

Guaranteed Ride Home POLICY

In order to promote alternatives to commuting in single-occupant vehicles, the University supports the Guaranteed Ride Home (GRH) program. This program provides assurance of a ride in an emergency for those who use alternative commute methods.

Costs

The Guaranteed Ride Home is free to an eligible and approved employee. The costs are supported by Parking and Transportation Services (PTS). The employee who incurred the cost of the GRH must request reimbursement from PTS using the Concur Travel Management System.

Eligibility

The GRH program is available to all EWU employees, i.e., faculty, administrative professional, classified, assistants, and temporary employees who use approved alternative commute methods defined below.

Emergency Criteria

An emergency requiring a Guaranteed Ride Home may exist when:

- An employee or an employee's immediate family member or dependent becomes ill and or has been in an accident.
- There has been or there is reasonable expectation of substantial property damage to the employee's home or possessions.
- The regular car pool or van pool driver has an emergency, leaving the other riders without a ride home.
- The employee is required to work beyond his or her normally scheduled shift without prior notice of at least one work period. The need must be documented by the supervisor.

Alternative Commute Modes

An employee using any of the following transportation methods from home to the work site on the day of the emergency is eligible to request a Guaranteed Ride Home.

- A car pool which includes two or more employees sharing the ride.
- A van pool.
- Traveling to the work site by bicycle or public transit.
- Walking to the work site.

PROHIBITED USES

The Guaranteed Ride Home program is to be used for the purposes stated above and not for the following:

- Prescheduled appointments.
- Prescheduled overtime.
- Business purposes not included in this section.
- Personal errands.
- Trips to the hospital or doctor's office that should be completed in an ambulance due to the condition of the patient.
- Acts of nature or work site disruptions that affect the work force in general.
- Working late when the supervisor has provided notice during the previous work period.
- To provide rides for non-state employees.

PROCEDURE

Supervisor's Approval

The employee notifies the supervisor as soon as possible after the need for the GRH becomes apparent. The supervisor provides verbal approval for the GRH if it meets criteria described in this section. The supervisor also approves the alternative commute mode used for the GRH. Within one working day of the

employee's request, the supervisor prepares an explanatory memorandum or email for the employee's personnel file. The memorandum includes the following information:

- Date and time of GRH.
- Name of employee.
- Name and title of approving supervisor.
- Type of emergency that required the GRH.
- The commute mode used.
- Hours and type of leave taken by the employee.

Copies of the memorandum/email are provided to the employee and placed in the employee's departmental personnel file. The supervisor shall also provide a copy of the memorandum/email to the Director of Parking and Transportation Services for the purpose of cost reimbursement.

Accounting for Time

The employee accounts for time away from work on the applicable time sheet.

Transportation Options

The following transportation options are available to an employee requiring a GRH, subject to the supervisor's approval.

Public Transportation

University-Owned Vehicle

The employee or a coworker may use a motor pool or department vehicle for the GRH if one is available and its use does not interfere with University business.

Ride from a Coworker in their Personal Vehicle

A coworker may drive their own car to provide a ride for the employee. The vehicle owner may submit a claim for reimbursement at the prevailing mileage rate. The claim is submitted to the Travel Office through the Concur Travel Management System. The driver is on official state business while providing a ride for an employee requiring a GRH. The vehicle owner's insurance is primary in the event of an accident.

Taxi/Uber

The employee may use a taxi/Uber. The employee pays the vendor and seeks reimbursement from the Parking and Transportation Services by submitting a travel expense report through the Concur Travel Management System. The expense report will be routed to PTS for approval and use of the PTS index.

Route of GRH

Trips in a University-owned vehicle or taxi may originate at the employee's work location and end at the employee's home or other designated location, e.g., hospital. Any stops enroute must be approved by the supervisor and documented in the supervisor's memorandum described above. The supervisor grants permission for stopping enroute only when necessitated by the particular emergency.

Penalties

Supervisors are responsible for monitoring the appropriate use of GRH. Supervisors may take appropriate disciplinary action if employees make unauthorized or inappropriate use of this program.