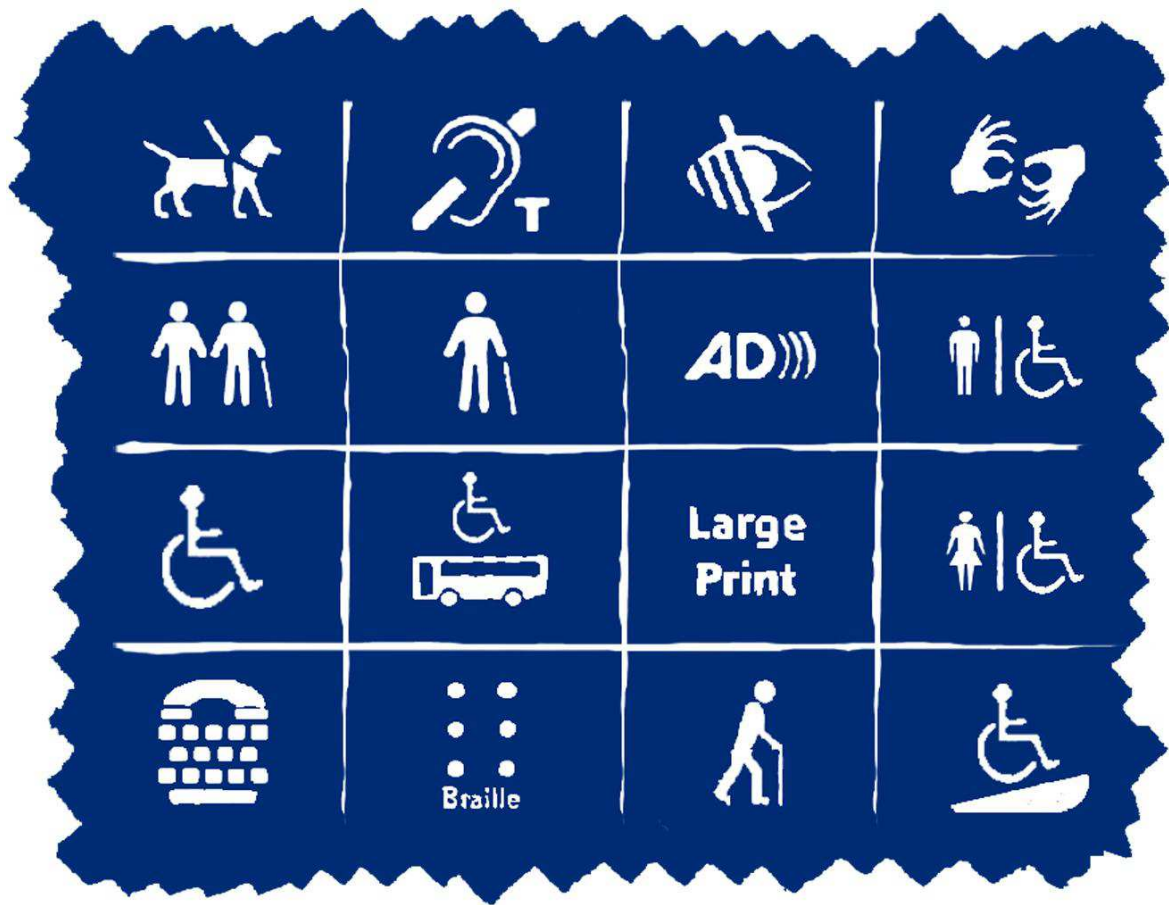




SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

Americans with Disabilities Act (ADA) Transition Plan



December 2014



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION



Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the South Carolina Department of Transportation (SCDOT) will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: SCDOT does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: (SCDOT) will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the SCDOT's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: SCDOT will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in SCDOT offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of SCDOT, should contact the office of Business Development and Special Programs as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require SCDOT to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of SCDOT is not accessible to persons with disabilities should be directed to Natalie Moore, ADA Coordinator, at (803) 737-1347.

SCDOT will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



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SCDOT **AMERICANS WITH DISABILITIES ACT TRANSITION PLAN** **2014**

GENERAL

Introduction

The Americans with Disabilities Act (ADA), enacted on July 26, 1990, provides comprehensive civil rights protection to persons with disabilities in the areas of employment, state and local government services, and access to public accommodations, transportation, and telecommunications. The ADA is companion civil rights legislation with the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. This legislation mandates that qualified individuals with disabilities shall not be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity. The Act also provides employees with disabilities certain protections and requires employers to make reasonable accommodation for applicants and employees with disabilities.

The ADA is divided into five titles, Title II of which applies to the South Carolina Department of Transportation (SCDOT).

Title II: PUBLIC SERVICES

This title prohibits state and local governments from discriminating against persons with disabilities or from excluding participation in or denying benefits of programs, services, or activities to persons with disabilities. It is under this title that a self-evaluation is prepared.

Communications Media

A public entity is required to ensure equally effective communication with people with disabilities. Equally effective communication means communication access that is equally effective as that provided to people without disabilities. This includes the requirement that a public entity provide auxiliary aids and services upon the request of a qualified person with a disability. Examples of auxiliary aids and services include sign language interpreters, materials in alternate formats such as large print, Braille, internet accessibility and audio tape.

Program Accessibility

Program accessibility requires that the programs, services and activities offered by a public entity, when viewed in their entirety, are accessible to and usable by individuals with disabilities. The requirement for program accessibility ensures that people with disabilities are not excluded from programs, services and activities because facilities are inaccessible. It is not a strict requirement that all facilities be accessible. It allows a public entity to choose other methods of ensuring program accessibility. These include: relocating services within the facility; relocating services to an accessible facility; alteration of facilities; purchase or redesign of equipment; assignment of aides; and bringing the program to the participant. The "South Carolina Department of Transportation Nondiscrimination Policy Statement" is found in Appendix A.

Public Meetings

In the development of certain highway projects SCDOT is required to obtain input from the community that would be most affected by the proposed improvements and/or alterations. SCDOT has developed guidelines to ensure that all interested individuals have the opportunity to review the proposed work and are given a method to provide comments to SCDOT.

The following guidelines are used by SCDOT when arranging accessible assistance at Public Hearings and other project informational meetings:

- The Program Manager chooses a time convenient to the majority of the public as well as the venue which includes accessible facilities, where one is reasonably available.
- The Program Manager will then send the Environmental Project Manager a draft advertisement to be reviewed by the Environmental Engineer. The advertisement will include the sentence (or similar to): “Persons with disabilities who may require special accommodations to attend the hearing should contact the Environmental Health Manager at 803-737-1549 for assistance and information.”
- The Environmental Office then sends the advertisement out to the various local newspapers in the area that the meeting is to be held.

When assistance is requested, the Environmental Office is prepared to take the necessary steps to provide that assistance; for example, providing someone with the ability to use sign language to assist those with hearing loss.

Transition Plan

The ADA requires changes to the design and construction of some facilities in order to accommodate people with disabilities. In some instances, it calls for modifications to existing facilities. SCDOT and its facilities have been significantly affected as a result of its first ADA Transition Plan in 1994. This Transition Plan will continue to enhance the ability of SCDOT to provide to the public the facilities, services and programs for which it is responsible. A copy of this Transition Plan is available for the public at SCDOT Headquarters, district and county offices. Copies of the Transition Plan are also available upon request by contacting the Department’s ADA Coordinator or online at www.scdot.org/doing/ada.shtml.

This Transition Plan sets forth the steps necessary to complete physical and other modifications of SCDOT facilities and programs for which it is responsible in order to achieve ADA required accessibility. The Plan includes the following:

1. Identification of certain physical obstacles which limit accessibility;
2. Description and details of the methods which will be used to make the facilities accessible;
3. Schedule for taking the steps necessary to achieve compliance with the ADA; and,
4. Identification of the official responsible for implementation of the Plan.

This Transition Plan is a compilation of transition plans developed by each of the Department's four ADA reporting areas. They are:

- Building and Related Site Elements
- Communications
 - Internet Accessibility
 - Telecommunications Accessibility
- Public Rights-of-Way
- Mass Transit

ADA Coordinator

The ADA Coordinator is responsible for implementing the Transition Plan. Complaints of violations can be made by writing the ADA Coordinator at the following address:

ADA Coordinator
SCDOT
955 Park Street
Post Office Box 191
Columbia, SC 29202

Or by calling: 803-737-1664 (VOICE) or 803-737-3870 (TTY)
803-737-2021 (FAX)

Or by emailing: adacoordinator@scdot.org

Complaints or Work Requests

When a complaint of an ADA violation is received by the ADA Coordinator, the action to be taken will be determined in order to resolve the complaint. If the complaint is a request for services or modifications to facilities, then the ADA Coordinator will forward the request to the appropriate office for handling.

The district¹, upon receipt of an ADA-related work request, will direct it to the respective county Resident Maintenance Engineer for action. District and county offices may receive a work request to perform a modification of some part of SCDOT's facilities that, currently, do not meet ADA guidelines. The Resident Maintenance Engineer will log-in the request in its "normal work request" system. The "work request" shall be marked that it is ADA-related.

If the modification required by the work request for ADA compliance is too costly, then the district will submit a proposal to the Deputy Secretary for Engineering for a determination. A modification can be determined to be an undue financial burden and, therefore, not be provided. But, consideration of all reasonable alterations must be exhausted and a detailed cost estimate must be made and kept on file. Complaints may be received by phone, by fax, by mail, by email or in person.

When an ADA-related work request is not completed by SCDOT within a reasonable amount of time and the person making the complaint believes their civil rights have been violated, then a grievance may be filed in accordance with the "SCDOT Grievance Procedures under the Americans With Disabilities Act" found in Appendix B.

¹ For purposes of this document the word "district" refers to the SCDOT's Engineering Districts. The State is divided into seven Engineering Districts composed of various numbers of counties.

Training

Training of those responsible for the design and implementation of modifications to and construction of existing and future SCDOT facilities, programs and public rights-of-way will ensure successful implementation of this Transition Plan. SCDOT has selected District ADA Contact Persons to be a single-point of contact for district and county employees concerning this Transition Plan and its implementation Department-wide. These contact persons will coordinate with the SCDOT's ADA Coordinator and the ADA resource team leaders in each of the four reporting areas shown below. Training will be provided to these ADA resource persons, and other SCDOT employees assigned to identify and implement modifications, and review ADA-related work requests in each county.

District and county employees will be trained to identify access features, determine pedestrian areas and set modification priorities relative to this Transition Plan. Training will be provided for all individuals involved in assessing ADA compliance needs in all ADA Reporting Areas in order to fulfill the requirements of this Plan.

