

Request for Reasonable Modification



Submitted by: _____ Date: _____

Submitted on behalf of Myself Someone else: _____
Name

Address: _____

Phone Number: _____
(Please provide best phone number to reach you)

Email: _____

Please describe what modification you need in order to use the South Lane Wheels (SLW) bus service: (if additional space is needed, please use the back of the form)

Does the person who needs this modification currently ride SLW? Yes No

If yes, please describe the current bus riding experiences without this requested modification:

Submit this form via:

- 1) **SLW Main Office Dispatcher**, Attn: Ruth Linoz
- 2) **Mail to:** Ruth Linoz, C/O South Lane Wheels, 1450 Birch Avenue, Cottage Grove, OR 97424
- 3) **Email to:** info@southlanewheels.org

SLW will process requests for reasonable accommodation and then provide the modification, where appropriate, within thirty (30) business days. SLW will communicate directly with the person requesting the modification. SLW recognizes, however, that the time necessary to process a request will depend on the nature of the modification(s) requested and whether it is necessary to obtain supporting information. If the modification is denied, an appeal process is in place.

OFFICIAL USE ONLY.

Date Received: _____
Request # _____

Notes: _____

Approved Denied By: _____ Date: _____