

**COMMERCIAL VEHICLE SAFETY ALLIANCE**  
**Title VI Program Compliance Plan**

**Policy Statement**

The Commercial Vehicle Safety Alliance (CVSA) adopted this Title VI Program Compliance Plan to ensure the nonprofit corporation is in compliance with the provision of Title VI of the Civil Rights Act of 1964 and related non-discrimination authorities. Our policy is that no person is excluded from participating in or denied the benefits of our services, programs or activities receiving federal financial assistance on the basis of race, color, sex, age, national origin, income status, limited English proficiency (LEP) or disability.

The CVSA Executive Director is ultimately responsible for and committed to the effective implementation of the Title VI Program to achieve compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, and related non-discrimination authorities as identified in the signed Federal Motor Carrier Safety Administration (FMCSA) and Pipeline and Hazardous Materials Safety Administration (PHMSA) Title VI Program Assurance in all federal programs and activities, including 49 CFR Part 21 and 49 CFR Part 303. Responsibility for the day-to-day administration of the program will be that of the Title VI Program Coordinator, who is currently the CVSA Executive Director. The Title VI Program Coordinator has the authority and responsibility to effectively carry out his/her duties. The Title VI Program Coordinator and organizational staff ensure CVSA's compliance with Title VI and its implementing regulations. CVSA is committed to ensuring that the fundamental principles of equal opportunity are upheld in all decisions involving our employees and contractors/consultants. This policy statement will be circulated throughout CVSA and incorporated by reference in all contracts, agreements, programs and services administered by CVSA.



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Collin B. Mooney, MPA, CAE  
Executive Director  
Commercial Vehicle Safety Alliance

December 14, 2022

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Date

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## **FMCSA Title VI Program Assurance (Exhibit A)**

See Exhibit A, The United States Department of Transportation Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A.

## **PHMSA Title VI Program Assurance (Exhibit B)**

The United States Department of Transportation Standard Title VI/Non-Discrimination Assurances DOT Order No. 1050.2A.

## **Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government:**

Executive Order 13985 mandates organizations to advance equity through identifying and addressing barriers to equal opportunity that underserved communities may face due to government policies and programs. CVSA recognizes the need to be fair and equitable to all people, companies, and communities as part of its participation in Federal Aid Programs. As such, and as requested by the FMCSA, PHMSA and DOE, CVSA actively evaluates how a proposed project or program will address equity. Any enforcement initiative, training program, outreach or educational program must be equally distributed and not executed in a manner that it will benefit or effect any person or group more than another.

## **Description of Federal Aid Programs**

### **FMCSA Grant Programs:**

#### **1. High Priority (HP) CMV Safety-Related Activities and Projects:**

The HP grant program provides financial assistance to carry out activities and projects that augment motor carrier safety which include: conducting safety data improvement projects; increasing public awareness and education on commercial motor vehicle (CMV) safety; targeting unsafe driving of CMV and non-CMV in areas identified as high risk crash corridors; improving the safe and secure movement of hazardous materials; improving safe transportation of goods and persons in foreign commerce; otherwise improving CMV safety and compliance with CMV safety regulations. CVSA applies for funding from this program to support activities to reduce crashes, fatalities and injuries involving CMVs through combined enforcement of CMV safety regulations and outreach to the CMV community, enforcement personnel and the general public. CVSA helps ensure that both industry and enforcement understand the CMV safety regulations. This leads to uniformity of enforcement and improved compliance, promotes safe practices and fosters a better appreciation for the CMV industry. CVSA will achieve improvements in driver, vehicle and hazardous materials safety through the activities such as international enforcement campaigns, in-person and virtual education initiatives, roadside enforcement and inspection data quality improvements, performance-based brake testers, and production of roadside enforcement and inspection training videos. CVSA additionally utilizes funding to develop, edit and publish a quarterly magazine, "Guardian," to help enhance and maintain core competencies in areas of roadside inspections, traffic enforcement, safety audits and compliance reviews for enforcement, motor carriers and industry, and to increase public awareness of commercial motor vehicles and educate both the public and private sectors. The magazine also provides an opportunity for various members of law enforcement, as well as industry members, to share experiences, knowledge and best practices.