Assisting in this essential training in their respective areas of expertise are the reporting area team leaders on the ADA Transition Plan Review Team from each of the areas below:

ADA Reporting Areas

Building and Related Site Elements
Communications
Public Rights-of-Way
Mass Transit

An ADA Contact Person has been identified for each district to facilitate distributing information to district personnel and to relay questions and answers to and from the appropriate ADA Transition Plan Review Team Leader.

Self-evaluation

Included in this Transition Plan is a self-evaluation which examines current policies and practices to identify and correct any such policies and practices that are not consistent with the requirements of the ADA. Every self-evaluation should include an examination of training efforts to assure that individuals with disabilities are not subjected to discrimination because of insensitivity. Public transportation services, programs, and activities managed by the Mass Transit Division are covered by subtitle B of Title II of the ADA and are not required to perform a self-evaluation.

The method of the self-study and a description of the policies, manuals and practices are described in detail under each reporting area's section of this Transition Plan.

Through the self-evaluation, SCDOT can, but is not required to, identify areas where modifications may be needed to bring all facilities, programs and public rights-of-way into compliance with the ADA. Some of the four reporting areas of this Transition Plan would find this activity too enormous as it could consume much or all their resources; whereas, other areas may find the performance of a self-evaluation more beneficial.

Selection of Access Features

Selected compliance features have been identified for each of the reporting areas; for instance, for Public Rights-of-Way the access feature selected for this Transition Plan is the curb ramp. SCDOT is not required to bring all ADA identified features it maintains into compliance until new construction, reconstruction, and/or alterations are performed, except for certain identified access features.

Scheduling of Access Modifications

This Transition Plan includes a schedule for modifying and/or constructing access features. Modifications to bring building facilities, programs and public rights-of-way into compliance with the ADA will be performed in the reconstruction, rehabilitation, reworking and altering of each area identified in this Plan. Selected access features, like the curb ramp discussed above, will be identified and modified in accordance with the Transition Plan described in each of the reporting areas herein.

Routine maintenance and repair activities do not generally result in a need to make the facility ADA compliant. The Transition Plan will be coordinated appropriately with the Statewide Transportation Improvement Program as well as the maintenance operation in each district and county. Modifications to internet pages published by SCDOT will be coordinated with each site developer by key Information Technology Services staff.

Scheduling of these modifications is set forth in each of the reporting areas hereinafter.

Funding

Modifications to SCDOT facilities, programs, and public rights-of-way will be made through projects that alter, rehabilitate or modify those specific areas including local sales tax initiatives. The cost of those modifications will be included in the specific project cost.

Many modifications will be identified through this Transition Plan. A priority and schedule will be established by each district and county to perform these modifications as funds are available. Locations being modified under encroachment permits and enhancement projects of intergovernmental agreements and local public agencies are required to be brought into compliance with the ADA. Work requests that warrant immediate modifications may be added to the priority list of ADA-related work which will be submitted to the Deputy Secretary for Engineering to determine funding resources.

Community Input

SCDOT has specifically targeted individuals and groups representing persons with disabilities for comment to ensure that SCDOT is meeting the priorities of persons with disabilities. In each of the sections of this Plan is noted those outside of SCDOT who participated in this review.

In this current effort to update SCDOT's 1994 ADA Transition Plan, input has been solicited and received from representatives of those with disabilities listed below:

- Catherine Leigh Graham, MEBME, Rehabilitation Engineer, USC School of Medicine
- Max Hearn, S.C. Low Country Chapter, Visually Impaired Veterans of America
- Lloyd Schumann, Architectural Specification Writer
- Henry Stuckey, S. C. Commission for the Blind (Retired)

Also, assistance was obtained from resource agencies such as, the United States Access Board.

Updating This Transition Plan

It is the intent of SCDOT to review the ADA Transition Plan every five-years with an update of its self-evaluation plan, if needed, at that time to ensure that the ongoing needs of our communities will continue to be met. Changes to the Plan will be made available to the public for comment at that time.

Compilation of This Transition Plan

There are four ADA reporting areas of SCDOT:

- Building and Related Site Elements
- Communications
- Public Rights-of-Way
- Mass Transit

Each of these areas is unique and follows different ADA criteria; therefore, each of the areas has a distinctly different plan which is set forth below.

BUILDING AND RELATED SITE ELEMENTS

ADA Criteria

Title II of the ADA sets forth the statutory requirements for uniform accessibility for governmental buildings. These requirements are to be applied to the design and construction of new and renovated buildings and include both buildings and related site elements. The mandates of Title II became effective January 26, 1992.

For the purpose of designing the technical requirements for accessibility to buildings and building sites, SCDOT has chosen to utilize the guidelines adopted by the South Carolina Accessibility Act, which is the latest edition of the American National Standards Institute (ANSI) A117.1 Accessible and Usable Buildings and Facilities. This is the same standard for which all South Carolina State Agency facilities are designed, a requirement set forth by the Office of the State Engineer (state building official).

Description of Access Features

The SCDOT will conduct a current survey of existing buildings and facilities for the purpose of developing a plan for complying with Title II of the ADA. The following priority has been established as a basis for determining barriers that may exist and the approach for removal and compliance.

Accessible Approach and Entrance

- a. Route of Travel (the exterior path that a person with disabilities must take to access goods & services)
- b. Ramps
- c. Parking and Drop-Off Areas
- d. Entrances

For items not listed above, but discovered during the survey as affecting the accessible approach and entrance to a building, the guidelines listed in the “**ADA Criteria**” are to be referred to for guidance.

An “Accessibility Checklist for Existing Buildings” has been developed by SCDOT to perform a survey which is shown in Appendix C. All buildings that allow access to the general public will be surveyed based on the priorities stated above. The following buildings are not generally open to the public, and therefore, unless accommodations are needed for an employee with a disability, they will not be included in the survey:

Maintenance Shops
Truck Sheds (unless containing a meeting/training room)
Salt Storage Buildings

Section Sheds
Warehouse Buildings
Maintenance Accessory Buildings
Materials Laboratories
Signal and Electrical Shops
Sign Shops

Schedule

It will be the responsibility of each District Engineering Administrator (DEA) to appoint persons within his/her district to oversee the survey. These persons will be trained on how to administer the survey. These District Accessibility Survey Administrators will appoint the District/County Accessibility Surveyors who will also be trained to conduct the survey. Copies of the completed survey(s) will be kept at each Resident Maintenance Engineer's Office and District Office. After completion, a summary shall be developed categorizing buildings or facilities into the following priorities:

Priority 1: Buildings with the highest public usage or with an immediate need to accommodate persons with disabilities. Rest Areas, Welcome Centers, and the Headquarters building should be included in this category.

Priority 2: Buildings with moderate public usage. District Offices, County Offices, Office of Materials and Research, and the Rights of Way Office on Lawand Drive should be included in this category.

Priority 3: Buildings with low public usage.

Within each priority, buildings or facilities shall be listed in order of need for compliance. The summary shall also include possible solutions, estimated costs of modifications, and a proposed schedule for completion. The surveyors will distribute completed surveys to the Resident Maintenance Engineer, and to the District Accessibility Survey Administrators who will prepare the districts' summaries.

The DEA will forward his/her summary to the SCDOT Capital Improvements (CI) Office. The CI Office will review and approve the proposed modifications in collaboration with the Director of Maintenance Office. The approved summaries will be sent back to the DEA and also will be forwarded to the SCDOT ADA Coordinator. It shall be the responsibility of the districts to accomplish the approved projects within their district, as scheduled. The CI Office will be available to assist the districts with additional planning, the contracting of, and project oversight of these projects, as needed.

The survey summaries should be completed within nine (9) months of this plan's publication.

Buildings that do not fall under the responsibility of a district, such as the Headquarters Building, Office of Materials and Research, etc., will be surveyed by the SCDOT Capital Improvements Office. Any required building modifications of these buildings will be the responsibility of the CI office.

Self-Evaluation

The following details the policies and practices for which SCDOT buildings and facilities are constructed or modified with respect to accessibility:

New Construction: All new construction will comply with ADA requirements. SCDOT has been in compliance with the accessibility standards on all new construction since January 26, 1992. If for any reason it is deemed infeasible for an element of a new building to comply with accessibility standards (see Title II-6.3100 General Principles), the SCDOT Project Manager will write a report detailing the

reason(s) and will seek an exception from the Office of the State Engineer (the chief building code official for the State). This exception will become a part of the project file.

Major Renovations and Additions (projects \$100,000.00 and over): The SCDOT Project Manager with the CI Office will be responsible for assuring compliance with accessibility standards with respect to major renovations or additions.

If for any reason it is deemed infeasible for an element of a renovated building or addition to comply with accessibility standards (see Title II-6.3100 General Principles), the SCDOT Project Manager will write a report detailing the reason(s) and will seek an exception from the Office of the State Engineer (the chief building code official for the State). This exception will become a part of the project file. The following policies will govern SCDOT's compliance with Title II as to major renovations and additions:

1. Perform no renovation that would decrease accessibility.
2. Each addition to an existing building shall meet the ADA requirements for new construction.
3. Any element, space, or area within an existing building that is altered by a renovation project shall meet the ADA requirements for new construction, unless technically infeasible as referenced in Title II-6.3100.
4. Provide accessibility upgrades within the existing building not altered by renovation, if possible, within the constraints of the renovation budget.

Minor Renovations and Repairs (projects under \$100,000.00): For work performed by SCDOT forces, District Engineering Administrators, or their designees, will be responsible for assuring compliance with the accessibility guidelines with respect to repairs and minor renovations. The following policies will govern SCDOT's compliance with Title II as to minor renovations and repairs:

1. Each district shall maintain a copy of the latest edition of ANSI A117.1 for reference. A copy will be supplied to each district by the CI Office
2. Any minor building renovation shall comply with the same policies as a major renovation; however, only the component or area being modified will be addressed.
3. Repairs: when it becomes necessary to replace a building component such as water coolers, door hardware, toilets, etc., the component shall be replaced with accessible materials and installed in accordance with ANSI A117.1. If the cost of full compliance with ANSI A117.1 exceeds 20% of the cost of the repair, it shall be deemed disproportionate and therefore not required (Title II-6.3100); however, accessible materials shall still be used.

Example: If a standard toilet needs replacing, an accessible toilet shall be installed in its place. However, the location of the existing toilet may not meet the clearances or distances from adjacent walls needed to fully comply with ANSI A117.1.

Full compliance would require the relocation of the existing water and drain piping, some of which may be installed under concrete floor slabs. Therefore, the cost of relocating the toilet for full compliance would be considered disproportionate with the cost of the repair.

