

Reasonable Modification Form

Rev. May 2016

METRO will provide reasonable accommodations to policies, practices, or procedures when the accommodations are necessary to avoid discrimination on the basis of disability unless making the modifications (1) would fundamentally alter the nature of the service, program, or activity, or (2) would result in undue financial and administrative burdens, or (3) without the requested modification, the individual with a disability is able to fully use the entity's services, programs, or activities for their intended purpose.

Persons with disabilities who would like to make a reasonable accommodation request are asked to complete this **Reasonable Modification Form** and submit to METRO'S Transit Operations Manager. When completing this form, please address the following:

- a. Make request in advance of desired change in policy or practice;
- b. Please be as specific as possible about how a current policy or practice creates a barrier to your use of METRO's public transit system;
- c. Please recommend the change that you would like METRO to consider.

METRO will make every effort accommodate IMMEDIATE reasonable accommodation requests for situations in which a potential IMMEDIATE AND PRESENT barrier to using public transit. In these situations, passengers are asked to contact METRO at 207-774-0351.

Section I: Contact Information					
Name:					
Address:					
Telephone # where yo	ou wish to contacted:				
E-mail address:					
Accessible Format Requirements:	Large Print		Audio Tape		
	TDD		Other		
Section II: Explain as clearly as possible what policy or practice creates a barrier to your use of METRO's public transit system.					

Section III: Please the recommend the reasonable modification in policy or practice that you would ask METRO to consider.				
You may attach any written materials or other informat	ion that you think is relevant to your request.			
Signature and date required below:				
Signature	Date			
Submission Options : You may submit this form in person at the address below, by mail to the address below or you may scan this completed form along with all supporting materials and e-mail to the individual stated below:				
Transit Operations Manager Greater Portland Transit District 114 Valley Street Portland, ME 04102 tridge@gpmetrobus.com				
METRO OFFICE USE ONLY				
Reasonable Modification Determination				
APPROVED	NOT APPROVED			
Describe modification:	Describe reasons for denial:			
Determination made by:	Date:			
Customer Notified by:	Date:			
Dispatch/CS Notified by:	Date:			