

Guaranteed Ride Home

PROGRAM GUIDE
FOR EMPLOYEES



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

For Employees Who Commute Using Alternative Transportation – A Free Ride Home in Case of Emergency

The Presidio Trust Guaranteed Ride Home Program assures employees who do not drive alone to work, but use transit, carpooling, vanpooling, walking or biking as commute alternatives, that they will have a ride home when unexpected circumstances arise.

Whether you face a family illness or crisis, or you're asked to work unscheduled overtime, the program guarantees that you'll get home with minimal extra expense to you and your employer.

How the Program Works

When you enroll in the program, you will be issued a voucher good for either a taxi ride or a rental car. **The ride is free.** You need only pay for the gas used if you use a rental car. **In case of one of the specified emergencies,** you choose one of the following:

Taxi - Call the taxi company listed on the instructions enclosed with your voucher and tell the dispatcher that you are enrolled in the Presidio Trust Guaranteed Ride Home Program. The taxi can usually pick you up within 30 minutes of your call, and is authorized to take you to a destination up to 100 miles away (one way). The taxi option should be used in cases of personal illness, or family crisis.

Rental Car - As an alternative, you can call the Enterprise Rent-a-Car number listed on the program instructions. An Enterprise representative will either pick you up or drop off the vehicle at your workplace. **You pay only the cost of the gas you use.**



You May Take a Free Ride Home If...

- You have registered for the program.
- You must work unscheduled overtime (supervisor authorization is required).
- Your ridesharing vehicle breaks down or the driver must stay late or leave early.
- You or a family member becomes ill, or a family crisis arises that requires your presence at home.

And

- You have walked, bicycled, carpooled, vanpooled, or taken transit to work on the day the Guaranteed Ride Home voucher is used.

You are Eligible If...

You are a permanent full-time or permanent part-time employee, and live within 100 miles of your worksite.

Guaranteed Ride Home is for Unexpected Emergencies Only. It May Not be Used For...

- Personal errands
- Pre-planned medical appointments
- Business-related travel
- Anticipated overtime, or overtime worked without a supervisor's request.
- Non-emergency related side trips on the way home (but related side trips on your way home are permissible).



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Rules and Restrictions

- You may use the program a **maximum of six times** per calendar year, and no more than two times in any one calendar month.
- **Vouchers are non-transferable.** If your voucher is used by someone else, you will be required to pay for the trip. Vouchers do not expire, and do not require annual renewal as long as you remain enrolled in the program.
- The rental car option may be used for trips of 25 miles or more. Upgrades are not allowed. For Friday trips, the car must be returned to the workplace Saturday morning, and may not be kept over the weekend.
- If employee is found **falsifying information** related to the program or the reason for using it, they will be charged for the ride and will be expelled from the program for one year.

**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.*

How to Register for the Program

STEP
1

Verify with your employer that they are registered for the Guaranteed Ride Home Program.

STEP
2

Fill out and mail in the Employee Registration form and the Liability Waiver. Forms are also available by calling the program hotline number listed below.

After you are enrolled, you will receive a voucher with instructions for obtaining a ride home, and a follow-up questionnaire. Be sure to return the pink copy of the voucher and the follow-up questionnaire to the address listed on the instructions after the voucher is used. When you submit these materials, a new voucher will be sent to you by mail.

TELEPHONE HOTLINE
(415) 561-2739