4. If the district or county offices have any questions concerning the implementation of the accessibility guidelines relating to repairs and minor renovations, the SCDOT Capital Improvements Office shall be contacted for review and recommendations.

Leased Space and Temporary Structures: The same requirements detailed above for renovations shall apply to the up-fitting of leased spaces and temporary buildings. Leased spaces and temporary structures having an accessible entrance are preferred, but are not required by Title II-6.4000. However, consideration of existing accessible spaces is encouraged to minimize the future cost for providing accessibility.

Training: District Engineering Administrators and/or their designees, who are responsible for constructing or overseeing the construction of minor renovations and repairs to SCDOT buildings in each district, shall satisfactorily complete SCDOT approved training. Additional individuals may be trained as determine necessary by the DEA. The CI Office will provide this training.

Disposition of Identified Obstacles

Scheduling

It shall be the goal of each district to complete necessary building modifications, based on the above priorities, within five (5) years of this plan's publication and subject to the availability of funds. Priority 1 modifications will be completed within two (2) years of this plan's publication, priority 2 modifications will be completed within three (3) years of this plan's publication, and priority 3 modifications will be completed within four (4) years of this plan's publication. The SCDOT Capital Improvements Office will be available to assist the districts with project planning and contracting, if needed.

Funding

ADA Building Modifications: If it is necessary, as a result of the requirements of this Transition Plan, to modify an existing building to provide accessibility, the modifications may be funded through the SCDOT Capital Improvements Rehabilitation Program. This program is in place to provide funding to each district for the purpose of upgrading existing buildings. At the request of the district, the SCDOT Capital Improvements will provide the amount of available funding needed to complete the required ADA-related modifications as scheduled for a given year. The district may also elect to use its own sources of available funding to complete their scheduled modifications. Projects to be funded through the Rehabilitation Program require the approval of the SCDOT Deputy Secretary for Engineering.

Community Input

Persons representing individuals with disabilities who have reviewed this plan and provided comments are:

Lloyd Schumann, Architectural Specification Writer

Catherine Leigh Graham, MEBME, Rehabilitation Engineer, USC School of Medicine

COMMUNICATIONS

INTERNET ACCESSIBILITY

ADA Criteria

SCDOT shall follow the standards established under [Section 508](#) of the Rehabilitation Act of 1973, amended 1998 by the Work Force Investment Act (Section 1194.22 and its subsequent amendments) as its minimal requirements for [Web accessibility](#). Additional guidance is provided by the State Chief Information Officer's (CIO) office at:

<http://www.cio.sc.gov/SCEA/prs/prs-Web-Accessibility-Policy.pdf>

Description of Access Features

In addition to the standards below, SCDOT provides an accessibility form on its website, which allows users to alert SCDOT to inaccessible content.

Per Section 508, SCDOT will implement the following access features:

Section 508 Standards for Web Accessibility

§ 1194.22 Web-based intranet and internet information and applications.

- (a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).
- (b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.
- (c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.
- (d) Documents shall be organized so they are readable without requiring an associated style sheet.
- (e) Redundant text links shall be provided for each active region of a server-side image map.
- (f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.
- (g) Row and column headers shall be identified for data tables.
- (h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.
- (i) Frames shall be titled with text that facilitates frame identification and navigation.
- (j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
- (k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.
- (l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.
- (m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with §1194.21(a) through (l).

(n) When electronic forms are designed to be completed on-line, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

(o) A method shall be provided that permits users to skip repetitive navigation links.

(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.

Note to §1194.22: 1. The Access Board interprets paragraphs (a) through (k) of this section as consistent with the following priority 1 Checkpoints of the Web Content Accessibility Guidelines 1.0 (WCAG 1.0) (May 5, 1999) published by the Web Accessibility Initiative of the World Wide Web Consortium:

Section 1194.22 Paragraph	WCAG 1.0 Checkpoint
(a)	1.1
(b)	1.4
(c)	2.1
(d)	6.1
(e)	1.2
(f)	9.1
(g)	5.1
(h)	5.2
(i)	12.1
(j)	7.1
(k)	11.4

2. Paragraphs (l), (m), (n), (o), and (p) of this section are different from WCAG 1.0. Web pages that conform to WCAG 1.0, level A (i.e., all priority 1 checkpoints) must also meet paragraphs (l), (m), (n), (o), and (p) of this section to comply with this section. WCAG 1.0 is available at: <http://www.w3.org/TR/1999/WAI-WEBCONTENT-19990505>.

The information on this page is taken from [Section 508](#).

Self-Evaluation

With the exception of a number of legacy Adobe PDF documents, the majority of the pages on SCDOT Internet sites are compliant with the minimum requirement of Section 508, and a number of best practices established by the W3C WAI are currently being implemented.

An inspection of all SCDOT maintained web sites and web applications has been completed. The inspection consisted of evaluating §1194.22 (a) "alt tags" and §1194.22 (o) "skip navigation". Pages and applications failing this initial test were scheduled **first** for full evaluation. Full evaluation will be accomplished using these following methods:

- Code was inspected by applications or web development staff.
- Pages were spot checked with JAWS Professional Screen reader software.
- Volunteers or contractors familiar with the use of assistive technology evaluated selected pages for accessibility. Priority is given to users with motor skill disorders. IT services will obtain assistance through the South Carolina Web Accessibility Workgroup and the Assistive Technology Advisory Committee.

Previous inspections indicated the following SCDOT maintained sites **have the required accessibility features**:

<http://www.scdot.org>
<http://www.southernevacuationlifeline.com/>
<http://www.usroute17.org/>
<http://www.roadmaptosafety.us/>

Disposition of Identified Obstacles

Web Development and applications staff will resolve accessibility issues according to CIO policy, summarized below:

Order of Implementation

SCDOT shall implement Web site accessibility in the following order:

1. Main entry pages, home pages, top-level pages, most frequently visited pages, and pages that provide mission-critical agency services.
2. Front-end user interfaces that provide access to agency applications.
3. All new pages and interfaces created after the deadline.
4. Legacy pages and interfaces updated after the deadline.

The following exceptions are allowed by CIO guidance and Section 508, and will be observed. It is not required that all pages be retrofitted. Expressly excluded are:

1. Legacy pages that do not require content updates.
2. Legacy front-end user interfaces that do not require content updates.
3. Instances in which undue burden can be proven.

However, if individuals with disabilities request specific information published in an inaccessible section of a web site, SCDOT will, within a reasonable length of time, provide the requested information or data in a format accessible to that individual or by an alternative means of access that allows the individual to use the information and data.

SCDOT has established a mechanism for collecting and responding within a reasonable length of time to comments, complaints, and suggestions about accessibility of its Web presence. Web accessibility is one of the first links on SCDOT's web site, and users can contact SCDOT through a web form to advise of inaccessible content.

Scheduling

Self-assessment of all SCDOT web sites and applications has been completed. Accessibility features will be added to required SCDOT sites and applications by December 31, 2009.

Funding

No funding has been allocated for accessibility improvements to the web site. Improvements will be made as a part of the normal development cycle.

TELECOMMUNICATIONS ACCESSIBILITY

ADA Criteria

Per the ADA Accessibility Guidelines for Buildings and Facilities (ADAAG) amended September 2002:

If an interior public pay telephone is provided in a public use area in a building of a public facility, at least one interior public text telephone (TTY) shall be provided in the building in a public use area.

Description of Access Features

SCDOT has 33 rest areas/welcome centers. TTY services are required at 6 of these facilities.

Self- evaluation

SCDOT has six facilities that require TTY devices. All six facilities meet the criteria identified above. In addition, SCDOT provides these services at 19 other facilities where they are not required. Nine of the devices are currently out of order but are planned to be remedied by December 31, 2009, as discussed below.

Disposition of Identified Obstacles

Scheduling

SCDOT is identifying suppliers for TTY devices at these facilities. Contacted vendors do not stock these items, and are reluctant to install them because they are not profitable. SCDOT will work with vendors to remedy the situation by December 31, 2009.

Funding

There is no special funding identified for this category. Remedies will be paid for out of the "Rest Area/Welcome Center" line item of the Director of Maintenance Budget.

PUBLIC RIGHTS-OF-WAY

ADA Criteria

In the SCDOT's first Transition Plan (December 17, 1993) the Department adopted the draft language of Chapter 14 (Public Rights-of-Way) of the *Americans with Disabilities Act Accessibility Guidelines (ADAAG)*, as published in the *Federal Register* (Vol. 57, No. 245) of December 21, 1992, as the technical standard that this agency would follow in its efforts to comply with the American with Disabilities Act (ADA) in the public rights-of-way. While a chapter dealing with public rights-of-way, as of this writing some 15 years later, has yet to be included in the finalized body of the *ADAAG*, successive evolutions of a guidance document for public rights-of-way have been advanced. The SCDOT will follow the latest document available: the *United States Access Board's Revised Draft Guidelines for Accessible Public Rights-of-Way (November 23, 2005, hereinafter the 2005 Revised Draft Guidelines)* as its criteria. This document may be found on-line at: <http://www.access-board.gov/prowac/draft.htm>

Description of Access Features

With respect to access features that could potentially affect the mobility of pedestrians with disabilities, the ADA directs the focus of government agencies at two different levels:

Level 1—Curb ramps While many elements of the public pedestrian rights-of-way have an affect on the mobility of a person with disabilities, the language of the ADA gives a clear priority to the curb ramp and related treatments. According to ADA Title II, Section 35.150, part (d) *Transition Plan*, “If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.”

Level 2—All other elements of the public rights-of-way described in the 2005 Revised Draft Guidelines Attention is called to section R101.2 of the *2005 Draft* which says that this document does not address existing facilities unless they are included in the scope of an alteration undertaken by SCDOT. Features of the public rights-of-way covered in the *2005 Revised Draft Guidelines* include, but are not limited to, the following:

- Pedestrian crossings of streets or rail tracks
- Accessible pedestrian signals (APS)
- Signs
- Walkways
- Temporary pedestrian walkways (such as through work zones)
- Pedestrian barricades and channelizing devices
- Crosswalks
- Medians and pedestrian refuge islands
- Pedestrian overpasses and underpasses
- Street furniture (benches, public telephones, drinking fountains)
- On-street parking
- Bus stops

Whenever any of these features is involved in the scope of work of a construction project, a traffic signal installation or major upgrade, a resurfacing project, an approved encroachment under permit, or major maintenance action, the requirements of the *2005 Revised Draft Guidelines* will govern. Table PRW-1 in Appendix D for guidance.

As stated in the August 2003 Technical Bulletin from the United States Access Board, new construction must be fully accessible, in compliance with applicable provisions of the *2005 Revised Draft Guidelines*. However, alterations must observe these new construction criteria where technically feasible and less stringent technical specifications may be applied where technical infeasibility is encountered, such as limited rights-of-way or undue financial burden.

