

**SUSPENSION APPEAL PROCEDURES**  
**TRANSIT PASSENGERS AND VISITORS**

1. Individuals who have had their access privileges suspended for a period of more than three days (72 hours) may appeal the suspension. The appeal must be initiated in writing within ten (10) calendar days from the date that RTC provided notice of the suspension.

The appeal must be submitted in writing to the Director of Public Transportation at 1105 Terminal Way, Suite 200, Reno, NV 89502. The writing shall set forth the facts and basis for why the suspension should be modified, along with any supporting evidence. The writing must include a phone number and mailing address for the appellant.

The appellant may request a hearing before the Director of Public Transportation to present information and arguments and may be accompanied by a representative of their choosing. If the appellant wants a hearing, the written appeal must include a request for a hearing and the name of any representative that will accompany the appellant.

The Director of Public Transportation shall make good faith efforts to issue a decision within seven (7) business days after receipt of the appeal or after the hearing (if requested). Notice of the decision will be provided by phone and mail, if the appellant has provided that contact information.

2. The appellant may only appeal a decision of the Director of Public Transportation that upholds or results in a suspension period of six months or more. The appeal must be initiated in writing within ten (10) calendar days from the date the Director of Public Transportation provided notice of the decision. The appeal must be submitted in writing to the Executive Director at 1105 Terminal Way, Reno, Suite 217, NV 89502. The writing shall set forth the facts and basis for why the decision should be modified, along with any supporting evidence.

The Executive Director will consider the appeal and determine if there is a reasonable basis to uphold the decision of the Director of Public Transportation. The Executive Director shall make good faith efforts to issue a decision within fourteen (14) business days of receipt of the appeal. Notice of the decision will be provided by phone and mail, if the appellant has provided that contact information.