



City of Galt
Department of Public Works
495 Industrial Drive
Galt, Ca. 95632



CITY OF GALT TRANSIT SUSPENSION APPEALS PROCESS

A. SCOPE

This process applies to transit suspensions of more than 14 calendar days issued by the SCT/Link Transit Supervisor. Suspensions of up to 14 calendar days are at the sole discretion of SCT/Link Transit Supervisor, and may not be appealed.

B. OBJECTIVE

To provide guidelines for:

- i. Administering the appeal process.
- ii. Ensuring efficient processing of transit suspension appeals.
- iii. Ensuring timely response to transit suspension appeals.
- iv. Ensuring that transit passengers who have been suspended for more than 14 calendar days have an opportunity for reconsideration.

C. PURPOSE

The City of Galt has set up an administrative appeal process for transit passengers who have received a transit suspension of more than 14 days, who wish to appeal the basis for or terms of the suspension.

D. GUIDELINES

The Administrative Appeal Process includes two levels of appeal.

- An Administrative Review by the Public Works Director
- An Appeal Hearing by the City Manager

1. Administrative Review by Public Works Director

This is the first level of the Appeal Process. The manner of conducting the review is under the direction, control, and discretion of the Public Works Director.

To request an Administrative Review, a transit passenger (or representative) must complete and submit a Transit Suspension Appeal Form within five working days of receiving a suspension letter from the SCT/Link Transit Supervisor. Forms may be obtained from the SCT/Link Transit Supervisor or the City's website under the Public Works Department - Transit Services link:

<http://www.ci.galt.ca.us>

or at the Public Works Department at the address below.

Completed forms along with any supporting documentation shall be mailed, faxed, emailed or hand-delivered to:

Public Works Director
495 Industrial Drive
Galt, California 95632
Fax: (209) 745-0811
Email: publicworks@ci.galt.ca.us

Please keep a copy of all information submitted. Documentation submitted to the City will not be returned.

Incomplete information, illegible forms, or failure to contest the suspension within the required time period may be considered grounds for rejection of the appeal.

The Public Works Director may limit review to the written information submitted, or may conduct a further investigation into the circumstances related to the transit suspension.

The findings of the Administrative Review will be mailed to the transit passenger (or representative) and SCT/Link Transit Supervisor within five business days of receipt of the Transit Suspension Appeal Form.

2. Administrative Appeal Hearing by City Manager

The second level of the appeal process is an Administrative Appeal Hearing by the City Manager.

A transit passenger (or representative) who wishes to appeal the Public Works Director's decision may request an Administrative Appeal Hearing with the City Manager. An appeal request shall be submitted in writing within five business days of receiving notification of the outcome of the Administrative Review. The appeal request should include previously submitted documentation that was presented during the Administrative Review process, along with any additional information that may be pertinent.

The manner of conducting the Appeal Hearing is under the direction, control and discretion of the City Manager.

Incomplete information, illegible forms, or failure to request an Administrative Hearing within the required time period may be considered grounds for rejection of the appeal.

DECISIONS

The Public Works Director and/or City Manager may designate one or more City staff to assist with the review hearing at their sole discretion. The Administrative Review and Appeal Hearing are informal and are not intended to follow formal evidentiary procedures. All decisions will be in writing. The Public Works Director or City Manager will notify the transit passenger and SCT/Link Transit Supervisor within five business days of the City's decision to uphold or modify the term of the suspension.