



Greater Portland Transit District

## Reasonable Modification Form

Rev. February 2026

METRO will provide reasonable accommodations to policies, practices, or procedures when the accommodations are necessary to avoid discrimination on the basis of disability unless making the modifications (1) would fundamentally alter the nature of the service, program, or activity, or (2) would result in undue financial and administrative burdens, or (3) without the requested modification, the individual with a disability is able to fully use the entity’s services, programs, or activities for their intended purpose.

Persons with disabilities who would like to make a reasonable accommodation request are asked to complete this **Reasonable Modification Form** and submit to METRO’S Transit Operations Manager. When completing this form, please address the following:

- a. Make request in advance of desired change in policy or practice;
- b. Please be as specific as possible about how a current policy or practice creates a barrier to your use of METRO’s public transit system;
- c. Please recommend the change that you would like METRO to consider.

METRO will make every effort accommodate IMMEDIATE reasonable accommodation requests for situations in which a potential IMMEDIATE AND PRESENT barrier to using public transit. In these situations, passengers are asked to contact METRO at 207-774-0351.

### Section I: Contact Information

Name:				
Address:				
Telephone # where you wish to be contacted:				
E-mail address:				
Accessible Format Requirements:	Large Print		Audio Tape	
	TDD		Other	

### Section II: Explain as clearly as possible what policy or practice creates a barrier to your use of METRO’s public transit system.


<b>Section III: Please recommend the reasonable modification in policy or practice that you would ask METRO to consider.</b>

You may attach any written materials or other information that you think is relevant to your request.

Signature and date required below:

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

**Submission Options:** You may submit this form in person at the address below, by mail to the address below or you may scan this completed form along with all supporting materials and e-mail to the individual stated below:

Transit Operations Manager  
Greater Portland Transit District  
114 Valley Street  
Portland, ME 04102  
[tridge@gpmetro.org](mailto:tridge@gpmetro.org)

**METRO OFFICE USE ONLY**

Reasonable Modification Determination

**APPROVED** \_\_\_\_\_ **NOT APPROVED** \_\_\_\_\_

Describe modification:	Describe reasons for denial:

Determination made by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Customer Notified by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dispatch/CS Notified by: \_\_\_\_\_ Date: \_\_\_\_\_