

South Dakota Department of Transportation  
 Title VI Compliance Review

Transit Provider: Yankton Transit

This review/report covers the period of Oct 1, 2015 through Sept 30, 2016  
 and was completed from Jan. 1, 2017 to May 1, 2017. Reviewing actual  
 documentation of your activities is necessary in determining compliance. In addition to your narrative  
 responses to the questions below, you must provide documentation in the form of electronic documents, a link  
 to your website for documents and materials, or provide a paper copy.

1. Staff

- In the table below, list current personnel employed by position. Include all members of boards,

Name	Position	Gender		Race/Ethnicity						
		F	M	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Asian	Native Hawaiian/ other Pacific Islander	Two or More Races	White
Terry Kirchner	Supervisor		X							X
Deb Thon	Dispatcher	X								X
Bill Arens	Driver		X							X
Bob Parry	Driver		X							X
Cathy Lucas	Driver	X								X
Charlie Andersen	Driver									X
Clint Scheuring	Driver		X							X
Dan Otteman	Driver		X							X
Dave Hack	Driver		X							X
Gary Gross	Driver		X							X
Jerry Melick	Driver		X							X
Jim Anderson	Driver		X							X
Jim Rembold	Driver		X							X
Larry Vogel	Driver		X							X
Mike Johnson	Driver		X	X						
Robert Palsma	Driver		X							X
Scott Parr	Driver		X							X
	<b>Totals</b>	<b>2</b>	<b>15</b>	<b>1</b>						<b>16</b>

- How are boards, councils, or committees appointed? Board members volunteer and represent the community that Yankton Transit serves. Anyone is welcome to serve on the Board.
- How does your agency ensure that equal opportunity is provided when appointments are made?

Board of Directors are chosen to represent the service area that Yankton Transit provides transportation to. No one that wants to serve on the Board has been refused that opportunity.

## 2. Language Services

- List the people designated to provide alternative and non-English language assistance, including volunteers and staff that provide interpreting and translation services.  
Terry Kirchner, Supervisor makes sure that all passengers have the opportunity to be understood. Most all non-English speaking passengers have their own interpreter. If not, Yankton Transit uses Language Service Associates 1-800-305-9673 to interpret non-English speaking passengers.
- What is the number of requests for services by customers with Limited English Proficiency (LEP)? What percentage does this make of total requests?  
5-10 requests per year  
Less than 1%

## 3. Provide copies of or electronic link to online version of:

- Limited English Proficiency (LEP) plan or Four-Factor Analysis
- Equal Employment Opportunity (EEO) Plan (if applicable and not previously submitted)
- Americans with Disabilities Act (ADA) Transition Plan (if applicable)

## 4. Complaint Procedure/Pending Complaints

- Provide a copy of the procedure/form used to handle Title VI complaints. See Appendix C of Title VI Program
- How is the Title VI Policy Statement and complaint procedure disseminated to employees and the public? They are displayed in the driver's breakroom and in the buses.
- List any public transportation-related Title VI investigations, complaints, or lawsuits filed since the time of the last review. (List should include only those that pertain to allegations of discrimination on the basis of race, color, and/or national origin in transit-related activities and programs that pertain to the recipient submitting the report) There are complaints filed at this time.

## 5. Demographics

- Is your agency using the most current data to describe the population demographics within your jurisdiction? (please supplement review with data relied upon to ensure veracity). Yes, the most current data is provided in the Census information included.
- Can SDDOT provide any demographic information for your agency? Enough information is available through the Census Bureau.