Simply stated, altered existing facilities must achieve a level of usability that balances user needs, the constraints of existing conditions, and the resources available for remedial work.

A person with a disability (or his or her agent) can make a request of SCDOT concerning accessibility features of walkways on SCDOT rights-of-way that would involve a Level 1 (Curb Ramp) or Level 2 (other) accessibility feature and that would constitute a valid matter for a complaint-based ADA work request.

Self-evaluation (policies, standards, directives, and practices)

As required by ADA Title II, Section 35.106, SCDOT will again evaluate its current services, policies and practices, and the effects thereof, to determine if any fail to meet the requirements of the ADA, and will make any necessary modifications. All programs will be evaluated so that any elements affecting the public rights-of-way meet requirements as contained in the *2005 Revised Draft Guidelines*. Each of the directors of engineering has the responsibility to review directives, policies, standard typical plans and practices that originate in the associated unit of the organization which could have an effect on the mobility of a pedestrian with a disability. This internal self-evaluation will be completed six (6) months after the publication of this document. This self-evaluation of these programs by sections of the Engineering Division will include but not be limited to:

- Review of the *2005 Revised Draft Guidelines* to verify requirements are met in existing policies and procedures (All Directors)
- Review of all Engineering Directive Memorandums (All Directors)
- Review of *SCDOT Standard Drawings 2008* (Preconstruction, Traffic)
- Review of Project Development Process and QA/QC measures to provide for adequate review of roadway construction projects (Preconstruction)
- Review of SCDOT's Access and Roadside Management Standards manual and the Traffic Signal Guidelines (Traffic)
- Review of *SCDOT Standard Specifications for Highway Construction 2007* (Construction, Preconstruction, Traffic)

Disposition of Identified Obstacles

(A) Modification by Assessed Priorities

Curb Ramp Modification Schedule

As stated in §35.150 of the Department of Justice ADA Title III Regulation 28 CFR Part 35 - NONDISCRIMINATION ON THE BASIS OF DISABILITY IN STATE AND LOCAL GOVERNMENT SERVICES, if a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps (CRs) or other sloped areas where pedestrian walkways cross curbs. SCDOT will not be responsible for CRs for bus stops at locations where there is no sidewalk. The installation of CRs and their schedule for completion shall be determined through a review of the public rights-of-way maintained by SCDOT. The steps for performing this review of SCDOT's streets and roadways are as follows:

1. The Director of Maintenance (DOM) office will be responsible for establishing a database for entry of the county's CR needs as well as preparing a prioritized report. The RME will be responsible for the management and completion of his or her county's yearly modification plan based upon the DOM's CR reports. At his discretion, the RME may designate members of his/her staff to perform these tasks.
2. Determine the pedestrian areas that fall into either Priority One or Priority Two. Section 35.150 identifies the areas of priority as follow:
 - a. Priority One - Installation of CRs at walkways serving entities covered by the ADA including state and local government offices and facilities, transportation, places of public accommodation, and employers. Examples of these are heavy pedestrian areas such as downtown business areas, schools, city or state parks, bus stops, etc.

- b. Priority Two - Installation of CRs at walkways in other areas. An example of this is residential streets on SCDOT public rights-of-way.

The SCDOT Resident Maintenance Engineer (RME) for each county, or his or her staff, will determine the areas that fall into either Priority One or Priority Two prior to the curb ramp (CR) review. The methods and tools used to detail these areas may vary from county to county; however, each RME will document the areas they designate as either Priority One or Two. The tools used to determine these areas may be as simple as local knowledge, while some may choose to use local zoning maps or other pertinent county information (such as is maintained by Councils of Government (COGs) or Metropolitan Planning Organizations (MPOs)) that will serve as indicators of high pedestrian activity.

3. A review and determination will be made of the CR needs along sidewalk facilities within the Priority One areas, followed by those within Priority Two areas. SCDOT county forces will perform an inventory of CR needs within 8-months of receiving statewide ADA training based on this ADA Transition Plan. This data will include at a minimum:
 - a. Road number and name, as well as the crossing route (if applicable)
 - b. Basic sketch of the intersection or roadway
 - c. Number of CRs needed
 - d. Priority level (One or Two)
 - e. Notation if there would be unusual difficulty or above-average cost involved to construct the CR needed
 - f. Other pertinent information needed to prioritize a ramp or group of ramps
4. Input the inventory of CR needs into a database system
5. RME to calculate the priority of each CRs need to be installed based on the **Point Priority System for Evaluating Curb Ramp Needs, which appears in Appendix D.**
6. As the CRs are installed, the database shall be updated indicating their completion date.

Funding

SCDOT shall address the installation of CRs in accordance with the priority score awarded the subject CR based on the **Point Priority System for Evaluating Curb Ramp Needs.** When the CR-needs data is finalized for a county, the RME should oversee the assignment of prioritization scores. The CR needs, identified in this manner, along with an estimated cost, would then be sent via the DEA to the Deputy Secretary for Engineering. The Deputy Secretary for Engineering will then advise the local offices of the number of CRs to be installed that year—a number that will be based on the funding available that year. The goal is to have all CRs identified installed within 5 years after the publication of this document. Any remaining CRs would be addressed in the revision to this document that is anticipated at that time.

(B) Modification by Work Request

When an ADA-related work request for services or modifications to existing roadway facilities on the SCDOT system is received at the county level, it should be forwarded to the local Resident Maintenance Engineer. If the complaint or request is received at Headquarters level, it should be forwarded to the ADA coordinator who will then forward the request to the appropriate District office for handling. Work requests may be received by phone, by fax, by US Mail, email, or in person.

The district, upon receipt of an ADA-related work request, will direct it to the correct county Resident Maintenance Engineer for action.

The Resident Maintenance Engineer will log-in the request in the “normal work request” system. The “work request” shall be marked that it is ADA-related. This will enable SCDOT to provide a report, upon request, of the number and descriptions of ADA modifications requested and completed. Typical ADA-related work requests or modifications may include any ADA access feature described in detail in the *2005 Revised Draft Guidelines*, including, but not limited to, the following features:

- Pedestrian crossings of streets or rail tracks
- Accessible pedestrian signals (APS)
- Signs
- Walkways
- Temporary pedestrian walkways (such as through work zones)
- Pedestrian barricades and channelizing devices
- Crosswalks
- Medians and pedestrian refuge islands
- Pedestrian overpasses and underpasses
- Street furniture (benches, public telephones, drinking fountains)

When the request is for a CR, the RME should insure that the CR need is identified in the comprehensive list of CR needs for that county. If it is determined through investigation that the request for a CR is to fulfill the needs of a person with disabilities, that finding should be documented in the needs inventory described above in Section (A), and that location updated with a revised prioritization score.

It should be noted that in locations where there currently is no sidewalk, the ADA does not require agencies maintaining public rights-of-way, such as SCDOT, to install new sidewalk in response to a request from a person with a disability.

Funding

The majority of the CR needs identified should be handled as detailed above in Section (A). When one of the identified CR needs is also the subject of a work request on the part of a citizen with disabilities, it will have the effect of increasing the prioritization score for that ramp. If a ramp request is determined to be highly sensitive or have some other urgent need and cannot be scheduled with the priorities under “(A) Modification by Assessed Priorities”, then the RME may authorize the installation of the ramp using available funding.

If the modification required by the work request for ADA compliance is deemed too costly by the district, then it will be submitted for a final determination to the Deputy Secretary for Engineering. If a modification is determined to be an undue financial burden, it will not be provided. However, consideration of all reasonable alterations must be exhausted and a detailed cost estimate must be made and kept on file.

(C) Modification by New Construction, Alterations and Encroachments

All plans for new construction, alterations and encroachments are to be developed to assure accessibility for all users in accordance with the *2005 Revised Draft Guidelines*. The SCDOT ADA Transition Plan for new construction will encompass several significant accessibility features. The main items of impact and focus will be ramps/curb ramps (including detectable warning surfaces), sidewalks, driveways and pavement markings. Table PRW-1 (attached as Appendix E) identifies the type of projects that are generally performed by contract construction forces through the bid process.

The construction and installation of the new accessibility features will be performed in accordance with the *SCDOT Standard Drawings*. These drawings will be maintained and updated by Preconstruction Support to reflect the accessibility standards SCDOT has adopted. All construction performed in accordance with the specifications and tolerances detailed in these drawings are presumed to be acceptable by the *2005 Revised Draft Guidelines*. The accessibility features noted for each type of project are to be reviewed for proper inclusion. All features will not be applicable to all projects. However, the project should be reviewed for each feature listed to ensure compliance as applicable.

Prior to letting a project, the plans will be reviewed by the designer and quality assurance reviewers to ensure that the plans include all of the necessary accessibility features based on the type of work being performed and the location of the work.

Upon the letting and award of a construction contract, the plans will be reviewed by the Resident Construction Engineer (RCE) to ensure that the plans include all of the necessary accessibility features based on the type of work being performed and the location of the work. The RCE will verify that the correct types of accessibility features are being utilized in the proper locations. Any design oversights or plan errors should be brought to the attention of the designer to help avoid future issues.

These projects should be in compliance with the *2005 Revised Draft Guidelines* regardless of the funding source. Encroachment permits should not be approved without provisions to correct any accessibility deficiencies or to install the proper features.

The RME and RCE should be aware that they are responsible to comply with these requirements for any projects developed or extended through their office. These projects/contracts will include, but are not limited to; resurfacing, sidewalk repairs, curb ramp installations or modifications, signal installations, etc. The scope of the work should balance the user needs, the constraints of existing conditions, and the resources available for remedial work. Examples of some of these “balanced” scopes are detailed below:

Sidewalk Repair

- The former standard for sidewalk cross slope was 30:1. The current ADA standard is 50:1 cross slope. Although it is preferable to upgrade the repaired section of sidewalk to the current 50:1 cross slope, it is only practical to do so when a section of sidewalk being repaired is greater than 30 feet in length.
- The former standard for sidewalk width was less than the current SCDOT required 5 foot width. It is not required to replace a substandard width sidewalk with a 5 foot sidewalk unless these conditions are met:
 1. required passing zones per *2005 Revised Draft Guidelines* are not present
 2. sufficient funds are on-hand to complete the work, and
 3. required right-of-way width is present, or available at no cost.

Driveway Repair

- Many driveways were designed by a standard that does not meet the current SCDOT-adopted *2005 Revised Draft Guidelines* design. When work involves the repair or reconstruction of a driveway, the driveway should be upgraded to the current standards if:
 1. sufficient funds are available to complete the work, and
 2. any additional right-of-way required, or slope permission needed from the adjacent property owner, can be obtained at no cost.

