, the Oneida – Vilas Transit Commission is required to take reasonable steps to ensure meaningful access to our programs and activities by Limited-English proficient (LEP) persons.

Limited English Proficient (LEP) refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak or understand English. This includes those who have reported to the U.S. Census that they speak English less than very well, not well, or not at all.

The **Oneida-Vilas Transit Commission's** Language Assistance Plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of how language assistance services are provided by language
3. A description of how LEP persons are informed of the availability of language assistance service
4. A description of how the language assistance plan is monitored and updated
5. A description of how employees are trained to provide language assistance to LEP persons
6. Additional information deemed necessary

### Methodology

To determine if an individual is entitled to language assistance and what specific services are appropriate, the Oneida – Vilas Transit Commission has conducted a *Four Factor Analysis*<sup>1</sup> of the following areas: 1) Demography, 2) Frequency, 3) Importance and 4) Resources and Costs.

#### *LEP Four Factor Analysis*

**Factor 1: Demography:** Identifies the number or proportion of LEP persons served and the languages spoken in the service area.

The first factor of the *Four Factor Analysis* is the basis of the Language Assistance Plan. It requires the Oneida – Vilas Transit Commission to review its US Census data to determine if it meets the *LEP Safe Harbor Threshold*.

#### US Census and American Community Survey (ACS) Data<sup>2</sup>

The Oneida – Vilas Transit Commission did the following:

1. Inserted a copy of the Oneida – Vilas Transit Commission's county LEP data in the Title VI plan. This data was found at the WisDOT website

---

<sup>1</sup> DOT LEP guidance <https://www.civilrights.dot.gov/page/dots-lep-guidance>

<sup>2</sup> The ACS publishes data in many forms on the Census Bureau American Fact Finder website <http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml>





2. <http://www.dot.wisconsin.gov/localgov/docs/title6-lep.pdf> or the US Census Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
3. Analyzed the LEP demographic data for the Oneida – Vilas Transit Commission's program and/or service area by calculating the *Safe Harbor Threshold* for two to three of the largest language groups identified other than English.
  - a. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that "Speaks English less than very well" by the total population of the county.
    - i. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less of the population to be served) the Oneida – Vilas Transit Commission's must provide translation of vital documents in written format for the non-English users.
    - ii. Examples of written translation of vital documents include the Title VI policy statement and/or Notice to the Public (Appendix 2), Title VI Complaint Procedure (Appendix 3), Title VI Complaint Form (Appendix 4), and ADA paratransit eligibility forms.
4. Explained the results of the analysis of the county LEP data in the demographic section of the *Four Factor Analysis*.

**Factor 2: Frequency:** Identifies the frequency staff (and transit provider/lessee, if applicable) comes into contact with LEP persons.

LEP persons are persons identified as speaking English less than very well, not well or not at all. Just because a person speaks a language other than English doesn't mean they don't speak English or are identified as LEP.

The summary below discusses the frequency with which Oneida – Vilas Transit Commission staff, and/or its contractor/lessee come into contact with LEP persons. It also provides information on the how staff is instructed to meet the needs of LEP persons. Oneida – Vilas Transit Commission staff persons are encouraged to use LEP resource materials to assist LEP persons.

**Factor 3: Importance:** Explains how the program, service or activity affects people's lives.

The summary below discusses how the Oneida – Vilas Transit Commission's program and services impact the lives of person's within the community. The Oneida – Vilas Transit Commission will specify the community organizations that serve LEP persons, if available.

**Factor 4: Resources and Costs:** Discusses funding and other resources available for LEP outreach.

The summary below discusses the low cost methods the Oneida – Vilas Transit Commission uses to provide outreach to LEP persons as well as train staff (and transit provider/lessee, if applicable) on Title VI and LEP principles.

