

COMMERCIAL VEHICLE SAFETY ALLIANCE
Title VI Program Compliance Plan

Policy Statement

The Commercial Vehicle Safety Alliance (CVSA) adopted this Title VI Program Compliance Plan to ensure the nonprofit corporation is in compliance with the provision of Title VI of the Civil Rights Act of 1964 and related non-discrimination authorities. Our policy is that no person is excluded from participating in or denied the benefits of our services, programs or activities receiving federal financial assistance on the basis of race, color, sex, age, national origin, income status, limited English proficiency (LEP) or disability.

The CVSA Executive Director is ultimately responsible for and committed to the effective implementation of the Title VI Program to achieve compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related non-discrimination authorities as identified in the signed Federal Motor Carrier Safety Administration (FMCSA) and Pipeline and Hazardous Materials Safety Administration (PHMSA) Title VI Program Assurance in all federal programs and activities, including 49 CFR Part 21 and 49 CFR Part 303. Responsibility for the day-to-day administration of the program will be that of the Title VI Program Coordinator, who is currently the CVSA Executive Director. The Title VI Program Coordinator has the authority and responsibility to effectively carry out his/her duties. The Title VI Program Coordinator and organizational staff ensure CVSA's compliance with Title VI and its implementing regulations. CVSA is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants. This policy statement will be circulated throughout CVSA and incorporated by reference in all contracts, agreements, programs and services administered by CVSA.



Collin B. Mooney, MPA, CAE
Executive Director
Commercial Vehicle Safety Alliance

December 12, 2018

Date

December 12, 2018

FMCSA Title VI Program Assurance (Exhibit A)

See Exhibit A, The United States Department of Transportation Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A.

PHMSA Title VI Program Assurance (Exhibit B)

The United States Department of Transportation Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A.

Description of Federal Aid Program

CVSA works to reduce crashes, fatalities and injuries involving commercial motor vehicles (CMVs) through combined enforcement of CMV safety regulations and outreach to the CMV community, enforcement personnel and the general public. Through a partnership with FMCSA, PHMSA, state, provincial, territorial and local members, as well as industry, CVSA helps ensure that both industry and enforcement understand the CMV safety regulations. This leads to uniformity of enforcement and improved compliance, promotes safe practices and fosters a better appreciation for the CMV industry. CVSA will achieve improvements in driver, vehicle and hazardous materials safety through the activities such as national enforcement campaigns, in-person and web-based education initiatives roadside enforcement and inspection data quality improvements, performance-based brake testers, and production of roadside enforcement and inspection training videos. These CVSA programs address multiple priority areas identified in FMCSA's Motor Carrier Safety Assistance Program's (MCSAP) High Priority Grant Program (HP) and PHMSA's Community Safety Grant (CSG) Notice of Funding Opportunities (NOFO), including targeting unsafe driving in high-risk crash corridors, improving CMV safety and compliance with safety regulations, and public awareness and education.

"Guardian" is a quarterly publication designed to foster awareness, inform and educate relevant North American commercial motor vehicle enforcement and industry segments on the latest CMV safety-related information and topics. With multiple jurisdictions throughout North America all doing their part to advance the ultimate goal of reducing the number of traffic crashes, injuries and fatalities, CVSA will develop, edit and publish a quarterly magazine, "Guardian," to help enhance and maintain core competencies in areas of roadside inspections, traffic enforcement, safety audits and compliance reviews for enforcement, motor carriers and industry, and to increase public awareness of commercial motor vehicles and educate both the public and private sectors. Specific audiences include: program directors, MCSAP managers, CVSA- and FMCSA-certified inspectors and investigators, FMCSA and PHMSA personnel; departments of transportation, public utility and service commissions, state police, highway patrols, departments of motor vehicles and ministries of transport; related associations, agencies and organizations; as well as academia, transportation safety organizations and trade associations, trucking and bus companies, manufacturers, industry suppliers and vendors, training institutions, consultants, insurance companies, state and provincial trucking associations, and small fleet owner operators. The magazine also provides an opportunity for various members of law enforcement, as well as industry members, to share experiences, knowledge and best practices.