Training

It is an essential part of the success of this revised SCDOT Transition Plan for Public Rights-of-Way that training be provided for all SCDOT personnel so that persons involved in the work actions affected by these provisions are aware of what is being done to improve the mobility of persons with disabilities. Training should be completed within nine months after the publication of this document.

Community Input

In the course of drafting this revision to the Transition Plan, the Public Rights of Way team involved the following person in writing or reviewing the wording:

- Catherine Leigh Graham, MEBME, Rehabilitation Engineer, USC School of Medicine

Assistance was also obtained from resource agencies, such as the United States Access Board.

MASS TRANSIT

ADA Criteria

Under the ADA, the United States Access Board has the responsibility of creating guidelines for the accessibility of buildings, facilities, and vehicles subject to ADA requirements (the Americans with Disabilities Act Accessibility Guidelines, or ADAAG).

United States Department of Transportation, Federal Transit Administration, Civil Rights & Accessibility, 49 CFR Part 37, "*Final Rule Adopting New Accessibility Standards – Effective November 29, 2006*"; and Part 38 "*Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles*" provides guidelines and requirements for accessibility standards in Part 37. These guidelines are used by SCDOT, Division of Mass Transit.

Description of Access Features

As stated in the *Revised Draft Guidelines for Accessible Public Rights-of-Way (2005, Section R212 - Bus Stops)*, marked bus stops shall comply with regulations detailed in 28 CFR 35.151 (New construction and alterations). It is required for new or altered bus stops to comply with the specific design requirements for bus stops detailed in Section R410 of the *Revised Draft Guidelines for Public Rights-of-Way (2005)*. However, bus stops are complex in that they fall upon existing local, county, or state routes, with and without sidewalks. The intent of this section is to assign responsibility of compliance of these facilities.

A) - Bus Stops

The *Revised Draft Guidelines for Public Rights-of-Way (2005, Section R410)* details the design requirements of newly installed or altered public transportation bus stops. These requirements include:

- Section R410.1.1 - Surface
- Section R410.1.2 - Dimensions
- Section R410.1.3 - Connection
- Section R410.1.4 - Grade

Transit Authorities are required to include in their Transition Plans an assessment of policies and procedures to ensure newly installed, or altered bus stops, meet the above requirements. If alterations to SCDOT roadside facilities include a bus stop, then the Transit Authority shall submit an “Application for Encroachment Permit” to the local Resident Maintenance Engineer for review prior to the start of the work. This work shall be the responsibility of the local Transit Authority. Examples of possible alterations that may require the Transit Authority to meet these bus stop design requirements include grading, pipe installation, installation of concrete sidewalk, curb ramps, etc.

Additionally, SCDOT will require each Transit Authority under its jurisdiction to submit an inventory of existing bus stops by December 31, 2009. This inventory shall include a map of the existing bus stops and a detailed list containing the following information: route name, route number, direction of travel, and distance of each specific bus stop to the nearest intersection. The purpose of the list is to identify existing stops that may or may not meet the above requirements, and to provide required documentation on any new stops. Transit Authorities are requested to update this inventory as bus stops are changed and/or added.

Furthermore, if any alterations are made to an existing site that includes a bus stop, the Transit Authority is responsible for all compliance-required upgrades. Alterations that may affect the bus stop could include normal routine maintenance of the roadway, shoulders and ditches by SCDOT or other entities. An example is a bus stop that falls on a roadway with an earthen shoulder and ditch section. SCDOT is not responsible for upgrading the bus stop should a complaint arise about the bus stop not being ADA compliant due to normal routine maintenance.

Section A above outlines the requirements associated with the installation or alteration of the bus stop itself. The following sections detail the responsibilities for access (curb ramps) and work requests associated with bus stops. The responsible party will handle each of these issues in accordance with its own modification plan.

B) - Curb Ramps (CRs) for Bus Routes on Streets with Existing Sidewalks

For access to sidewalks that lead to bus stops on streets with sidewalks, it is SCDOT’s position that the party responsible for maintaining the sidewalk will be responsible for installing CRs at intersecting roads in accordance with SCDOT modifications discussed under Public Rights-of-Way herein. If there is an immediate need of a curb ramp (CR) at intersecting roadways, the responsible Transit Authority or citizen shall make a formal work request to the party responsible for maintaining the sidewalk to have the CR installed.

C) - Curb Ramps (CRs) for Bus Routes on Streets without Sidewalks

SCDOT will not be responsible for access to bus stops on streets without sidewalks. When bus stops are located in curb and gutter section where there is no sidewalk, the Transit Authority is responsible for

installing CRs at intersecting roads. If there is a formal work request for a CR at intersecting roadways, the Transit Authority responsible for that bus route should be notified of the request, so the Transit Authority can arrange for the installation of the CR.

If the bus route falls on an SCDOT-maintained roadway without sidewalks and a CR needs to be installed, the Transit Authority shall submit an “Application for Encroachment Permit” to the local Resident Maintenance Engineer for review prior to the start of the work. This work is the responsibility of the local Transit Authority. Examples of possible work that may be required of the Transit Authority include grading, installation of pipe, installation of concrete sidewalk, removal and installation of curb and gutter, concrete ramp, etc.

D) – Work Requests for Existing Sidewalks Adjacent to Bus Routes

Work requests for ADA deficiencies associated with the sidewalk adjacent to a bus shelter should be submitted to the party responsible for maintaining the sidewalk. These requests may include the following deficiencies:

- Joints, Cracks, or other Surface Discontinuities
- Cross slopes / Downslopes
- Widths
- Passing zones
- Obstacles

Disposition of Identified Obstacles

The following table of priorities has been created which identifies a timeline and funding for addressing the priorities:

		Rural		Small Urban		Large Urban	
		Timeline From / To	Funding	Timeline From/To	Funding	Timeline From / To	Funding
Priority 1:							
	All transit providers operating fixed route service are required to provide a curb ramp installation schedule of existing bus stops that do not meet ADA guidelines.	07/01/2009 / 12/31/2009	5311, 5316, 5317, SMTF, and Local	07/01/2009 / 12/31/2009	5311, 5316, 5317, SMTF, and Local	07/01/2009 / 12/31/2009	SMTF/Local
Priority 2:							
	A curb ramp leading to the street and bus pad meeting ADA criteria shall be present at all fixed route bus stops.	07/01/2009 / 06/30/2010	5311, 5316, 5317, SMTF, and Local	07/01/2009 / 06/30/2010	5311, 5316, 5317, SMTF, and Local	07/01/2009 / 06/30/2010	SMTF/Local



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION



South Carolina
Department of Transportation

Appendix A

SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION

Nondiscrimination Policy Statement

The nondiscrimination statement set out below shall be posted at all South Carolina Department of Transportation (SCDOT) offices and included in written materials regarding SCDOT sub-recipients' programs.

"In accordance with Federal law and U.S. Department of Transportation policy, this agency/institution is prohibited from discriminating on the basis of disability in admission or access to, or treatment or employment in its programs or activities."

Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact Natalie Moore, ADA Coordinator. Complaints, comments, or questions should be addressed to:

Natalie Moore, SCDOT ADA Coordinator
955 Park Street
P.O. Box 191
Columbia, SC 29202-0191
Email: adacoordinator@scdot.org
Telephone: (803) 737-1347 (voice) or TTY (803) 737-3870
(803) 737-2071 (fax)

Secretary of Transportation

4.16.09

Date



SOUTH CAROLINA DEPARTMENT OF TRANSPORTATION Grievance Procedures under the Americans With Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 (ADA). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the South Carolina Department of Transportation (**SCDOT**). The State of South Carolina's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible, but no later than 180 calendar days after the alleged violation to:

Natalie Moore, SCDOT ADA Coordinator
955 Park Street
P. O. Box 191
Columbia, South Carolina 29202-0191
Email: adacoordinator@scdot.org
Telephone: (803) 737-1347 (voice) or TTY (803) 737-3870
Fax: (803) 737-2071

Within 15 calendar days after receipt of the complaint, Natalie Moore or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, Natalie Moore or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the South Carolina Department of Transportation and offer options for substantive resolution of the complaint.

If the response by Natalie Moore or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Secretary of Transportation or his designee.

Within 15 calendar days after receipt of the appeal, the Secretary of Transportation or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Secretary of Transportation or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

SCDOT will retain case files of all ADA complaints received by Natalie Moore or her designee for at least three years.

Alternate formats of this policy (large print, Braille, audiotape) are available upon request. Please contact Natalie Moore at (803) 737-1347 (voice), (803) 737-3870 (TTY) or (803) 737-2071 (fax).



South Carolina Department of Transportation

Accessibility Checklist for Existing Buildings

October 8, 2008

Accessibility Checklist Building Information

Name of Facility _____

Primary Contact _____

Address _____

City _____

State _____

Zip _____

Phone _____

County _____

Auditors Names _____

Date _____

Time _____

Staff Interviewed _____

When was this building
constructed? _____

Has the building been
renovated? If so, what
year? _____

QUESTIONS		POSSIBLE SOLUTIONS	
Priority 1:			
Accessible Entrance			
People with disabilities should be able to arrive on the site, approach the building, and enter the building as freely as everyone else. At least one path of travel should be safe and accessible for everyone, including people with disabilities.			
Path of Travel (ANSI A117.1-2003 402, 403, 406)	YES	NO	
1) Is there a path of travel that does not require the use of stairs?	☐	☐	☐ Add a ramp if the path of travel is interrupted by stairs. ☐ Add an alternative pathway on level ground.
2) Is the path of travel stable, firm and slip-resistant and with a slope not steeper than 1:20?	☐	☐	☐ Repair uneven paving. ☐ Fill small bumps and breaks with beveled patches. Replace gravel with hard top.
3) Is the path at least 36 inches wide?	☐	☐	☐ Change or move landscaping, furnishings, or other features that narrow the path of travel. ☐ Widen pathway.
4) Can all objects protruding into the path be detected by a person with a visual disability using a cane? In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches to provide clear head room. It is not necessary to remove objects that protrude less than 4 inches from the wall.	☐	☐	☐ Move or remove protruding objects. ☐ Add a cane-detectable base that extends to the ground. Place a cane-detectable object on the ground underneath as a warning barrier.
5) Do curbs on the pathway have curb cuts at drives, parking, and drop-offs?	☐	☐	☐ Install curb cut. ☐ Add small ramp up to curb.
Ramps (ANSI A117.1-2003 405)	YES	NO	
6) Are the slopes of ramps no greater than 1:12? Slope is given as a ratio of the height to the length. 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.	☐	☐	☐ Lengthen ramp to decrease slope. ☐ Relocate ramp. ☐ If available space is limited, reconfigure ramp to include switchbacks.
7) Do all ramps with a rise greater than 6 inches have railings on both sides?	☐	☐	☐ Add railings.
8) Are railings sturdy, and between 34 and 38 inches high?	☐	☐	☐ Adjust height of railings. ☐ Secure handrails in fixtures.
9) Is the width between railings at least 36 inches?	☐	☐	☐ Relocate the railings. ☐ Widen the ramp.
10) Are ramps non-slip?	☐	☐	☐ Add non-slip surface material.
11) Is there a 5-foot-long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks? The ramp should rise no more than 30 inches between landings.	☐	☐	☐ Remodel or relocate ramp.

