



U.S. Department of  
Transportation

Office of the Secretary  
of Transportation

# Memorandum

Subject: **ACTION:** Accessible Workplace Programs and Activities  
for Individuals with Disabilities

Date **October 26, 2005**

From: J. Michael Trujillo, Director  
Departmental Office of Civil Rights, S-30

Reply to  
Attn of

To: Departmental Officers  
Heads of Operating Administrations  
Operating Administrations' Chief Counsels

The U.S. Department of Transportation (DOT) is committed to ensuring its programs and activities are accessible to all individuals, including persons with disabilities. Under Section 501 of the Rehabilitation Act, as amended (29 U.S.C. 791), and implementing regulations, DOT has a responsibility to provide adequate hiring, placement, and advancement opportunities for qualified individuals with disabilities and reasonable accommodation in the workplace. DOT has a responsibility under Section 504 of the Act (29 U.S.C. 794), to ensure that people with disabilities, including employees, job applicants, and members of the public, are not excluded from or discriminated against under any programs or activities that DOT conducts. Such programs or activities include, but are not limited to, special emphasis observances, announcements of reports or major initiatives, conferences, and training programs.

Steps that can be taken to ensure that DOT's programs and activities are accessible to people with disabilities include, scheduling of sign language interpreters, holding meetings in locations that are accessible to people who use wheelchairs and are accessible by public transportation, and providing meeting handouts in alternate formats for people with vision impairments. More detailed information is available through the Disability Resource Center (DRC) at [www.drc.dot.gov](http://www.drc.dot.gov) or via telephone at (202) 493-0625.

***Individuals responsible for planning departmental events must be reminded that scheduling of sign language interpreters is the responsibility of the event coordinator. It is not the responsibility of the participants who are deaf or hard of hearing to make such arrangements. To request sign language interpreters, the event planner should make the contact via the DRC, [drc.interpreters@dot.gov](mailto:drc.interpreters@dot.gov) or at (202) 366-9433.***

In order to ensure program accessibility, when announcing an event or meeting, individuals responsible for the event must provide information regarding how individuals with disabilities may request reasonable accommodation. The following statement is recommended:

“The U.S. Department of Transportation (or name of Operating Administration or office) is committed to providing equal access to this meeting for all participants. If you need alternative formats or services, please contact (name of person) at (number) or via email (email address) with your request by close of business (deadline).”

In addition to ensuring that our programs and activities are accessible to people with disabilities, the Department, under Section 508 of the Rehabilitation Act (29 U.S.C. 794d), is obligated to ensure that electronic information and technology is accessible to Federal employees and members of the public with disabilities. This includes, for example, captioning video programs that are posted on the DOT websites, ensuring that websites are viewable through the use of assistive technology, and ensuring that phones, fax machines, computers, and copiers are accessible to people with disabilities.

For additional information on the subject, you may contact John Benison, DOCR Disability Policy Advisor. Mr. Benison can be reached via telephone at (202) 366-5714 or electronically: [john.benison@ost.dot.gov](mailto:john.benison@ost.dot.gov).

cc: Operating Administrations' Civil Rights Directors