Notification to Beneficiaries/Participants

See Exhibit B, Public Notice of Title VI Program Rights.

For the beneficiaries' consideration, CVSA is providing:

The Title VI Program Compliance Plan
Instructions in Filing a Title VI Complaint
Title VI Complaint Form
Reference Documents

CVSA has included the Public Notice of Title VI Program Rights on our website at www.cvsa.org under Contacts, CVSA Public Notice of Title VI Program Rights. In addition, the Public Notice of Title VI Program Rights will also be posted in the headquarters facility where activity or services are conducted.

Sub-Recipient Compliance Reports

CVSA does not intend to sub-award FMCSA or PHMSA funds.

Training

CVSA has assigned the responsibility for Title VI and nondiscrimination program compliance regarding FMCSA and/or PHMSA program activities and services to the project manager responsible for each grant award. That person has reviewed the FMCSA- and/or PHMSA-related responsibilities assigned to the project staff and the Title VI Program Coordinator. The staff and Title VI Program Coordinator have received a copy of the combined FMCSA and PHMSA Basis Title VI Program Training. Training is conducted annually by the project manager using the Title VI Program Policy Statement and other program information, and routine training is conducted using company email, newsletters and other communications methods. The training provides comprehensive information on Title VI Program requirements and its application to specific programs or operations; assistance on the identification of Title VI Program-related issues; and an overview of the complaint process.

All persons with responsibility under the program, or receiving training under the program, will sign an acknowledgement indicating that they understand the CVSA Title VI Program and have received appropriate training.

Access to Records

CVSA is responsible for ensuring all records relating to the effective implementation of Title VI Program requirements are available for review by FMCSA and/or PHMSA. The nonprofit corporation will make documents available to FMCSA and/or PHMSA staff upon request. This includes documents required for compliance reviews and/or complaint investigations conducted by FMCSA and/or PHMSA.

Complaint Disposition Process

CVSA is committed to a policy of nondiscrimination in the conduct of its business, including its Title VI Program responsibilities. No person is excluded from participating in or denied the benefits of its services, programs or activities receiving federal financial assistance on the basis of race, color, sex, age, national origin, income status, limited English proficiency (LEP) or disability.

A copy of the Title VI Complaint Form is available by calling 301-830-6143 or by visiting www.cvsa.org. Complaints should be addressed to: Commercial Vehicle Safety Alliance, Title VI Program Coordinator, 6303 Ivy Lane, Suite 310, Greenbelt, MD 20770.

All complaints will be investigated promptly. Listed below is the process for disposition of the complaint.

1. Any person who believes he or she has been subjected to discrimination under Title VI may file a Title VI Program complaint with CVSA within 180 days from the date of the alleged discrimination by completing a Title VI Program Complaint Form (See attached. A copy of this form is also available at the above locations).
2. In instances where additional information is needed, the Title VI Program Coordinator will contact the complainant in writing. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.
3. Following receipt of all required information, the Title VI Program Coordinator will complete the investigation, produce a formal report (Report of Investigation) and respond to the complainant in writing within 90 days of receipt of all complaint information. Receipt of additional relevant information and/or the simultaneous filing of complaints with CVSA and other external entities may delay the timing of the complaint resolution.

The CVSA Title VI Program Coordinator will maintain a Title VI Program Complaint Log to include the following information, name of complainant, identification by demography (i.e., race, color, national origin, etc.), allegation(s), complaint date, date of report of investigation, determination made and date, and any other relevant information as deemed appropriate. The Complaint Log will be available to FMCSA and/or PHMSA upon request.

Status of Corrective Actions Implemented by Applicant to Address Deficiencies Previously Identified During a Title VI Program Review

The CVSA Title VI Program has not been audited and is not operating under any corrective action plan.

