

C.A.C. Transportation Inc. Policy
Effective Date: 01/15/2018

TITLE VI OF THE CIVIL RIGHTS ACT

STATEMENT OF POLICY

C.A.C. Transportation Inc. is committed to providing services that are free of all forms of discrimination based on factors that include, but are not limited to, race, ethnicity, age, disability status, gender/gender identification, and sexual orientation. The Company will take preventive, corrective, and/or disciplinary action when necessary against behavior that violates this policy or the rights and privileges it is designed to protect.

APPLICABILITY

This policy applies to all C.A.C. Transportation Inc. staff members and contractors for C.A.C. Transportation Inc.

DEFINITIONS

For the purpose of this policy, unless otherwise specified, the following definitions shall apply:

- Color: Skin color or complexion
- Discrimination: An intentional or unintentional action through which a person, solely because of race, color, national origin, religion, gender/gender identification, or sexual orientation has been subjected to unequal treatment.
- National Origin: A person's, or his or her ancestor's, place of birth. May also refer to the physical, cultural, or linguistic characteristics associated with ethnicity or ancestry.
- Race: A social classification of people which includes, but may not be limited to, White, Hispanic or Latino, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander as defined by the U.S. Census.
- Limited English Proficiency (LEP): One who does not speak English as a primary language and who has limited ability to read, speak, write, or understand English.

PROCEDURES

Title VI Coordinator:

Joseph is Administrator for C.A.C. Transportation Inc. Title VI Coordinator and acts as the focal point for Title VI implementation and monitoring.

Public Notice:

A Title VI Notice to the Public will be posted on C.A.C. Transportation Inc. website at www.cobreeze.com. A copy of the C.A.C. Transportation Inc. Title VI Notice to the Public is attached to this document as Appendix A.

Complaints:

Any person who believes she or he has been discriminated against by C.A.C. Transportation Inc. on the basis of race, color, or national origin may file a complaint by completing and submitting a Title VI Complaint Form. Complaints must be complete in both form and content to be reviewed. A copy of the C.A.C. Transportation Inc. VI Complaint Form is attached to this document as Appendix B. To request a separate Title VI Complaint Form:

- Call 541-389-7469
- Write to:
C.A.C. Transportation Inc.
PO Box 8819
Bend, OR 97708
- Download the document from C.A.C. Transportation Inc. at www.cobreeze.com

Complaints must be submitted to Joseph, C.A.C. Transportation Inc. by U.S. postal service to the mailing address shown above.

When applicable, a complainant may also file a Title VI complaint may also be filed directly with any federal agency that supplies funding to C.A.C. Transportation Inc. in support of the applicable program or service in which the alleged incident occurred. Federal agencies that provide funding to the C.A.C. Transportation Inc. are Department of Transportation. Contact information for the Office of Civil Rights operating in such agencies may be found online.

At such time as the complaint is received, Joseph at C.A.C. Transportation Inc. will review it to determine if C.A.C. Transportation Inc. has jurisdiction over the matter. The complainant will receive an acknowledgement letter stating whether the complaint will be investigated by C.A.C. Transportation Inc.

C.A.C. Transportation Inc. will investigate complaints within no more than 180 days after the alleged incident occurs. If more information is needed to resolve the case, the assigned investigator may contact the complainant. The complainant has 10 business days from the date of the letter to return the requested information to the investigator. If the investigator is not contacted by the complainant or does not receive the requested information within 10 business days, Deschutes County will administratively close the case. A case will also be administratively closed upon withdrawal by the complainant.

After the investigator reviews the complaint, she or 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 investigation, indicates that a Title VI violation did not occur, and states that the

case will be closed. An LOF summarizes the allegations and investigation and explains whether any disciplinary action, staff training, or other action will occur. If the complainant wishes to appeal the decision, she or he has 30 days after the date of the letter or the LOF to do so.

The C.A.C Transportation Inc will provide, upon request, a list of all active investigations, lawsuits, or complaints made on the basis of race, ethnicity, age, disability status, gender/gender identification, and sexual orientation. A copy of the C.A.C Transportation Inc List of Title VI Investigations, Complaints, and Lawsuits form is attached to this document as Appendix C and contains a name, date of filing, summary of the allegation(s), status of the investigation, and action(s) taken.

Minority Representation:

A copy of C.A.C Transportation Inc Minority Representation table is attached to this document as Appendix E. More information regarding minority representation can be found in C.A.C Transportation Inc Equal Employment Opportunity Plan.

Reporting:

C.A.C Transportation Inc will periodically report information required to determine compliance with Title VI of the Civil Rights Act as required by federal and state government agencies for grant funding and other purposes. The contents and format of such reports will be determined by the requesting party.

**C.A.C TRANSPORTATION INC.
TITLE VI NOTICE**

C.A.C Transportation Inc operates its services without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been subjected to an unlawful discriminatory practice as defined under Title VI of the Civil Rights Act may file a complaint with C.A.C Transportation Inc.

For more information about C.A.C Transportation Inc civil rights program and the obligations and procedures required to file a complaint:

- Call 541-389-7469
- Write to:
C.A.C Transportation Inc
Joseph
PO Box 8819
Bend, OR 97708
- Download the document from C.A.C Transportation Inc website at www.cobreeze.com

When applicable, a complainant may also file a Title VI complaint may also be filed directly with any federal agency that supplies funding to C.A.C Transportation Inc in support of the applicable program or service in which the alleged incident occurred. Federal agencies that provide funding to C.A.C Transportation Inc are Department of Transportation. Contact information for the Office of Civil Rights operating in such agencies may be found online.

If this information is needed in another language or format, please call 541-389-7469.

**C.A.C. TRANSPORTATION INC.
LIST OF TITLE VI INVESTIGATIONS, COMPLAINTS, AND LAWSUITS**

Name	Date	Summary	Status	Action(s) Taken
Investigations				
1.				
2.				
3.				
4.				
Lawsuits				
1.				
2.				
3.				
4.				
Complaints				
1.				
2.				
3.				
4.				

**C.A.C. TRANSPORTATION INC.
MINORITY REPRESENTATION TABLE**

Group	White	American Indian/Alaska Native	Asian/Pacific Islander	Black/African American	Hispanic/Latino
General State Population	77.0%	1.8%	4.7%	2.0%	12.5%
General County Population	87.9%	1.1%	1.3%	0.5%	7.8%
C.A.C. Transportation Inc.	92.8	0%	7.2%	0%	0%
Employee Ratio	Men	Women			
Drivers	5	3			
Other Employees	3	3			
Management	1	2			

Note: Percentages may not total 100 due to individuals identifying as two or more races.