

NOTICE OF INTENTION TO APPEAL SUSPENSION FORM

INSTRUCTIONS: Please complete this form if you wish to appeal your suspension from the Gadsden Transportation Services' DART paratransit service due to violations of the No-Show/Late Cancellation Policy. *The appeal must be postmarked within 14 calendar days of the date the notice of suspension was issued.* Information on the appeal process is listed on the attached sheet.

CONTACT INFORMATION *(Please print clearly):*

Name: _____ DART ADA ID#: _____

Address: _____

Date of Birth: ____/____/____ Telephone #: (____) _____

YOU MUST CHOOSE ONE OF THE FOLLOWING:

- Appeal in Writing.** *If you choose to appeal in writing, please submit either the "Statement of Appeal Form" on the reverse side or a letter documenting why you believe that the violations were charged in error and/or should be excused. Please include all supporting documentation with your appeal.*
- Appeal in Person.** *If you choose to appeal in person, you will be contacted by DART to schedule an appeal hearing. You must be available to attend the scheduled hearing. Please note that walk-ins will not be seen.*

CUSTOMER'S SIGNATURE:

_____ Date: _____

(This form will be returned if it is not signed and dated.)

RETURN THE COMPLETED FORM(S) TO: DART ADA Appeals Panel
City of Gadsden –Room 412
90 Broad Street
Gadsden, AL 35902

STATEMENT OF APPEAL FORM

CONTACT INFORMATION *(Please print clearly):*

Name: _____ **DARTADA ID#:** _____

Address: _____ **Date of Birth:** ____ / ____ / ____

_____ **Telephone #:** _____

Dates of Suspension: _____

Dates of Violations: _____

BASIS FOR YOUR APPEAL *(I am appealing my suspension from DART because):*

CUSTOMER'S SIGNATURE:

_____ Date: _____
(This form will be returned if it is not signed and dated.)

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90 Broad Street
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DART

NO-SHOW/LATE CANCELLATION APPEAL INFORMATION

- ◆ *Customers who have received a notice of suspension are entitled to an appeal.*
- ◆ *Customers may appeal in person or in writing.*
- ◆ *To appeal in writing, customers must submit the completed “**Notice of Intention to Appeal Suspension Form**” and either the “**Statement of Appeal Form**” or a letter documenting why he/she believes that the violations were charged in error and/or should be excused, including any supporting documentation. These documents must be postmarked within **14 calendar days** of the date the notice of suspension was issued.*
- ◆ *To appeal in person, customers must submit the completed “**Notice of Intention to Appeal Suspension Form**”, postmarked within **14 calendar days** of the date the notice of suspension was issued. Customers must be available to attend the scheduled hearing. Customers may also bring a representative.*
- ◆ *Appeal hearings are held at City of Gadsden, Room 412, 90 Broad Street Gadsden, AL 35901.*
 - ◆ *The Paratransit Appeals Panel shall consist of an individual or panel.*
 - ◆ *Trip requests that are made for trips that would occur after the date the suspension is scheduled to begin will not be honored unless the ADA Appeals Panel has received the completed “**Notice of Intention to Appeal Suspension Form**” in a timely manner and the appeal is pending.*
 - ◆ *Failure to submit a timely appeal will result in a default suspension against the customer.*
 - ◆ *Notification of appeal decisions will be made to customers in writing.*
 - ◆ *The decision of the Paratransit Appeals Board is final.*
 - ◆ *Should a customer have any questions, he/she should call the DART Office at 256-543-3278 between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday.*