

## Employee Emergency Ride Home Program

Pick up an Emergency Ride Home (ERH) Trip Voucher from the Receptionist if you need an emergency ride home and you used a commute alternative to get to work. Commute alternatives include biking, walking, carpooling, vanpooling, or riding shuttles or transit.

### Valid reasons for using the ERH:

- Sudden illness of self or immediate family members or carpool partner
- Home emergency
- Eldercare or daycare emergency
- Theft of bicycle (or broken bike/flat tire)
- Inclement weather (for walkers/bicyclists only)
- Unforeseen change of work schedule

Destinations that constitute a valid use of an ERH voucher would include an employee's home, hospital, daycare or eldercare facility, local transit station, park and ride lot, etc.

### An ERH Voucher may **NOT** be used for:

- Personal errands or pre-planned medical appointments
- Medical emergencies (i.e. when an ambulance is needed)
- Business-related travel
- Changed work schedule that was planned or known prior to the start of a workday or that is not authorized by a supervisor.
- Natural disasters or civic emergencies (e.g., earthquake, terrorist attack, demonstration)
- Transit service breakdown or interruption in service.
- Transportation to a doctor or hospital resulting from an on-the-job injury (ERH cannot be used to replace an employer's legal responsibility under workers' compensation regulations.)
- Non-emergency related side-trips on the way to the ERH destination.

**Transit First Requirement:** Participants must use transit for all or part of the trip whenever possible (for example, the employee should take a taxi to the BART station or from the BART station to home, rather than using a taxi for the entire trip). A taxi may only be used if transit service is not practical or available, including:

- The situation is urgent and time does not allow for transit use;
- Transit does not serve the destination needed; or
- Getting to or from the transit stop requires walking in an unsafe area at night.

**Taxi Cab Ride:** Employee must fill out the Employee section and give the cab driver a signed ERH Voucher **before** the ride is started. Employees do not pay anything for the ride and are not required to tip the driver. Telephone numbers for the taxi companies are listed on the ERH Voucher.

**Receipts:** Taximeter receipts, if available, should be attached to the taxi vendor's copy of the ERH voucher at the end of the ride.

**Annual Limitation on Number of Rides per Employee:** Each Employee is limited to four (4) Qualified ERH Rides per year.