## **2. High Priority Safety Enforcement Training (HP-SET) Grant Program:**

The objective of the HP-SET grant program is to train non-Federal employees who conduct CMV enforcement activities in accordance with Federal Motor Carrier Safety Regulations, Hazardous Materials Regulations, and the CVSA's Out-of-Service Criteria; and to develop related training materials to increase awareness and education on CMV safety and otherwise improve CMV safety. CVSA applies for funding from this program to support activities targeted to develop, update and deliver a comprehensive suite of certification and non-certification training courses, leveraging existing content where possible and partnering with issue specific industry leaders. Funded activities will include certification training course delivery, certification course material review and revision, annual instructor update and inspector in-service training materials, non-motor carrier safety assistance program traffic enforcement, human trafficking prevention and criminal interdiction training.

## **3. North American Fatigue Management Program (NAFMP):**

The NAFMP is a collaborative initiative to develop a comprehensive, integrated fatigue management program for the commercial motor carrier industry. The NAFMP is designed to reduce driver fatigue through a fully interactive web-based educational and training program. CVSA is contracted by FMCSA to administer the NAFMP. The NAFMP Steering Committee has identified CVSA as the organization with the mission, capacity, membership and outreach programs necessary for the NAFMP to manage the program and allow it to fully realize its potential. Funded activities include promoting the NAFMP to increase its usage within and by commercial vehicle enforcement and bus and truck industry stakeholders, through various outreach activities and website hosting.

## **PHMSA Grant Programs:**

### **1. Community Safety Grant (CSG):**

The CSG provides funding to enhance the capability of communities to prepare for and respond to hazmat accidents and incidents, including training for state and local enforcement personnel enforcing safe transportation requirements. CVSA applies for funding from this program to enhance community outreach and inspector safety when inspecting hazardous materials. This is done by making in-depth, class-specific training sessions more accessible through the COHMED Conference, regional and direct delivery training sessions, refresher training, use of the learning management system, development of community outreach materials and webinars.

### **1. Hazardous Materials Instructor Training (HMIT):**

PHMSA protects people and the environment by advancing the safe transportation of energy and other hazardous materials. To accomplish this, PHMSA awards financial assistance to eligible entities, to ensure industry compliance with the Hazardous Materials Regulations. Carefully planned and maintained training programs are essential for hazmat employees to ensure: (1) Hazmat employees receive initial and continuing training on the risks involved in transporting hazardous materials; (2) the relevant training requirements in the Hazardous Materials Regulation are met; and (3) hazmat employees will be equipped to ensure their safety and the safety of others. Effective training of employees can reduce risk and the likelihood of hazmat incidents and accidents and is key to ensuring that hazardous materials are transported safely. CVSA applies for funding from this program to enhance hazmat employee trainers' instructor skills, which will enhance safety, compliance and awareness during all aspects of the hazardous materials transportation process. CVSA has developed and conducts an online introductory course for hazmat employee trainers and a train-the-trainer course where trainers are given the tools to develop their own training programs and to raise the bar in the training, they deliver to hazmat employees.

## **U.S. DEPARTMENT OF ENERGY (DOE) WASTE ISOLATION PILOT PLANT (WIPP):**

### **1. Cooperative Agreement; Waste Isolation Pilot Plant (WIPP) Program:**

Current shipments of foreign nuclear reactor fuel, research reactor spent fuel, WIPP shipments and other shipments of radioactive materials fall under enhanced inspection procedures (Level VI). Level VI procedures and out-of-service criteria along with the training necessary to conduct such inspections are continually evaluated and revised as the need demonstrates. CVSA receives funding from DOE through a cooperative agreement WIPP program, to further train roadside inspectors and enforcement personnel to conduct Level VI inspections on WIPP shipments. Also, as a requirement for WIPP drivers and mechanics, they are to be trained in an industry awareness course. CVSA provides Level VI Inspection Program reports every two years. CVSA believes the data obtained during these reports is an important part of the overall safety and transparency of the Level VI Inspection Program. Additionally, an outreach program informs stakeholders and other interested parties of the objectives and results of the pilot study and the enhanced Level VI Inspection process.

## **Notification to Beneficiaries/Participants**

See Exhibit B, Public Notice of Title VI Program Rights.