## 6. Title VI Equity Analysis

- If you have constructed a facility in this reporting period, such as a vehicle storage facility, maintenance facility, operations center, etc. you must include a copy of the Title VI equity analysis conducted during the planning stage with regard to the location of the facility. N/A

7. Public Outreach/Involvement

- Provide documentation of your Title VI notice to the public as well as the locations the notice is located. The Notice to the Public is displayed on YT website, displayed in the facility in in the buses. The Notice to the Public can also be found in the YT Title VI Program.
- List the recruiting opportunities during the report period including the number of vacancies and promotions:
  - i. How was recruitment done? Advertised with the SD Dept of Labor
  - ii. Race and gender of applicants. All applicants have been considered both male and female.
  - iii. Race and gender of person hired/promoted .Females and males have been hired.
- Describe any public outreach activities undertaken during the reporting period such as public announcements and/or communications for meetings, hearings, and project notices. The Title VI coordinator in new and plans to promote the Title VI program in YT service area.
- List the special language needs assessments conducted. Attach examples of assessments. Very limited language barriers exist. Any non-English speaking individuals have been taken care of on a case by case situation.
- What efforts were made to ensure equal opportunity of participation in outreach activities from minorities, women, low-income individuals, and LEP population groups? Every individual that has requested transportation has been given rides. No one has ever been denied equal and fair service from YT.
- Attach demographics gathered from attendees at public meetings, hearings, etc. N/A
- Describe the avenues of public outreach. (i.e. print, television, radio, etc.) Is this information provided with advance public notice or in a timely manner? The new Title VI Coordinator will plan and provide public outreach.
- Which meetings were attended by the local EEO/Title VI officer? The new Title VI Coordinator will attend any public outreach meetings.
  - i. What was their role in the outcome of that meeting?

8. List any Title VI training\* taken by staff:

Attendee	Name of Training	Date
Brett Tschetter	Met with DOT staff to aid with Title VI Program and Review	05/17/2017

9. Name the individual who will be serving as the Title VI coordinator for the next year. *Terry Kirchner*

Sponsor must return a copy of this completed form to:

June D. Hansen, Civil Rights Compliance Officer  
South Dakota Department of Transportation  
Office of Legal Counsel  
700 East Broadway  
Pierre, SD 57501-2586

Or email:  
[june.hansen@state.sd.us](mailto:june.hansen@state.sd.us)

Or fax:  
(605) 773-4442

*Yankton Transit 605-665-4610*

Transit Name/Phone Number

*[Signature]*

Signature of duly authorized representative

*Operation Supervisor*

Title

*May 15, 2017*

Date

\*Title VI training can be provided by the SDDOT upon request. To discuss training or Title VI requirements, reviews or reports, contact June Hansen, Civil Rights Compliance Officer, (605) 773-3540, or email: [june.hansen@state.sd.us](mailto:june.hansen@state.sd.us)

SDDOT acknowledges the Idaho Transportation Department and the California Department of Transportation for the original formation of this document.

S1601 LANGUAGE SPOKEN AT HOME  
2011-2015 American Community Survey 5-Year Estimates

Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the [Data and Documentation](#) section.

Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the [Methodology](#) section.