#### *Additional Required Elements*

In addition to the *Four Factor Analysis* (listed below as item #1), The Oneida – Vilas Transit Commission addresses the following elements:

*Item #2:* A description of how language assistance services are provided by language

*Item #3:* A description of how LEP persons are informed of the availability of language assistance service

*Item #4:* A description of how the language assistance plan is monitored and updated

*Item #5:* A description of how employees are trained to provide language assistance to LEP persons

*And, any additional information deemed necessary.*

### **City of USA – Summary of the Language Assistance Plan Components**

<b>Item #1 – Results of the Four Factor Analysis</b> <i>(including a description of the LEP population(s) served)</i>
---

#### **Factor 1 – Demography**

*The Oneida – Vilas Transit Commission contracts with a transit provider/lessee to provide transportation service for the Oneida – Vilas Transit Commission and in USA County.*

*In **Oneida County**, with a population estimate of 34,360, 69 persons have identified themselves as Spanish speaking and “speaks English less than well”. In **Vilas County**, with a population estimate of 20,584, (4) four individuals have identified themselves as speaking “Other Native North American Languages” and “speaks English less than well” and 75 persons have identified themselves as Spanish speaking and “speaks English less than well”.*

These language groups are less than 1% and below the 5% or 1,000-person threshold of the populations served. As such, the **Oneida-Vilas Transit Commission** is not required to provide written translation of vital documents. All of the other language groups listed above are also below the Safe Harbor Threshold. This means, at this time, the **Oneida-Vilas Transit Commission** is also not required to provide written translation of vital documents in these languages.

*Even though the Oneida – Vilas Transit Commission is below the Safe Harbor Threshold and is not required to provide written translation of vital documents.*

*In the future, if the Oneida – Vilas Transit Commission meets the Safe Harbor Threshold for any language group, it will provide written translation of vital documents in such languages and also consider measures needed for oral interpretation.*

#### **Factor 2 – Frequency**



The Oneida – Vilas Transit Commission and its transit provider/lessee, if applicable will be trained on what to do when they encounter a person that speaks English less than well. The Oneida – Vilas Transit Commission with assistance from our transit provider/lessee will track the number of encounters and consider making adjustments as needed to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the Oneida – Vilas Transit Commission's programs and services.

The Oneida – Vilas Transit Commission and our transit provider/lessee has an open door policy and will provide rides to any person who requests a ride. If an individual has speech limitations, the dispatcher or driver will work with the Transit Manager and the Oneida – Vilas Transit Commission to ensure the individual receives access to the transportation service.

The "I Speak" Language identification card listed below is a document that can be placed in our transit provider/lessee's vehicles and used by the Oneida – Vilas Transit Commission staff to assist LEP individuals. Additional languages can be added as needed to match the demographic changes of the Oneida – Vilas Transit Commission's service area.

**"I Speak" Language Identification Card**

Mark this Box if you speak...	Language Identification Chart	Language
	Mark this box if you read or speak English	English
	Marque esta casilla si lee o habla español	Spanish
	Kos lub voj no yog koj paub twm thiab hais lus Hmoob	Hmong
	如果说中国在方框内打勾	Chinese
	Xin ñaùnh daáu vaøo oå naøy neáu quyù vò bieát ñoïc vaø noùi ñoõic Vieät Ngõõ.	Vietnamese
	당신이한국어말할경우이 상자를표시	Korean
	Markahan itong kuwadrado kung kayo ay marunong magbasa o magsalita ng Tagalog.	Tagalog
	Kreuzen Sie dieses Kästchen an, wenn Sie Deutsch lesen oder sprechen	German
	Отметить этот флажок, если вы говорите по-русски	Russian
	Означите ову кућицу ако говорите српски	Serbian
	आप हिंदी बोलते हैं तो इस बक्से को चिह्नित करें	Hindi
	پر نشان لگائیں تو اس باکس بولتے ہیں اردو اگر آپ	Urdu

**Note:** For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

**Factor 3 – Importance**

The Oneida – Vilas Transit Commission and our transit provider/lessee understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. A transportation system is a key link to connecting LEP persons to these essential services.

The Oneida – Vilas Transit Commission has identified activities and services which would have serious consequences to individuals if language barriers prevented access to information or the benefits of those programs. The activities and services include providing emergency evacuation instructions in our facilities and vehicles and providing information to the public on security awareness or emergency preparedness.



