

Effective Date:	8/1/17
Updated:	

**CITY OF BERLIN**  
**SHARED-RIDE TAXI SERVICE**  
**SUSPENSION APPEALS PROCESS**

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**“You Have the Right to Appeal”**

Existing Shared-Ride Taxi riders have the right to an administrative appeal if they do not agree with an eligibility determination or a decision to suspend service for violations of the *Disruptive Behavior and Conduct Policy*. **You must submit the attached written *Notice of Appeal* form if you wish to file an appeal.** All appeals are reviewed by the City of Berlin Common Council. Shared-ride taxi service will **NOT** be provided during the appeal process.

**APPEALS PROCESS**

The City of Berlin has developed the following procedures to handle and resolve appeals relating to Shared-Ride Taxi Suspensions:

**Notification:** Any party appealing a Rider Suspension must do so in writing within **30 days** from the date of the issuance of the written notification of suspension. Written *Notice of Appeal Form* must be submitted unless a person is unable to write. Individuals unable to write may contact the City Clerk immediately upon receipt of their eligibility determination letter or suspension notice.

**Response:** The written *Notice of Appeal* submission will be reviewed by the City Clerk, who will request a written submission relating to the suspension from the Shared-Ride Taxi Service provider. Common Council will meet within 45 days of the receipt of the *Notice of Appeal* submission to determine if the Appeal will be reviewed. The Council may request additional information from the appealing party, which the appealing party shall also provide.

After reviewing the written appeal information, the Common Council will make a decision. If the Common Council so chooses, it may prior to its final decision, invite the appealing party to provide testimony and answer questions about the suspension at a meeting scheduled by the Common Council. However, the Common Council at its sole discretion may choose to render its decision without consulting the appealing party based solely on the evidence and information before it.

After the conclusion of the Common Council’s deliberations and decision, the City Clerk shall provide the Common Council’s record of decision to the complainant within 10 business days. **All decisions rendered by the Common Council are final.**

The appealing party shall have the option to request reconsideration by the Common Council only if data becomes available that was not previously known, or there has been an error of law or regulation.

If you have any questions related to your right to appeal, please contact the Shared-Ride Taxi Service Manager:

**CURRENT SHARED-RIDE TAX SERVICE PROVIDER:**

**CLASSIC CAB**

**Manager: Julie Boeck**

**745 Broadway Street**

**Berlin, WI 54923**

**Fax: (920) 361-3616**

**CITY OF BERLIN  
SHARED-RIDE TAXI SERVICE  
NOTICE OF APPEAL**

If you wish to appeal your service suspension, please complete this form and return it within **30** days of your notification of suspension. *Notice of Appeal* forms must be accompanied with accurate and adequate documentation for the Common Council to base a decision on. If inadequate or misleading information is provided, the Common Council may choose not to review the Appeal or, in certain circumstances, may request further information or a verbal presentation by the party appealing.

<b>Name:</b>		<b>Phone #:</b>	
<b>Address:</b>		<b>City:</b> <b>State:</b> <b>Zip:</b>	

Please check one of the following:

	<b>I wish to appeal a 2<sup>nd</sup> Offense "Level One" suspension.</b>
	<b>I wish to appeal a 3<sup>rd</sup> Offense "Level One" suspension.</b>
	<b>I wish to appeal a 1<sup>st</sup> Offense "Level Two" suspension.</b>
	<b>I wish to appeal a 2<sup>nd</sup> Offense "Level Two" suspension.</b>

**Explain why you are appealing.** *On the back of this form, explain why you are appealing your shared-ride taxi service suspension. Attach additional pages of supporting documentation, if needed. You must state specifically the circumstances surrounding your suspension and why you disagree with the suspension. Documentation will also be requested and submitted from the Shared-Ride Taxi Contractor regarding the incident and considered by the Common Council in rendering any decision on your suspension appeal.*

**SHARED-RIDE TAXI NOTICE OF APPEAL STATEMENT**

By signing below, I understand the final decision on my appeal will be based solely on written materials submitted by myself and those of the Shared-Ride Taxi Service Contractor. All information I provide with this appeal submission is accurate and true to the best of my knowledge.

**Signature/Date:** (This form will be returned if unsigned)

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

Return this form and include any supporting documentation to the City of Berlin as follows:

**CITY OF BERLIN-APPEALS  
108 N. Capron Street  
PO Box 272  
Berlin, WI 54923  
Fax: (920) 361-5400**