



## San Francisco Community College District

### Reasonable Accommodation Request: Use of a Motorized Scooter

### SHORT FORM

### FOR USE BY CCSF EMPLOYEES

### (CONFIDENTIAL)

The District has a limited number of motorized scooters available for use on the Ocean Campus as a reasonable accommodation by those employees who have disabilities as defined in the law. The brochure accompanying this short form will provide you with an overview of the process for employees with disabilities.

In order to expedite the process for everyone concerned, if you wish to apply for motorized scooter use, simply complete the information below and submit it to the Title 5/EEO/ADA Compliance Office directly at 50 Phelan Ave., B619, or you can submit it to a DSP&S representative and it will be forwarded to the Title 5/EEO/ADA Compliance Office. Information regarding the forms and procedure for applying for a reasonable accommodation under the disability laws covering employees will be mailed to you.

#### Request for Use of a Motorized Scooter

Employee Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Position/Job Classification: \_\_\_\_\_

Restriction Requiring Scooter Use: \_\_\_\_\_

Anticipated Length of Time Scooter Needed

From: \_\_\_\_\_ To: \_\_\_\_\_

I understand that use of a motorized scooter will be limited to two weeks pending submission of my reasonable accommodation request to the Title 5/EEO/ADA Compliance Office.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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