*The Oneida – Vilas Transit Commission's assessment of the programs, activities and services that are most critical include contact with community organization(s) that serve LEP persons, as well as contact with LEP persons themselves to obtain information on the importance of the modes or the types of services that are provided to the LEP populations.*

#### **Factor 4 – Resources and Costs**

*Even though the Oneida – Vilas Transit Commission does not have a separate budget for LEP outreach, the city has worked with our transit provider/lessee to implement low cost methods of reaching LEP persons.*

*Oneida – Vilas Transit Commission staff conducts outreach activities to LEP communities throughout the year to inform the public of transportation services available. These outreach/resource awareness efforts are low cost methods and are accomplished by existing staff resources and the use of posting website information and developing and printing brochure/materials.*

*Training of Oneida – Vilas Transit Commission and our transit provider/lessee staff as to Title VI and LEP requirements is conducted internally. At this point, no additional training costs are incurred with the exception of printing/photocopying materials.*

#### **Item # 2 – Description of how Language Assistance Services are Provided, by Language**

*The Oneida – Vilas Transit Commission does have a bilingual speaking person on staff. In the event that LEP assistance is necessary the Oneida-Vilas Transit Commission will contact Linda Rodriguez.*

#### **Item # 3 - Description of how LEP Persons Are Informed of the Availability of Language Assistance Service**

*The Oneida – Vilas Transit Commission and our transit provider/lessee does the following to inform LEP persons of the availability of language assistance services:*

- ✓ *Upon request will publish a timetable and route map in Spanish on the Oneida – Vilas Transit Commission website*
- ✓ *Review outreach activities and the frequency of contact with LEP individuals to determine whether additional language assistance services are needed*
- ✓ *Prioritize the hiring of bilingual staff, as needed*
- ✓ *Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs*  
*<http://www.wisconsinrelay.com/spanish.html> and <http://www.wisconsinrelay.com/>*

*The Oneida – Vilas Transit Commission and our transit provider/lessee uses a variety of low cost outreach methods such as visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions and local festivals. The cost is relatively low but the ability to reach the LEP population is high.*

#### **Item # 4 – Description of how the Language Assistance Plan is Monitored and Updated**

*The Oneida – Vilas Transit Commission reviews its plan on an annual basis or more frequently as needed. In particular, the Oneida – Vilas Transit Commission will evaluate the information collected on encounters with LEP persons as well as public outreach efforts to determine if adjustments should be made to the delivering of programs and services to ensure meaningful access to minority and LEP persons.*



*In addition, the Oneida – Vilas Transit Commission meets with our transit provider/lessee on an annual basis to ensure the Title VI requirements are met.*

<b>Item # 5 - Description of how Employees are Trained to Provide Language Assistance to LEP Persons</b>
--

*Oneida – Vilas Transit Commission employees are oriented on the principles of Title VI and the Oneida – Vilas Transit Commission's Language Assistance Plan. New employees will be provided guidance on the needs of clients served and how best to meet their needs. The Oneida – Vilas Transit Commission will ensure its transit provider/lessee also educates its staff on Title VI requirements, and specifically LEP provisions.*

*If a driver, dispatcher or employee needs further assistance related to LEP individuals, her/she will work with the Oneida – Vilas Transit Commission's and/or our transit provider/lessee's Transit Manager to identify strategies to meet the language needs of the participants of the program or service.*

*As part of our annual check in meeting, the Oneida – Vilas Transit Commission will meet with our transit provider/lessee to discuss updates the Oneida – Vilas Transit Commission's Language Assistance Plan.*

## Minority Representation Information

### A. Minority Representation Table<sup>3</sup>

The table below depicts the Oneida – Vilas Transit Commission's non-elected committees/councils related to transit.



Oneida Co Data  
by Race.pdf



Vilas Co Data by  
Race.pdf

Body	Caucasian	Hispanic	African American	Asian American	Native American	Two or More Races
Oneida County Population	95.7%	1.2%	.5%	.7%	1.1%	.8%
Vilas County Population	86.2%	1.4%	.3%	.4%	9.4%	2.3%
Oneida Vilas Transit Commission	100%	0%	0%	0%	0%	0%

### B. Efforts to Encourage Minority Participation

The Oneida – Vilas Transit Commission understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, the Oneida – Vilas Transit Commission encourages participation of all its citizens.