For the beneficiaries' consideration, CVSA is providing:

The Title VI Program Compliance Plan  
Instructions in Filing a Title VI Complaint  
Title VI Complaint Form  
Reference Documents

CVSA has included the Public Notice of Title VI Program Rights on our website at <https://www.cvsa.org/cvs-contact/titlevi/>. In addition, the Public Notice of Title VI Program Rights will also be posted in the headquarters facility where activity or services are conducted.

## **Sub-Recipient Compliance Reports**

CVSA does not intend to sub-award FMCSA or PHMSA funds.

## **Training**

CVSA has assigned the responsibility for Title VI and nondiscrimination program compliance regarding FMCSA and/or PHMSA program activities and services to the project manager responsible for each grant award. That person has reviewed the FMCSA- and/or PHMSA-related responsibilities assigned to the project staff and the Title VI Program Coordinator. The staff and Title VI Program Coordinator have received a copy of the combined FMCSA and PHMSA Basis Title VI Program Training. Training is conducted annually by the project manager using the Title VI Program Policy Statement and other program information, and routine training is conducted using company email, newsletters and other communications methods. The training provides comprehensive information on Title VI Program requirements and its application to specific programs or operations; assistance on the identification of Title VI Program-related issues; and an overview of the complaint process.

All persons with responsibility under the program, or receiving training under the program, will sign an acknowledgement indicating that they understand the CVSA Title VI Program and have received appropriate training.

## **Access to Records**

CVSA is responsible for ensuring all records relating to the effective implementation of Title VI Program requirements are available for review by FMCSA and/or PHMSA. The nonprofit corporation will make documents available to FMCSA and/or PHMSA staff upon request. This includes documents required for compliance reviews and/or complaint investigations conducted by FMCSA and/or PHMSA.

## **Complaint Disposition Process**

CVSA is committed to a policy of nondiscrimination in the conduct of its business, including its Title VI Program responsibilities. No person is excluded from participating in or denied the benefits of its services, programs or activities receiving federal financial assistance on the basis of race, color, sex, age, national origin, income status, limited English proficiency (LEP) or disability.

A copy of the Title VI Complaint Form is available by calling 202-998-1008 or by visiting [www.cvsa.org](http://www.cvsa.org). Complaints should be addressed to: Commercial Vehicle Safety Alliance, Title VI Program Coordinator, 99 M Street, SE, Suite 1025, Washington, DC 20003.

All complaints will be investigated promptly. Listed below is the process for disposition of the complaint.

1. Any person who believes he or she has been subjected to discrimination under Title VI may file a Title VI Program complaint with CVSA within 180 days from the date of the alleged discrimination by completing a Title VI Program Complaint Form (See attached. A copy of this form is also available at the above locations).
2. In instances where additional information is needed, the Title VI Program Coordinator will contact the complainant in writing. Failure of the complainant to provide the requested information by a certain date may result in the administrative closure of the complaint or a delay in complaint resolution.
3. Following receipt of all required information, the Title VI Program Coordinator will complete the investigation, produce a formal report (Report of Investigation) and respond to the complainant in writing within 90 days of receipt of all complaint information. Receipt of additional relevant information and/or the simultaneous filing of complaints with CVSA and other external entities may delay the timing of the complaint resolution.

The CVSA Title VI Program Coordinator will maintain a Title VI Program Complaint Log to include the following information, name of complainant, identification by demography (i.e., race, color, national origin, etc.), allegation(s), complaint date, date of report of investigation, determination made and date, and any other relevant information as deemed appropriate. The Complaint Log will be available to FMCSA and/or PHMSA upon request.

## **Status of Corrective Actions Implemented by Applicant to Address Deficiencies Previously Identified During a Title VI Program Review**

The CVSA Title VI Program has not been audited and is not operating under any corrective action plan.

## **Community Participation Process**

This requirement is not applicable to CVSA.

## **Commercial Motor Vehicle Inspection Selection and Unbiased Enforcement Policies**

This requirement is not applicable to CVSA as CVSA does not conduct any direct enforcement activities.

**COMMERCIAL VEHICLE SAFETY ALLIANCE**  
**Title VI Program Complaint Form**

CVSA is committed to ensuring that no person is excluded from participating in or denied the benefits of its services on the basis of race, color, sex, age, national origin, income status, limited English proficiency (LEP) or disability, as provided by Title VI of the Civil Rights Act of 1964 and related anti-discrimination statutory and regulatory authorities. Title VI Program complaints must be filed within 180 days from the date of the alleged discrimination. The following information is necessary to assist us in processing your complaint. If you require any assistance in completing this form, please contact the Title VI Program Coordinator.

