



U.S. Department  
of Transportation

**Federal Motor Carrier  
Safety Administration**

1200 New Jersey Avenue, SE  
Washington, DC 20950

Dear Passenger Motor Carrier:

The Federal Motor Carrier Safety Administration (FMCSA), an agency within the U.S. Department of Transportation (DOT), is contacting your company at this time to review its responsibilities under the DOT's Americans with Disabilities Act (ADA) regulations concerning accessibility of over-the-road buses (OTRBs). The FMCSA and the Department of Justice (DOJ) are working together to ensure that persons with disabilities have access to OTRB transportation. A critical aspect of this joint effort is an evaluation of the progress that OTRB companies have made in complying with the ADA requirements.

The purpose of this e-mail is to remind you of important reporting requirements applicable to OTRB companies under DOT's ADA regulations (49 CFR part 37, subpart H). It is imperative that OTRB companies comply with these reporting requirements.

**OTRB companies must submit three types of reports for every 12-month reporting period:**

- (1) summaries of all individual accessible/equivalent service requests received and the responses/service provided;**
- (2) number of passengers who used a lift to board an accessible OTRB; and**
- (3) summaries of OTRB fleet composition, including the number of OTRBs purchased and leased, and how many are accessible.**

The applicability of these reporting requirements depends on the company's size and the type of service (fixed route, demand responsive, or mixed) provided. To help you understand the specific reporting requirements applicable to your company, FMCSA has included information on its website at <http://www.fmcsa.dot.gov/rules-regulations/bus/company/ada-guidelines.htm>.

Each annual report covers the time period from October 1<sup>st</sup> of the prior calendar year through September 30<sup>th</sup> of the calendar year when the report is submitted. The annual submission deadline for these reports is the last Monday of every October. Accordingly, the next set of reports covering the reporting period of October 1, 2006, through September 30, 2007, is required to be submitted to the FMCSA by October 29, 2007. The FMCSA will analyze all submitted reports to assess the effectiveness of ADA's implementing regulations concerning OTRBs. Findings from such analysis may result in revision of such regulations.

We urge your company to take all necessary actions to comply with these requirements. Your company's failure to comply with the reporting requirements may result in a DOT referral to the DOJ for investigation and possible litigation.

If you have any questions regarding your responsibilities, you may contact FMCSA's Commercial Passenger Carrier Safety Division by e-mail at [mc-ecp@dot.gov](mailto:mc-ecp@dot.gov).