As vacancies on boards, committees and councils become available, the Oneida – Vilas Transit Commission will make efforts to encourage and promote diversity.

To encourage participation on its boards, committees and councils, the Oneida – Vilas Transit Commission will continue to reach out to community, ethnic and faith-based organizations to connect with all populations. In addition, the Oneida – Vilas Transit Commission will use create ways to make participating realistic and reasonable. Such as, scheduling meetings at times best suited to its members and providing transportation and child care, if needed for its members.

<sup>3</sup> County data by race is available at the WisDOT website <http://www.dot.wisconsin.gov/localgov/transit/title6.htm> or the US Census Bureau American Fact Finder website <http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>



## Minority Representation Data Collection Form

Oneida – Vilas Transit Commission

Date:

---

Dear Member,

As the Oneida – Vilas Transit Commission is a recipient of federal funds, we are required under Title VI of the Civil Rights statute to ascertain the racial/ethnic make-up of any non-elected boards, commissions, councils, etc.

Data from this section is used for statistical and reporting purposes. The information may be subject to disclosure under federal or state law or rule.

### Anti-Discrimination Notice

It is unlawful for the Oneida – Vilas Transit Commission to fail or refuse to provide services, access to services or activities, or otherwise discriminate against an individual because of an individual's race, color, religion, sex, national origin, disability or veteran status.

As a council under the jurisdiction of the Oneida – Vilas Transit Commission, we invite council members to voluntarily self-identify their race/ethnicity in order for us to comply with FTA Title VI regulations. This information will be used according to the provisions of applicable federal and state laws, executive orders and regulations, including those requiring the information to be summarized and reported to the federal government for civil rights enforcement purposes.

### Race/Ethnicity

If you choose to self-identify, please mark the **one box** describing the race/ethnicity category with which you primarily identify:

\_\_\_ *Asian or Pacific Islander*: All persons having origins in any of the peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

\_\_\_ *Black and/or African American* (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

\_\_\_ *Hispanic*: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

\_\_\_ *American Indian or Alaskan Native*: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

\_\_\_ *Caucasian* (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

## Fixed Route Service Standards

(For all Fixed Route Transit Providers)

### Vehicle Load Standards

#### 1. Expressed in writing

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 18 passengers for a 20' mini-bus and 22 passengers for a 25' mini bus.

#### 2. Expressed in tabular format

Vehicle Type	Average Passenger Capacities			
	Seated	Standing	Total	Maximum Load Factor
20' mini bus	14+2	0	18	
20' mini bus	16+2	0	18	
25' mini bus	18+2	0	22	
22' mini bus	16+2	0	18	
22' mini bus	16+2	0	18	
22" mini bus	16+2	0	18	
25" mini bus	18+2	0	20	
25' mini bus	18+2	0	20	

### Vehicle Headway Standards

#### 1. Expressed in writing

Service operates in small urban and rural routes 15 minutes or better from early morning to late in the evening, five days a week. On weekdays, 15 minutes or better service should begin no later than 8:00 a.m. and continue until 4:00 p.m.

Scheduling involves the consideration of a number of factors including: ridership productivity, transit/pedestrian friendly streets, density of transit-dependent population and activities, relationship to the Regional Transportation Plan, relationship to major transportation developments, land use connectivity, and transportation demand management.

### On-Time Performance Standards

Ninety-five (95) percent of the Oneida – Vilas Transit Commission's transit vehicles will complete their established runs no more than five minutes early or late in comparison to the established schedule/published timetables.

### Service Availability Standards

#### 1. Expressed in writing



The Oneida – Vilas Transit Commission will distribute transit service so that 90% of all residents in the service area are within a ¼ mile walk of bus service.

and/or

Local bus stops will not be more than three blocks apart. Express bus stops will be one-half to three-quarters of a mile apart.

## **Fixed Route Service Policy**

*(For all Fixed Route Transit Providers)*

### ***Vehicle Assignment Policy***

#### ***Expressed in Writing***

Vehicles will be assigned to small urban and rural routes.

All fleet vehicles are equipped with air conditioning.

### ***Transit Amenities Policy***

#### ***Expressed in Writing***

Installation of transit amenities along bus routes are based on the number of passenger boarding at the stops along those routes.