The signed and completed form must be sent to CVSA either via email at [collin.mooney@cvsa.org](mailto:collin.mooney@cvsa.org) or by mail to Commercial Vehicle Safety Alliance, 99 M Street, SE, Suite 1025, Washington, DC 20003.

1. Complainant's Name: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

4. Telephone Number (home): \_\_\_\_\_ (business): \_\_\_\_\_

5. Email: \_\_\_\_\_

6. Person discriminated against (if someone other than the complainant):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

7. Which of the following best describes why the alleged discrimination took place?

Race \_\_\_\_\_ Color \_\_\_\_\_ Income Status \_\_\_\_\_ Disability \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

National Origin \_\_\_\_\_ Limited English Proficiency \_\_\_\_\_ Other \_\_\_\_\_

8. What date did the alleged discrimination take place?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. In your own words, describe the alleged discrimination. Explain what happened and what policy, program, activity or person you believe was discriminatory.

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10. Have you filed this complaint with any other federal, state, territory or local agency, or with any federal or state court? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide information about a contact person at the agency/court where the complaint was filed.

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11. Please sign below. You may attach any written materials or other information relevant to your complaint.

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date



**COMMERCIAL VEHICLE SAFETY ALLIANCE**  
**Title VI Report of Investigation**

Complainant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Individual(s) Alleged to Have Been Discriminated Against (if different than Complainant):  
\_\_\_\_\_

Basis of Complaint:

Race \_\_\_\_\_ Color \_\_\_\_\_ Income Status \_\_\_\_\_ Disability \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

National Origin \_\_\_\_\_ Limited English Proficiency \_\_\_\_\_ Other \_\_\_\_\_

Date of Alleged Discrimination: \_\_\_\_\_

Description of the Alleged Discrimination:  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses (please include title, if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

Persons Interviewed (please include title, if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

Documents Reviewed:  
\_\_\_\_\_  
\_\_\_\_\_

Analysis:  
\_\_\_\_\_  
\_\_\_\_\_

Conclusion:  Violation of Title VI     No Violation of Title VI

Recommendation for Corrective Action:  
\_\_\_\_\_  
\_\_\_\_\_

To include additional information, please securely attach the extra comments to this form.

\_\_\_\_\_  
Investigator's Signature:

\_\_\_\_\_  
Investigator's Name and Title:

**COMMERCIAL VEHICLE SAFETY ALLIANCE**  
**Public Notice of Title VI Program Rights**

The Commercial Vehicle Safety Alliance (“CVSA”) gives public notice of its policy to uphold and ensure full compliance with the non-discrimination requirements of Title VI of the Civil Rights Act of 1964 and related non-discrimination authorities. Title VI and related non-discrimination authorities stipulate that no person in the United States of America shall on the grounds of race, color, national origin, sex, age, disability, income level or limited English proficiency be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance.

Any person who desires more information regarding CVSA’s Title VI Program, contact its Title VI Program Coordinator Collin Mooney.

Any person who believes they have, individually or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, income level or limited English proficiency has the right to file a formal complaint. Any such complaint must be in writing and submitted within 180 days following the date of the alleged occurrence to:

Title VI Program Coordinator  
Commercial Vehicle Safety Alliance  
99 M Street, SE, Suite 1025  
Washington, DC 20003  
202-998-1008  
[collin.mooney@cvsa.org](mailto:collin.mooney@cvsa.org)

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**COMMERCIAL VEHICLE SAFETY ALLIANCE**  
**Title VI Compliance Plan Training Acknowledgement Form**

By signing below, I acknowledge that I have received a copy of, reviewed and understand the Title VI Compliance Plan. I agree to familiarize myself with CVSA's Title VI policies and procedures, and to seek answers to questions about any policy that I do not fully understand. I further understand that this Plan offers only a brief summary of the Title VI Compliance Program, and that the policies procedures as they pertain to this Program may be revised from time to time at CVSA's sole discretion, and in accordance with applicable law.

I further acknowledge that I attended CVSA's [ DATE ] Title VI Compliance Training at [ TIME ] and understand the information presented to me in such training.

Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_