

What Is Reasonable Accommodation?

A Reasonable accommodation is any modification or adjustment that enable qualified individuals with disabilities to apply for a job and/or perform the essential functions of a job; modifications or adjustments that enable individuals with disabilities to enjoy equal benefits and privileges of employment; and modifications or adjustments needed to provide equal access to technology and information.

Filing a Complaint

In accordance with the Americans with Disabilities Act, ODOT has adopted the following policy for addressing requests for reasonable accommodations made by people with disabilities in its service, activities, programs, policies, procedures, rules, and regulations.

- Anyone seeking a reasonable accommodation should submit a verbal and/or written request using the Department's Reasonable Accommodation Form (Form 504-01 Part A). Copies of this form may be printed from the Department's website or a copy may be obtained by contacting the ADA/504 Coordinator.
- The completed form will then be submitted to his or her immediate supervisor. The form must also include any available documentation supporting the stated need based upon a disability.
- The petitioner will be notified on the decision regarding the request within 30 days of receipt of the request and no further action will be required by the petitioner. The request will be implemented by the appropriate Department.
- All Reasonable Accommodation must be put in place within 90 days of the final decision.
- All Reasonable Accommodations that are put in place will be re-evaluated after a 30 day trial period.

In compliance with the Americans with Disabilities Act, the Oklahoma Department of Transportation will provide reasonable accommodations for persons with disabilities, upon request. To request an accommodation, please call the office of the ADA/504 Coordinator or Oklahoma Relay at 1-800-722-0353, no later than 48 hours before any scheduled event.

To request an accommodation, alternative format of communication, and/or modification of policies and procedures, in order to access and benefit from programs, services and activities, please submit a verbal, written or email request using the Department's Reasonable Accommodation Form (Form 504-01 Part A). Copies of this form may be printed from the Department's website or a copy may be obtained by contacting the ADA/504 Coordinator.

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