


Accessible Customer	Created: December 17, 2012
Service Plan	Date of Issue: December 17, 2012
Approved By: Larry Gledhill	Review/Revise Date: December 17, 2013
Approval Signature: 	Date: Dec 17, 2012
Location: Ingersoll, ON	Page: 1 of 2

POLICY:

Oakwood Transport's plan to provide accessible customer service is simply to treat all customers with dignity and respect and when unsure on how to assist a customer with a disability simply ask "How may I help you?"

PURPOSE:

The purpose of the Ontarians with Disabilities Act, 2001 (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in life. Oakwood Transport is committed to promoting a barrier-free environment for persons accessing our services and facilities.

OBJECTIVES :

- Identify, remove and prevent barriers to persons with disabilities;
- Make our accessibility plan available to the public;
- Train employees who deal with the public;
- Monitor through feedback and
- Take additional action to remove barriers to persons with disabilities as necessary;

Departments included under the scope of this plan are:

- Office Administration
- Service Department
- Dispatch/Customer Service
- Drivers

PROCEDURES:

IDENTIFY, REMOVE & PREVENT BARRIERS

Ensure that the front entrance and service entrance are clear to provide unobstructed access to the building.

Provide alternative methods of communication such as minimal background noises, pen and paper, reading of material, as necessary

Allow access of service animals when required

Allow support person to accompany when required

Ask "How can I help"

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COMMUNICATION:

COMMUNICATE OUR PLAN TO THE PUBLIC

Our Accessible Customer Service Plan will be posted on our website at www.oakwoodtransport.com
When temporary barriers exist preventing access to our services a sign will be posted at the main entrance of the building at 129 Oakwood Street in Ingersoll, ON.

TRAINING:

CUSTOMER SERVICE TRAINING

To comply with the Accessibility for Ontarians with Disabilities Act, 2005, Accessibility Standards for Customer Service, Ontario Regulation 429/07, all staff will be provided training. Any new staff will receive training upon orientation.

Training is provided to help staff that provide goods or services to the public or other third parties, to understand their obligations under the customer service standard and to educate on how to provide customer service to people with disabilities.

EVALUATION:

ACCESSIBILITY PLAN REVIEW AND MONITORING PROCESS

The Plan will be reviewed on an annual basis and updated as required. Customers wishing to provide feedback on the way Oakwood Transport provides goods and services to people with disabilities can contact us by telephone or email. All feedback, including complaints, will be directed to the Safety Department and dealt with in a timely fashion.

ATTACHMENTS:

- The Accessibility Standards for Customer Service Training Document for Oakwood Transport Employees and Contractors.