QUESTIONS		POSSIBLE SOLUTIONS													
Parking and Drop-Off Areas (ANSI A117.1-2003 501)		YES	NO												
12) Are an adequate number of accessible parking spaces available (8 feet wide for car plus 5-foot striped access aisle)? For guidance in determining the appropriate number to designate, the table below gives the ADAAG requirements for new construction and alterations (for lots with more than 100 spaces, refer to ADAAG): <table><tr><td>Total spaces</td><td>Accessible</td></tr><tr><td>1 to 25</td><td>1 space</td></tr><tr><td>26 to 50</td><td>2 spaces</td></tr><tr><td>51 to 75</td><td>3 spaces</td></tr><tr><td>76 to 100</td><td>4 spaces</td></tr><tr><td>101 to 150</td><td>5 spaces</td></tr></table>		Total spaces	Accessible	1 to 25	1 space	26 to 50	2 spaces	51 to 75	3 spaces	76 to 100	4 spaces	101 to 150	5 spaces	☐	☐
Total spaces	Accessible														
1 to 25	1 space														
26 to 50	2 spaces														
51 to 75	3 spaces														
76 to 100	4 spaces														
101 to 150	5 spaces														
		☐ Reconfigure a reasonable number of spaces by repainting stripes.													
13) Are 16-foot-wide spaces, with 98 inches of vertical clearance, available for liftequipped vans? At least one of every 6 accessible spaces must be van-accessible.		☐	☐												
		☐ Reconfigure to provide a reasonable number of van-accessible spaces.													
14) Are the accessible spaces closest to the accessible entrance?		☐	☐												
		☐ Reconfigure spaces.													
15) Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces? International Symbol of Accessibility: 		☐	☐												
		☐ Add signs, placed so that they are not obstructed by cars.													
16) Is there an enforcement procedure to ensure that accessible parking is used only by those who need it?		☐	☐												
		☐ Implement a policy to check periodically for violators and report them to the proper authorities.													
Entrance (ANSI A117.1-2003 404)		YES	NO												
17) If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance? Do not use a service entrance as the accessible entrance unless there is no other option.		☐	☐												
		☐ If it is not possible to make the main entrance accessible, create a dignified alternate accessible entrance. Make sure there is accessible parking near all accessible entrances.													
18) Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?		☐	☐												
		☐ Install signs at or before inaccessible entrances.													
19) Can the alternate accessible entrance be used independently?		☐	☐												
		☐ Eliminate as much as possible the need for assistance to answer a doorbell, to operate a lift, or to put down a temporary ramp, for example.													
20) Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?		☐	☐												
		☐ Widen the door.													
		☐ Install offset (swing-clear) hinges.													
21) Is there at least 18 inches of clear wall space on the pull side of the door, next to the handle? A person using a wheelchair needs this space to get close enough to open the door.		☐	☐												
		☐ Remove or relocate furnishings, partitions, or other obstructions.													
		☐ Move door.													
		☐ Add power-assisted door opener.													
22) Is the threshold level (less than 1/4 inch) or beveled, up to 1/2 inch high?		☐	☐												
		☐ If there is a single step with a rise of 6 inches or less, add a short ramp.													
		☐ If there is a high threshold, remove it or add a bevel.													
23) Are doormats 1/2 inch high or less, and secured to the floor at all edges?		☐	☐												
		☐ Replace or remove mats.													
		☐ Secure mats at edges.													

QUESTIONS	POSSIBLE SOLUTIONS
24) Is the door handle no higher than 48 inches and operable with a closed fist? The "closed fist" test for handles and controls: Try opening the door or operating the control using only one hand, held in a fist. If you can do it, so can a person who has limited use of his or her hands.	☐ ☐ ☐ Replace inaccessible knob with a lever or loop handle. ☐ Retrofit with an add-on lever extension.
25) Can doors be opened without too much force (maximum is 5 lbf)? You can use a fish scale to measure the force required to open a door. Attach the hook of the scale to the doorknob or handle. Pull on the ring end of the scale until the door opens, and read off the amount of force required. If you do not have a fish scale, you will need to judge subjectively whether the door is easy enough to open.	☐ ☐ ☐ Adjust the door closers and oil the hinges. ☐ Install power-assisted door openers.
26) If the door has a closer, does it take at least 5 seconds to close?	☐ ☐ ☐ Install lighter doors. ☐ Adjust door closer.

Point Priority System for Evaluating Intersections and Other Locations for Curb Ramps Needs

Each intersection or other location, such as a non-intersection (mid-block) crosswalk, or a driveway with returned curbs across the walkway, where curb ramps (CR) are needed will be documented in an inventory along with a score based on the criteria below. Regardless of whether the CRs are present, missing, or present but not in compliance with current design standards, each intersection or other location will be visited, evaluated and a priority score will be assigned and recorded in a database.

LOCATION: *County> Main Route/Road No.>intersecting Route/Road number or name> Intersection or Non-intersection*

CONTEXT

If one of the following entities on the list below is near this intersection or other location, give the highest number of points according to the list below. ‘Near’ means that a significant percentage of the pedestrians going to that destination would use the intersection or other location being evaluated, or that an entity listed is **at** the intersection or location in question.

-Government Office or Facility county court house, city hall, state agency office (DMV, DSS, Employment Security, county Clemson Extension, DHEC Health Department, etc.), public schools, USPS office, etc.	<u>Points</u> 30
-Transportation (bus station, transit transfer facility, bus stop, AMTRAK, parking lot or garage, etc.)	25
-Place of Public Accommodation (food establishments, lodging establishments, theaters, auditoriums, stadiums, doctors’ offices, pharmacies, hospitals, clinics, retail stores, offices serving the public, museums, libraries, parks, private schools, day care centers)	20
-Employers (if not already included in the above)	15

EXISTING CONDITIONS

Give points associated with description that best matches the CRs in place (choose the one that has the highest points):

- Non-compliant CR—unusable CR—damaged—no landing area, etc.	10
-No CR	5
- Usable Non-Complying CR (too narrow, no detectable warning, too steep.	4

CURB RAMP NEED FACTOR (Apply to entire intersection or other location)

(Choose one with highest applicable points):

-All of the CRs needed are non-compliant or non-existent	16
-Half or more CRs needed are non-compliant or non-existent	8
-One of the CRs needed is non-compliant or non-existent	4

EXTENT OF POTENTIAL USE BY PERSON(S) WITH DISABILITIES

Where SCDOT has received requests or complaints as detailed under “(B) Modification by Work Request” of the SCDOT

ADA Transition Plan, and documentation exists, give points for each ADA curb ramp request received as follows:

-Regular need for more than one person with disabilities.	30
-Regular need for one person with disabilities.	25
-Occasional need for more than one person with disabilities	20
-Occasional need for one person with disabilities	15

UNUSUALLY EXPENSIVE INSTALLATION

(While most CRs can be retrofitted for \$1000, some sites may be much more expensive. Depending on the additional work needed, some CRs could cost many times what a typical one does. Directing limited funds to address these unusual locations will effectively exclude others from the current funding cycle.) For extremely expensive locations establish the typical cost to install a CR , then divide the estimated cost of the ramp in question by that amount, then multiply by a factor of (-10).

[E.g.: using a typical cost of a CR of \$1000, but the ramp in question would cost \$4000, then

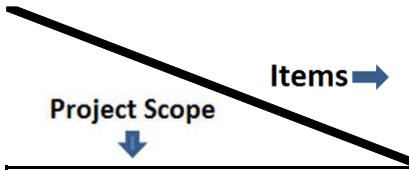
$(4000/1000) * (-10) = (-40)$]

Deduct 40 points from the cumulated score from above

Add the points from each section above and enter the value for this intersection or other location on the database.

APPENDIX E

Table PRW-1



Project Scope ↓	Items →	Curb Ramps (Install/Modify /Repair)	Driveways (Modify /Repair)	Sidewalk (Modify /Repair)
Widening/New Location Road		See Chart A	See Chart A	See Chart A
Intersection Improvements		See Chart A	See Chart A	See Chart A
Sidewalk Installation/Repair		See Chart A	See Chart A	-
Pavement Alteration ¹		See Chart B	No	No
Pavement Maintenance ²		No	No	No
Signal		See Chart A	No	No
Signing		No	No	No
Pavement Marking		No	No	No