Versions of this table are available for the following years:  2015 2014 2013 2012 2011 2010 2009	Yankton County, South Dakota												
	Subject	Total		Percent		Percent of specified language speakers							
		Estimate	Margin of Error	Estimate	Margin of Error	Speak English only or speak English "very well"		Percent speak English only or speak English "very well"		Speak English less than "very well"		Percent speak English less than "very well"	
						Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error	Estimate	Margin of Error
	Population 5 years and over	21,279	+/-98	(X)	(X)	20,971	+/-123	98.6%	+/-0.4	308	+/-92	1.4%	+/-0.4
	Speak only English	19,922	+/-280	93.6%	+/-1.4	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
	Speak a language other than English	1,357	+/-298	6.4%	+/-1.4	1,049	+/-277	77.3%	+/-6.9	308	+/-92	22.7%	+/-6.9
	<b>SPEAK A LANGUAGE OTHER THAN ENGLISH</b>												
	Spanish	680	+/-154	3.2%	+/-0.7	475	+/-147	69.9%	+/-10.9	205	+/-73	30.1%	+/-10.9
	5 to 17 years old	48	+/-33	0.2%	+/-0.2	47	+/-33	97.9%	+/-4.8	1	+/-2	2.1%	+/-4.8
	18 to 64 years old	592	+/-145	2.8%	+/-0.7	388	+/-140	65.5%	+/-12.7	204	+/-73	34.5%	+/-12.7
	65 years old and over	40	+/-34	0.2%	+/-0.2	40	+/-34	100.0%	+/-36.7	0	+/-17	0.0%	+/-36.7
	Other Indo-European languages	357	+/-145	1.7%	+/-0.7	271	+/-118	75.9%	+/-13.3	86	+/-60	24.1%	+/-13.3
	5 to 17 years old	38	+/-32	0.2%	+/-0.1	20	+/-23	52.6%	+/-41.8	18	+/-22	47.4%	+/-41.8
	18 to 64 years old	186	+/-92	0.9%	+/-0.4	149	+/-79	80.1%	+/-19.5	37	+/-40	19.9%	+/-19.5
	65 years old and over	133	+/-83	0.6%	+/-0.4	102	+/-76	76.7%	+/-24.3	31	+/-34	23.3%	+/-24.3
	Asian and Pacific Island languages	79	+/-54	0.4%	+/-0.3	62	+/-53	78.5%	+/-29.2	17	+/-21	21.5%	+/-29.2
	5 to 17 years old	0	+/-17	0.0%	+/-0.1	0	+/-17	-	**	0	+/-17	-	**
	18 to 64 years old	79	+/-54	0.4%	+/-0.3	62	+/-53	78.5%	+/-29.2	17	+/-21	21.5%	+/-29.2
	65 years old and over	0	+/-17	0.0%	+/-0.1	0	+/-17	-	**	0	+/-17	-	**
	Other languages	241	+/-153	1.1%	+/-0.7	241	+/-153	100.0%	+/-8.0	0	+/-17	0.0%	+/-8.0
	5 to 17 years old	79	+/-81	0.4%	+/-0.4	79	+/-81	100.0%	+/-22.1	0	+/-17	0.0%	+/-22.1
	18 to 64 years old	158	+/-93	0.7%	+/-0.4	158	+/-93	100.0%	+/-11.9	0	+/-17	0.0%	+/-11.9
	65 years old and over	4	+/-10	0.0%	+/-0.1	4	+/-10	100.0%	+/-100.0	0	+/-17	0.0%	+/-100.0
	<b>CITIZENS 18 YEARS AND OVER</b>												
	All citizens 18 years old and over	17,605	+/-132	(X)	(X)	17,349	+/-127	98.5%	+/-0.5	256	+/-91	1.5%	+/-0.5
	Speak only English	16,576	+/-213	94.2%	+/-1.4	(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)
	Speak a language other than English	1,029	+/-247	5.8%	+/-1.4	773	+/-223	75.1%	+/-8.3	256	+/-91	24.9%	+/-8.3
	Spanish	571	+/-174	3.2%	+/-1.0	395	+/-158	69.2%	+/-12.5	176	+/-72	30.8%	+/-12.5
	Other languages	458	+/-156	2.6%	+/-0.9	378	+/-140	82.5%	+/-11.7	80	+/-59	17.5%	+/-11.7

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Explanation of Symbols

- An "X" entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
- An "-" entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
- An "N" following a median estimate means the median falls in the lowest interval of an open-ended distribution.
- An "U" following a median estimate means the median falls in the upper interval of an open-ended distribution.
- An "X" entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
- An "N" entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
- An "N" entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
- An "(X)" means that the estimate is not applicable or not available.

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see [Accuracy of the Data](#)). The effect of nonsampling error is not represented in these tables.

Methodological changes to data collection in 2013 may have affected language data for 2013. Users should be aware of these changes when using multi-year data containing data from 2013. For more information, see: [Language User Note](#).

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While the 2011-2015 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.