



ACCESS TRANSIT APPEAL APPLICATION FORM

1. Applicant's Information:

Name: _____

Address: _____

Postal Code: _____

Home Phone No.: _____

Other Phone No.: _____

2. Information for Appeal:

An individual has the right to appeal to the Access Transit Appeals Board when:

- (a) Registration for service is denied because it would contravene the Expanded Eligibility Criteria;
- (b) A request for subscription service is denied because it would contravene the requirements under the Subscription Policy;
- (c) An individual is suspended from using the service as a result of violations under the No-Show Policy;
- (d) An individual is suspended from using the service as a result of violations under the Late Cancellation Policy; and/or
- (e) An individual is suspended from using the service as a result of violations under the Attendant Policy.

Reason for Appeal (circle one of the above and provide an explanation):

Please Note: The completed Appeal Application Form must be submitted to the Secretary of the Access Transit Appeals Board, City Clerk's Office, within 30 days of the date of Access Transit's notice of denial or suspension of service.

The decision of the Access Transit Appeals Board is final.

Submit application and documents to:

Secretary, Access Transit Appeals Board
 City Hall - City Clerk's Office
 222 3rd Ave N
 Saskatoon SK S7K 0J5
 Phone: (306) 975-3240 Fax: (306) 975-2784

Date: _____

Applicant's Signature: _____

ACCESS TRANSIT APPEALS BOARD APPEAL CRITERIA AND PROCESS

An individual has the right to appeal to the Access Transit Appeals Board when:

- Registration for service is denied because it would contravene the Expanded Eligibility Criteria;
- A request for subscription service is denied because it would contravene the requirements under the Subscription Policy;
- An individual is suspended from using the service as a result of violations under the No-Show Policy;
- An individual is suspended from using the service as a result of violations under the Late Cancellation Policy; and/or
- An individual is suspended from using the service as a result of violations under the Attendant Policy.

Filing an Appeal

In order to file an appeal an applicant may:

- Complete the application form or make a written request and submit it to the Secretary of the Access Transit Appeals Board, City Clerk's Office, within 30 days of the date of Access Transit's notice of denial or suspension of service.
- Submit all supporting written material to the Secretary of the Access Transit Appeals Board at least five days prior to the date of the appeal hearing.

Appeal Process

The Secretary of the Access Transit Appeals Board establishes a hearing date suitable to all parties and sends out a Notice of Hearing to the applicant and the City's Administration.

Decision of the Board

The Board shall issue its decision, in writing, within 30 days after the conclusion of the hearing. The Board's decision is final, according to a motion adopted by City Council on July 18, 2012 under Clause 3, Report No. 12-2012 of the Executive Committee.

More Information

Please contact the Secretary of the Access Transit Appeals Board, City Clerk's Office, for inquiries regarding the appeal process.

Phone: 306-975-3240

Fax: 306-975-2784

Note: Service will not be suspended or withdrawn while an appeal is in process.