Pavement Alteration¹

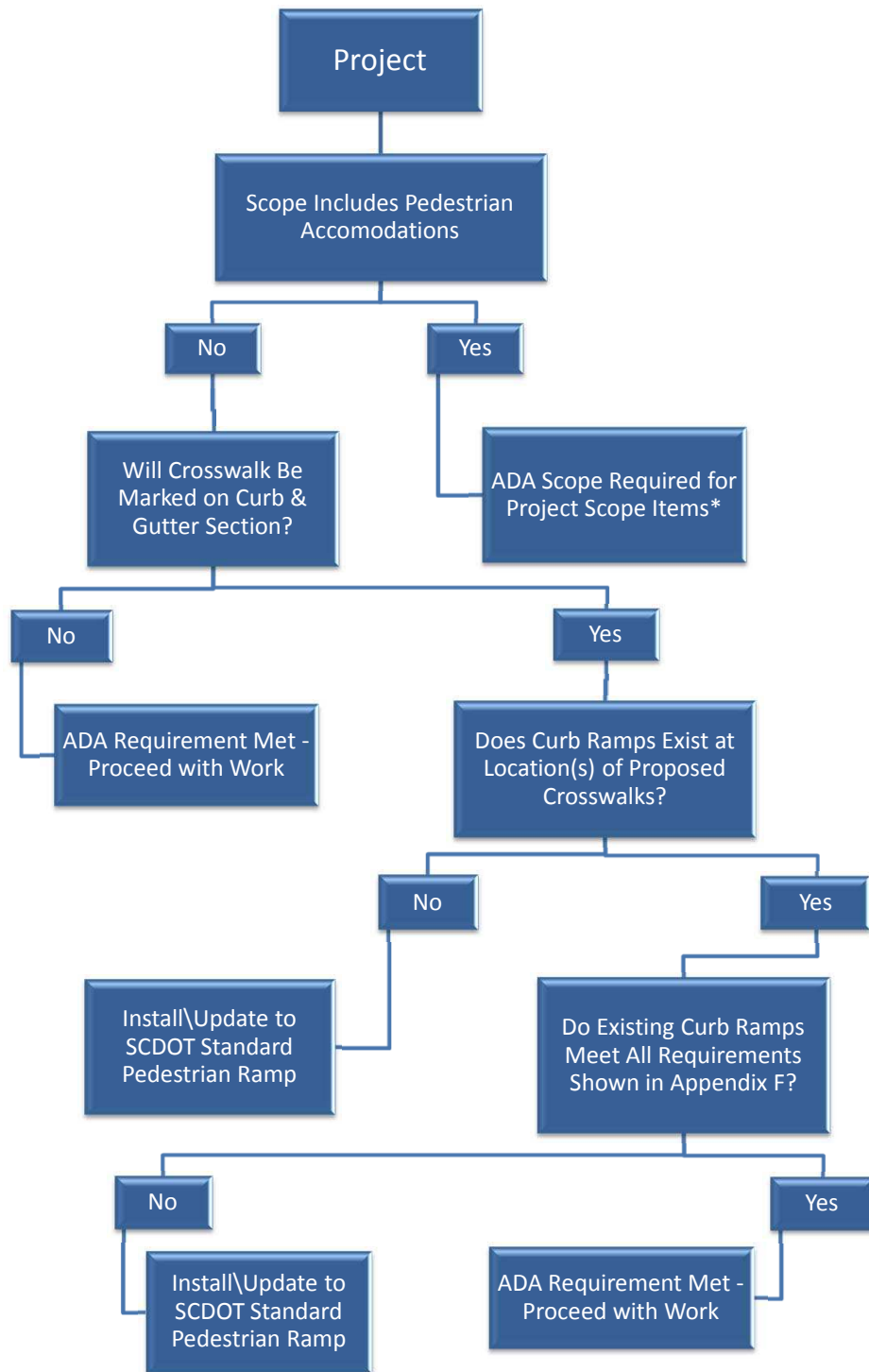
Mill & Fill
Overlay
Microsurfacing
PM Thin Lift Surface Course
OGFC
Rehab/Recon

Pavement Maintenance²

Chip Seals
Joint or Crack Filling/Sealing
Pavement Patching
Spot High Friction Treatments
Surface Sealing
Joint Repairs
Diamond Grinding

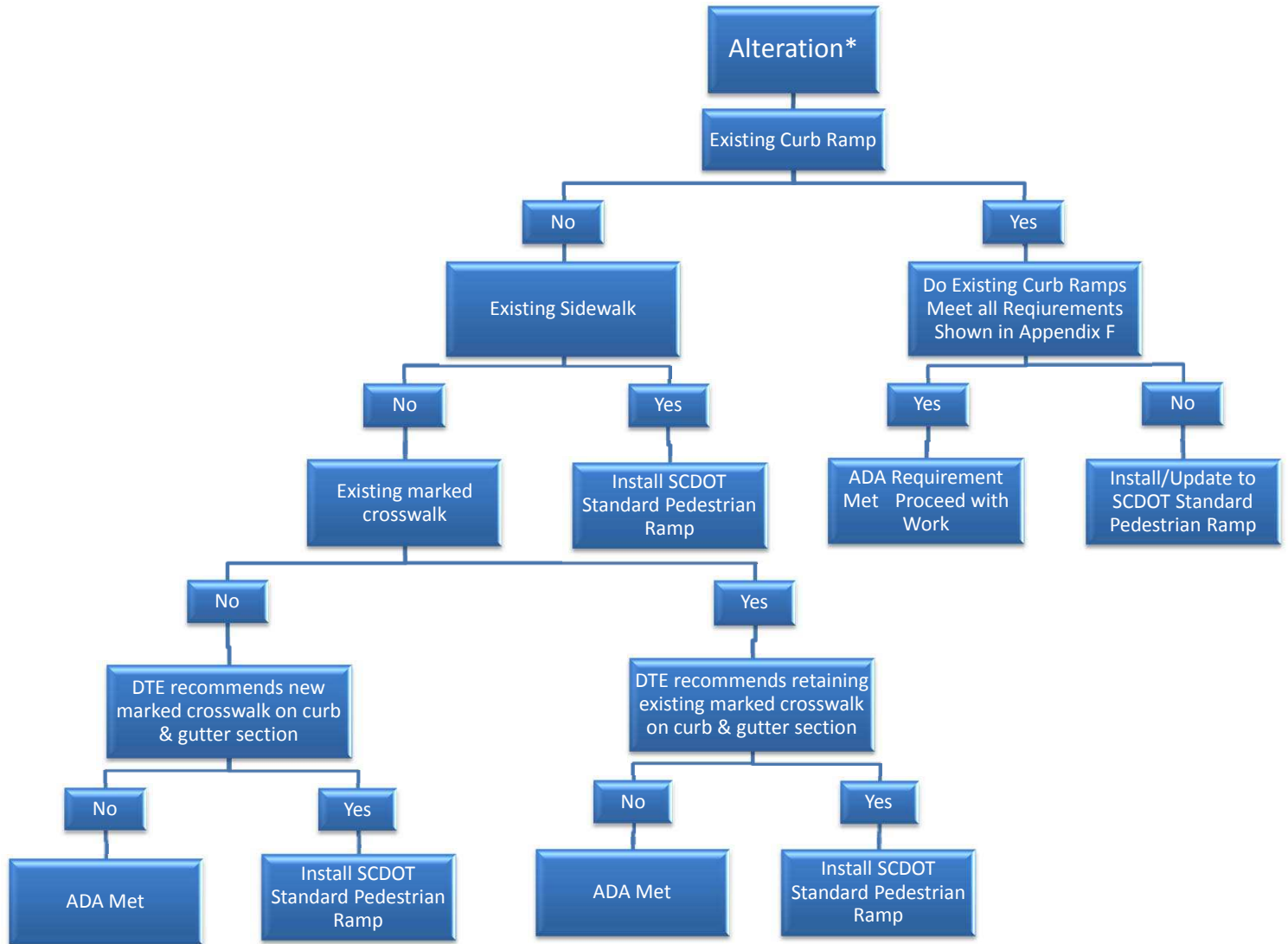
Note: Any combination of two or more Pavement Maintenance activities on the same road shall be considered a Pavement Alteration in accordance with USDOT & USDOJ guidance

CHART A



*Use Chart B for Existing Sidewalk, Curb Ramp within Project Limits but Not Included in Initial Scope.

CHART B



*Alteration - Mill & Fill, Overlay, Microsurface, Thin Lift, OGFC, Rehabilitation/Reconstruction (ADA Requirement Met - Proceed with Work)

Appendix F

access route/ general notes:

This document describes 1991 ADA requirements. Existing path of travel elements meeting 1991 ADA standards may be “grandfathered-in” in accordance with the 2010 ADA Standards “safe harbor” clause.

CONCEPTS:

Ramp Slope = Slope in direction of travel.

Cross-Slope = Slope perpendicular to direction of travel

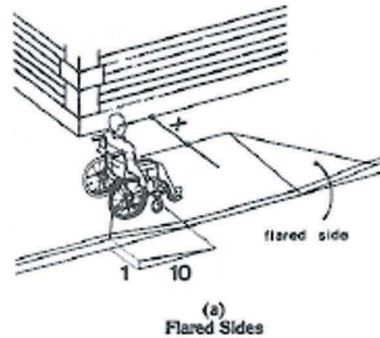
Flare = Sloping element adjacent to ramp. If a curb ramp is located where pedestrians might walk across the ramp, the ramp must have flared sides to prevent tripping.

Transition Slope = Transitions from ramps to elements in access route—walks, gutters, or streets—shall be flush and free of abrupt changes. Maximum slope difference or algebraic difference between adjoining elements shall not exceed 5%..

Transition Slope at top of ramp depicted in 1991 graphic. If clear area < 48”x48” then ramp’s side flares must be sloped 1:12.

Top Landing not required for 1991 compliance. This is a new elementt required for new curb ramps. Refer to SCDOT Standard Drawings.

Clear Space — 48”x48” at bottom of ramp, and only required at diagonal curb ramps..



If X is less than 48 in, then the slope of the flared side shall not exceed 1:12.

Tools Needed:



Tape Measure



Smart Level

How to calibrate the Smart Level:

Before using this tool, set the Smart Level on a flat surface and allow it to settle for 10 seconds. Push in the “Calibrate” button and hold it for 2 seconds. When the “CALI” signal comes up on the display, rotate the level from end to end and repeat. Your Smart Level is now calibrated. Make sure to also check your Smart Level instruction manual.



access route/ curb ramp/ parallel:

This document describes 1991 ADA requirements. Existing path of travel elements meeting 1991 ADA standards may be “grandfathered-in” in accordance with the 2010 ADA Standards “safe harbor” clause.

CONCEPTS:

Ramp Slope = Slope in direction of travel.

Cross Slope = Slope perpendicular to direction of travel.

Flare = Sloping element adjacent to ramp. If a curb ramp is located where pedestrians might walk across the ramp, the ramp must have flared sides to prevent tripping.

Transition Slope = Transitions from ramps to elements in access route—walks, gutters, or streets—shall be flush and free of abrupt changes. Maximum slope difference or algebraic difference between adjoining elements shall not exceed 5%..



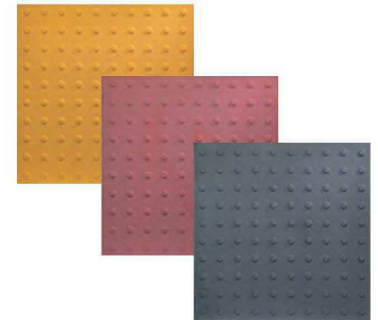
1. Measure Ramp Width:
MIN Ramp Width = 36”

2. Measure Ramp Cross-Slope:
MAX Cross-Slope = 2%

3. Measure Ramp Slope:
MAX Slope = 8.33%

4. Measure Detectable
Warning Surface:
2'-0” by Ramp Width

5. Measure Transition Slope:
MAX Transition
Slope = 5%



access route/ curb ramp/ perpendicular:

This document describes 1991 ADA requirements. Existing path of travel elements meeting 1991 ADA standards may be “grandfathered-in” in accordance with the 2010 ADA Standards “safe harbor” clause.

