

Guaranteed Ride Home

**PROGRAM GUIDE
FOR EMPLOYERS**



g u a r a n t e e d r i d e h o m e

A Program for Employers and Employees in the Presidio of San Francisco

The Presidio Trust invites you to participate in its Guaranteed Ride Home Program. The program is available to all employers within the Presidio Trust's jurisdiction. The Guaranteed Ride Home Program provides a free ride home for employees who rideshare, ride the bus or train, take the ferry, bicycle, or walk to work **and** need a ride home due to an emergency.

Everyone Benefits

- The program is free to the employer and the employee.
- It motivates employees to leave their cars at home by guaranteeing them that they will not be stranded in an emergency.
- It is an extra incentive to those who already rideshare, ride transit, bicycle, or walk to work to continue doing so.

Who is Eligible?

Participants and their employers must pre-register in the program. There is no cost to employers or employees to participate. Employees must be permanent full-time or permanent part-time employees and live within 100 miles of their worksite. The participant pays only the cost of the gas used.

How the Program Works

When an individual enrolls in the program, he/she is issued a voucher good for either a taxi ride or a rental car. The ride is free. The rider need only pay for gas if a rental car is used. In case of one of the specified emergencies, the employee participant is instructed to do one of the following:

Taxi

The employee calls the taxi company listed on the instructions enclosed with the voucher and notifies the dispatcher that they are registered with the Presidio Trust Guaranteed Ride Home Program. The taxi can usually pick them up within 30 minutes of calling and is authorized to go up to 100 miles (one way). The employee fills out their portion of the voucher and gives it to the driver when the taxi arrives, retaining the pink copy of the voucher to send in. A 15% gratuity is included in the voucher.

Rental Car

As an alternative, the employee can call the Enterprise Rent-a-Car number listed on the instructions. To use a rental car, they must present a valid driver's license and sign a rental agreement. Any extra damage protection or liability insurance required by the rental car customer is their sole responsibility. The employee must call before 5:00 p.m. the day the car is needed. An Enterprise representative will either pick-up the employee or drop off the vehicle at their workplace. The car must be returned by 9:30 a.m. the following morning.



An Employee May Take a Guaranteed Ride Home If...

- Employer is registered in program.
- Employee or an immediate family member suffers from an illness or severe crisis.
- Employee must work unscheduled overtime (supervisor authorization is required).
- Employee's ridesharing vehicle breaks down or the driver has to stay late or leave early.

And

- Employee has walked, bicycled, carpooled, vanpooled, or taken the ferry, bus or train on the day the Guaranteed Ride Home voucher is used.

Guaranteed Ride Home is for Unexpected Emergencies Only

It may NOT be used for:

- Personal errands
- Pre-planned medical appointments
- Ambulance service
- Business-related travel
- Anticipated overtime or working overtime without a supervisor's request
- Non-emergency side trips on the way home

Emergency-related stops on the way home are permissible.

After You are Enrolled as a Participating Employer

- We will send you copies of the employee brochure to distribute to interested employees. We can also provide you with electronic copies of the employee brochure and registration form, as well as materials such as flyers, posters, and email/newsletter articles to help publicize the program.
- Each employee fills out and turns in an **individual enrollment form and liability waiver**. A form is enclosed with each employee brochure.
- After enrolling, the employee will receive a voucher along with a follow-up questionnaire and instructions for obtaining a ride.
- When a ride is needed, the employee follows the instructions enclosed with the voucher. **The employee is required to return the pink copy of the voucher and the follow-up questionnaire to the address listed on the instructions.**
- After the employee sends in the completed voucher and questionnaire, he or she will receive a new voucher in the mail.

**Please note: Costs of the program (other than those specified here) are borne by the Presidio Trust which reserves the right to terminate or modify the program with 30-days notice to all employer participants.*



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What are Instant Enrollments?

Instant enrollments are provided as a courtesy to participating employers. These are extra vouchers and employee registration forms kept on-hand by the employer contact person. In the event of an emergency, an unregistered employee may request an instant enrollment for a ride home. **The employee MUST fax in their registration form and signed liability waiver immediately, prior to taking a ride.**

Instant enrollments provide some flexibility for an unregistered employee to be able to participate in the program. However, we strongly encourage efforts to register as many employees as possible ahead of time. Employers are not required to provide instant enrollments if they do not wish to do so.

Program Rules and Restrictions

- A participant may use the Guaranteed Ride Home Program a **maximum of six times per calendar year** and no more than two times in any one calendar month.
- **Vouchers are non-transferable.** Vouchers are invalid if used by someone else, and the participant will be required to pay for the trip. Vouchers do not expire and do not require annual renewal, as long as the participant remains eligible for the program.
- After taking a ride, the participant is required to **return the pink copy of the voucher and the follow-up questionnaire** to the Guaranteed Ride Home Program in order to receive their next voucher.
- **Rental cars** can be used only for trips of 25 miles or more. Those experiencing illness or crisis that may impair driving ability should use taxi service. Upgrades are not allowed. For Friday trips, the car must be returned to the workplace Saturday morning and may not be kept for the weekend.
- If an employee is found **falsifying information** related to the reason for using the Guaranteed Ride Home Program or the commute mode taken on the day of use, or otherwise abusing the program, the employee will be charged for the ride and will be prohibited from using the program for one year.

Two Easy Steps to Sign Up as an Employer

**STEP
1**

Register as an employer participant by completing the enclosed registration form. Forms are also available by calling the hotline number listed in this brochure.

**STEP
2**

Establish a contact person (such as the on-site ETC) to help coordinate information distribution and program promotion at the worksite and provide “instant enrollments” to employees as needed.

TELEPHONE HOTLINE (415) 561-2739

Presidio Trust Guaranteed Ride Home Program
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