

DOT Reasonable Accommodation Requests DOT Order 1011.1



Responsible Parties Fact Sheet

This fact sheet provides an overview of the responsibilities of individuals involved with the reasonable accommodation process.

The Departmental Office of Civil Rights (DOCR) -

- Provide policy guidance and oversee compliance with DOT Order 1011.1.

The Operating Administrations (OA) -

- Establish and implement effective reasonable accommodation policies and procedures that are consistent with DOT Order 1011.1.
- Through the decision-maker, ultimately responsible for receiving, processing, and granting or denying requests for reasonable accommodation.
- Train the supervisors/decision makers in recognizing and processing reasonable accommodation requests.

Human Resources (HR) Offices -

- Provide advice on reasonable accommodations to the supervisors, and decision-makers.
- Process reasonable accommodation requests from job applicants.
- Assist in the search for a vacant position for reassignment.

Legal Offices -

- Provide guidance on complex legal matters such as deciding if an individual meets the legal definition of disability.

The Disability Resource Center (DRC) -

- Provide a variety of resources to the supervisors, decision makers, employees, and job applicants.
 - o Resources include arranging for services such as a sign language interpreter, a text magnifier as well as other technologies.
- Assist in providing funds for reasonable accommodation requests.
- Cannot provide legal advice regarding reasonable accommodations.

Disability Program Managers (DPMs) -

- Advise supervisors, and decision makers on reasonable accommodations and other disability issues.
- Maintain and submit comprehensive reports.
- Facilitate management training.

Supervisors/Decision Makers -

- Accept and process the reasonable accommodation requests.
- Decide whether the reasonable accommodation request is with or without merit according to the standards prescribed in the DOT Order 1011.1.

Employees/Applicants -

- Do the job effectively with or without reasonable accommodations.
- Disclose disability in order to make a reasonable accommodation request.
- Responsible to provide the decision maker all required documentation.

If there are any questions, please feel free to contact the Departmental Office of Civil Rights at 202-366-5714.