Community Participation Process

This requirement is not applicable to CVSA.

COMMERCIAL VEHICLE SAFETY ALLIANCE
Title VI Program Complaint Form

CVSA is committed to ensuring that no person is excluded from participating in or denied the benefits of its services on the basis of race, color, sex, age, national origin, income status, limited English proficiency (LEP) or disability, as provided by Title VI of the Civil Rights Act of 1964 and related anti-discrimination statutory and regulatory authorities. Title VI Program complaints must be filed within 180 days from the date of the alleged discrimination. The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Program Coordinator.

The signed and completed form must be sent to CVSA either via email at collinm@cvsa.org or by mail to Commercial Vehicle Safety Alliance, 6303 Ivy Lane, Suite 310, Greenbelt, MD 20770.

1. Complainant's Name: _____

2. Address: _____

3. City: _____ State: _____ Zip Code: _____

4. Telephone Number (home): _____ (business): _____

5. Email: _____

6. Person discriminated against (if someone other than the complainant):

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

7. Which of the following best describes why the alleged discrimination took place?

Race _____ Color _____ Income Status _____ Disability _____ Sex _____ Age _____

National Origin _____ Limited English Proficiency _____ Other _____

8. What date did the alleged discrimination take place?

9. In your own words, describe the alleged discrimination. Explain what happened and what policy, program, activity or person you believe was discriminatory.

10. Have you filed this complaint with any other federal, state, territory or local agency, or with any federal or state court? Yes _____ No _____

If yes, please provide information about a contact person at the agency/court where the complaint was filed.

11. Please sign below. You may attach any written materials or other information relevant to your complaint.

Complainant's Signature

Date

COMMERCIAL VEHICLE SAFETY ALLIANCE
Title VI Report of Investigation

Complainant's Name: _____ Date: _____

Individual(s) Alleged to Have Been Discriminated Against (if different than Complainant):

Basis of Complaint:

Race _____ Color _____ Income Status _____ Disability _____ Sex _____ Age _____

National Origin _____ Limited English Proficiency _____ Other _____

Date of Alleged Discrimination: _____

Description of the Alleged Discrimination:

Witnesses (please include title, if applicable):

Persons Interviewed (please include title, if applicable):

Documents Reviewed:

Analysis:

Conclusion: Violation of Title VI No Violation of Title VI

Recommendation for Corrective Action:

To include additional information, please securely attach the extra comments to this form.

Investigator's Signature:

Investigator's Name and Title:

COMMERCIAL VEHICLE SAFETY ALLIANCE
Public Notice of Title VI Program Rights

The Commercial Vehicle Safety Alliance (“CVSA”) gives public notice of its policy to uphold and ensure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related non-discrimination authorities. Title VI and related non-discrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, disability, income level or limited English proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who desires more information regarding CVSA’s Title VI Program, contact its Title VI Program Coordinator Collin Mooney.

Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, income level or limited English proficiency has the right to file a formal complaint. Any such complaint must be in writing and submitted within 180 days following the date of the alleged occurrence to:

Title VI Program Coordinator
Commercial Vehicle Safety Alliance
6303 Ivy Lane, Suite 310
Greenbelt, Maryland 20770
301-830-6149
collinm@cvsa.org

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COMMERCIAL VEHICLE SAFETY ALLIANCE
Title VI Compliance Plan Training Acknowledgement Form

By signing below, I acknowledge that I have received a copy of, reviewed and understand the Title VI Compliance Plan. I agree to familiarize myself with CVSA's Title VI policies and procedures, and to seek answers to questions about any policy that I do not fully understand. I further understand that this Plan offers only a brief summary of the Title VI Compliance Program, and that the policies procedures as they pertain to this Program may be revised from time to time at CVSA's sole discretion, and in accordance with applicable law.

I further acknowledge that I attended CVSA's [DATE] Title VI Compliance Training at [TIME] and understand the information presented to me in such training.

Printed Name and Title: _____

Signature: _____

Date: _____