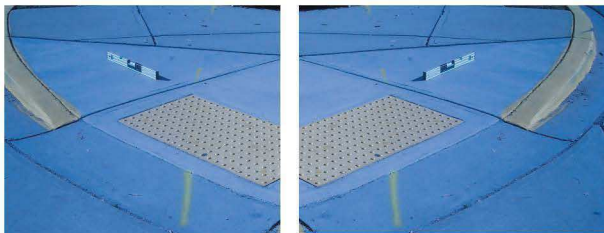
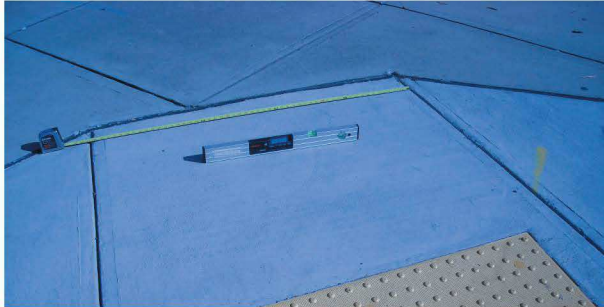
Ramp Slope = Slope in direction of travel.

Cross-Slope = Slope perpendicular to direction of travel

Flare = Sloping element adjacent to ramp. If a curb ramp is located where pedestrians might walk across the ramp, the ramp should have flared sides to prevent tripping.

Transition Slope = Transitions from ramps to elements in access route—walks, gutters, or streets—shall be flush and free of abrupt changes. Maximum slope difference or algebraic difference between adjoining elements shall not exceed 5%

Cross Slopes comply with Access Route requirements— 2% max

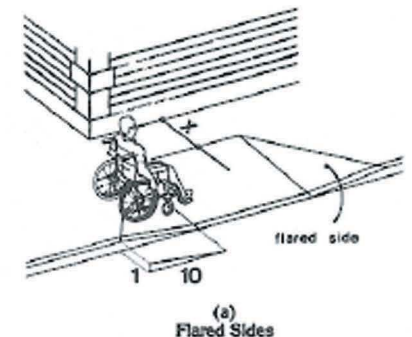


1. Measure Ramp Width:
MIN Ramp Width = 36"
2. Measure Ramp Cross-Slope:
MAX Cross-Slope = 2%
3. Measure Ramp Slope:
MAX Cross-Slope = 8.33%
4. Measure Detectable Warning Surface:
2'-0" by full width of Ramp
5. Measure Flare Slope:
MAX Flare Slope = 10%
6. Measure Transition Slopes:
MAX Transition Slope = 5%

Transition Slope at top of ramp depicted in 1991 graphic. If clear area < 48"x48" then ramp's side flares must be sloped 1:12.

Top Landing not required for 1991 compliance. This is a new element required for new curb ramps. Refer to SCDOT Standard Drawings.

Clear Space — 48"x48" at bottom of ramp, and only required at diagonal curb ramps..



If X is less than 48 in, then the slope of the flared side shall not exceed 1:12.

curb ramp/ perpendicular/ diagonal/ clear space:

This document describes 1991 ADA requirements. Existing path of travel elements meeting 1991 ADA standards may be “grandfathered-in” via 2010 ADA Standards “safe harbor” clause.

Clear Space — 48”x48” min unobstructed ground space required to accommodate a single, stationary wheelchair & occupant. 5% max slope; 2% max cross slope

Counter Slope — Slope of the gutter or street at the foot of the curb ramp. 5% max.

Cross Slope — Slope perpendicular to direction of travel. 2% maximum unless otherwise noted.

Blended Transition — a connection with a grade of 5% or less between the sidewalk and crosswalk.

Curb Ramp = A short ramp cutting through a curb. Handrails are not required.. 8.33% max slope

Grade Break — The meeting line of two adjacent surface planes of different grade.

Running Slope — Slope in direction of travel; the ramp slope. 8.33% max.

Transition Slope — Transitions from ramps to elements in access route — walks, gutters, or streets— shall be flush and free of abrupt changes. Maximum slope difference or algebraic difference between adjoining elements shall not exceed 5%..

Flare — Required where pedestrians might walk across the ramp to mitigate tripping hazard. When occurs is an integral part of the ramp. 10% max slope
Required: minimum 24” segment of straight curb adjacent to flare. If crossing marked, segment must occur within crosswalk.



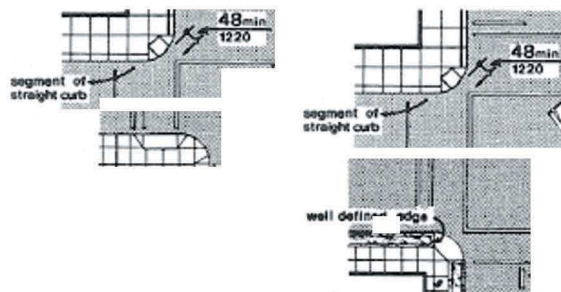
Diagonal Blended Transition



Diagonal Blended Transition



Diagonal Curb Ramp



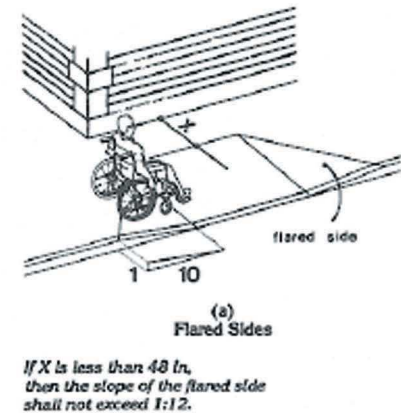
Transition Slope at top of ramp in photo similar to graphic in 1991 ADA Standards

Grade Break

Counter Slope (overlaps Clear Space)

Transition Slope (overlaps Clear Space)

Clear Space — 48”x48”



Clear Space is required at the bottom of diagonal curb ramps. Clear Space must:

1. Occur beyond grade break
2. Occur wholly outside parallel vehicle travel lane
3. If crossing marked, clear space must occur within the markings
4. Slope — 5% max running and 2% max cross
5. Area: 48x x 48”

Top Landing is a new element that replaces Transition Slope — 48”x48” area with 2% max cross slope each direction. Refer to SCDOT Standard Drawings.

Flare

Counter Slope

Grade Break

Clear Space



accessible route/ clear width/ driveway crossing

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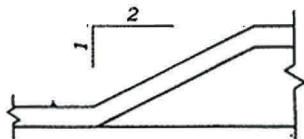
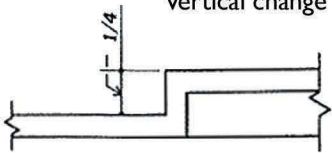
Cross Slope — Slope perpendicular to direction of travel. 2% maximum unless otherwise noted.

Running Slope — Slope in direction of travel; sidewalk may follow grade of roadway.



Change in Level: MAX 1/4" vertical change, or

MAX 1/2" vertical change w/ 1:2 bevel



MINIMUM WIDTH = 36" CLEAR

MAXIMUM CROSS SLOPE = 2%



Detectable Warnings are not required.

access route/ raised island/ $\leq 6'-0''$ wide:

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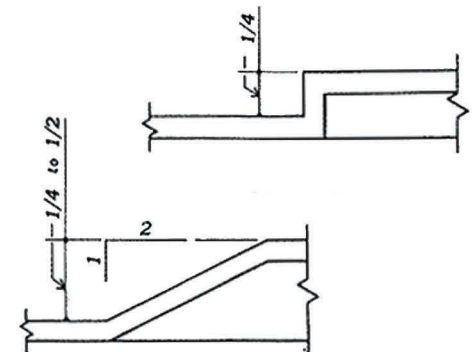
RAISED ISLAND — Roadway element that channelizes vehicular movements. Same definition as MUTCD. Crosswalks may cut through islands — 48" minimum width. Crosswalks may go over islands — top landing between curb ramps. See curb ramp design criteria.

Cross-Slope = Slope perpendicular to direction of travel.

Transition Slope = Transitions from ramps to elements in access route — walks, gutters, or streets— shall be flush and free of abrupt changes. Maximum slope difference or algebraic difference between adjoining elements shall not exceed 5%..



1. Cut-Out Width:
MIN Width = 48"
2. Cross-Slope (within cutout):
Cross-Slope = 2% max best,
but greater cross-slope may be acceptable.
3. Change in Level:
MAX 5% slope serving as transition, or
MAX 1/4"
vertical change, or
MAX 1/2"
vertical change w/ 1:2 bevel



Detectable Warnings are not allowed.

access route/ detectable warning surface:

This document describes 1991 ADA requirements. Existing path of travel elements meeting 1991 ADA standards may be “grandfathered-in” in accordance with the 2010 ADA Standards “safe harbor” clause.



Tool Needed

Accessible Route: A continuous, unobstructed path that mostly includes sidewalks, crosswalk and transitional elements such as curb ramps and blended transitions.

DWS @ both curb ramps and blended transitions



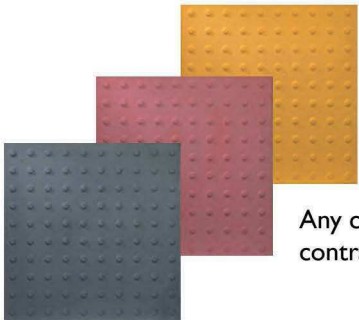
Detectable Warning Surfaces (DWS) — a surface of Truncated Domes. A standardized surface feature built in or applied to walking surfaces to warn visually impaired people of hazards on a circulation path. DWS can be identified under foot and by sound on cane contact. Color contrast enables visual detection from surrounding surface.

Truncated Dome — Individual raised element. 1991 Dome Size and Spacing Requirements:

Bottom Ø 0.9"
Top Ø unspecified
Height 0.2"
Spacing CL to CL 2.35" - pattern not specified



Current specifications require parallel or in-line. If retrofitting existing curb ramp with new DWS, follow SCDOT Standard Drawings.



Any color DWS is acceptable provided the color contrasts with adjacent surfaces.



If curb ramp missing DWS but otherwise complies with 1991 ADA, add surface applied DWS per SCDOT Standard Drawings.

On parallel ramps, place DWS on bottom landing flush with curb.

Islands are roadway elements. Islands < 6'-0" wide in direction of pedestrian travel should never have DWS.



Pedestrian Refuge Island — Pedestrian element that provides resting space. Minimum length = 6'-0"; DWS required each side regardless if design is cut-through or uses curb ramps.



Island — Roadway element that channelizes vehicular movements. Same definition as MUTCD. Crosswalks may cut through islands — 48" minimum width. Crosswalks may go over islands — top landing between curb ramps

