



METROPOLITAN TRANSIT AUTHORITY OF BLACK HAWK  
COUNTY 1515 BLACK HAWK ST., WATERLOO, IOWA 50702  
PHONE (319) 234-5714

## Reasonable Modification Requests

In accordance with the Americans with Disabilities Act (ADA) and directives from the Federal Transit Administration, MET Transit will make every effort, to the maximum extent feasible, to ensure that a person with a disability has access to, and benefits from, its services. MET Transit will make reasonable modifications to its policies, programs, and procedures applicable to its transportation services, when necessary to avoid discrimination and ensure accessibility for people with disabilities.

### **Reasonable modifications do have limitations and are not intended to:**

- Cause a direct threat to the health and safety of others
- Constitute a fundamental alteration to a service
- Not necessary to provide equal access to a MET Transit service

### **Considerations when making a reasonable modification request:**

- Individuals requesting modifications shall describe what they need in order to use the service.
- Individuals requesting modifications are not required to use the term "reasonable modification" when making a request.
- Whenever feasible, requests for modifications shall be made and determined in advance, before the transportation provider is expected to provide the modified service, for example, during the paratransit eligibility process or through customer service inquiries.
- Where a request for modification cannot be made and determined in advance (e.g., because of a condition or barrier at the destination of a paratransit or fixed route trip of which the individual with a disability was unaware until arriving), operating personnel of the company shall make a determination of whether the modification should be provided at the time of the request.

Operating personnel may consult with MET Transit management before making a determination to grant or deny the request. The request must identify the modification needed in order to use the service.

Whenever feasible, please make the request in advance, before the modification is needed to access the service. Within the scope of the ADA and reasonable modification, if MET Transit denies a request, it will make every effort, to the maximum extent feasible, to ensure that a person with a disability has access to, and benefits from, its services.

To request reasonable modifications based on a disability please use the Reasonable Modification Request Form below, or contact MET Transit's General Manager, David Sturch ([d.sturch@mettransit.org](mailto:d.sturch@mettransit.org)) or submit the request in writing by mail:

David Sturch  
1515 Black Hawk St.  
Waterloo, IA. 50702

If unable to communicate in writing, please contact David Sturch by calling 319-234-5714 ext. 101. You may be asked to complete a request form. MET will review the request in accordance with its reasonable modification plan. All the information involved with this process will be kept confidential in the ADA Manager's Office.



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## **REASONABLE MODIFICATION REQUEST FORM**

|                                                                                                                     |             |  |                          |  |
|---------------------------------------------------------------------------------------------------------------------|-------------|--|--------------------------|--|
| <b>Section I:</b>                                                                                                   |             |  |                          |  |
| <b>Name:</b>                                                                                                        |             |  |                          |  |
| <b>Address:</b>                                                                                                     |             |  |                          |  |
| <b>Telephone (Home/Cell):</b>                                                                                       |             |  | <b>Telephone (Work):</b> |  |
| <b>Email:</b>                                                                                                       |             |  |                          |  |
| Do you require an accessible format?                                                                                | Large Print |  | Other                    |  |
|                                                                                                                     | TTY/TDD     |  |                          |  |
| <b>Section II:</b>                                                                                                  |             |  |                          |  |
| For which MET service are you requesting a reasonable modification? Check all that apply:                           |             |  |                          |  |
| Fixed Route <input type="checkbox"/> On-Call <input type="checkbox"/> Paratransit services <input type="checkbox"/> |             |  |                          |  |
| <b>Section III:</b>                                                                                                 |             |  |                          |  |
| Please explain the modification you request in as much detail as possible:                                          |             |  |                          |  |
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If you need assistance completing this form, contact  
MET Transit at: 319-234-5714  
For TDD/TTY communications please contact Relay Iowa  
Telecommunications Relay Service at 1-800-735-2942  
or email [info@mettransit.org](mailto:info@mettransit.org).

If you need assistance completing this form, contact MET at: 319-234-5714

**Please submit this form in person or by mail to:**

MET Transit  
1515 Black Hawk St  
Waterloo, IA 50702