

ADMINISTRATIVE PROCEDURES



Procedure Number: 50-01

Effective Date: 10/25/02

Revision Date: _____

C. P. [Signature]
County Administrator

SUBJECT: **GUARANTEED RIDE HOME PROGRAM**

DEPARTMENT RESPONSIBLE: **Environmental Quality**

I. **Statement**

In an effort to improve air quality, the Pima County Board of Supervisors approved a Daily Rider Monthly Bus Pass Subsidy and Carpool Parking Subsidy Programs for County employees. The objective of these programs is to reduce air pollution by encouraging more County employees to use public bus transportation and to carpool to and from their place of employment.

In order to continue to promote and enhance these two programs, the Guaranteed Ride Home Program (GRH) is being established. The Guaranteed Ride Home Program is an emergency transportation service for County employees who use alternate modes of transportation. If an emergency arises during the business day, the employee is provided with transportation home or to another destination (hospital, doctor's office, child's school or relative's home).

II. **Program Outline**

The County Travel Reduction Transportation Coordinator will provide a voucher to the participating employee. This voucher will be used to pay for the taxi services. The taxi company will then bill the County for the services provided.

III. **Eligibility**

Only County employees using an alternate mode of transportation at least twice a week are eligible for the program. Alternate mode commuters interested in participating in the GRH service must first register with the program by filling out a form detailing their commute information.

IV. **Service Specifics**

- A. Participating County employees must register with GRH program to be eligible.
- B. Participating County employees must be using an alternate mode of transportation at least twice a week.

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- C. County Travel Reduction Program Transportation Coordinator will provide a voucher to the employees upon registration.
 - D. Voucher must be presented to taxi vendor at the time of pickup.
 - E. GRH services may be used in the following circumstances:
 - 1. employee accident, illness or personal emergency;
 - 2. family member accident, illness or personal emergency; or
 - 3. unscheduled overtime.
 - F. Employee's supervisor or Director must sign off on the use of the emergency ride voucher.

V. Program Monitoring

The Pima County Travel Reduction Transportation Coordinator will be responsible for maintaining records on GRH usage. Annual reports will be prepared and available for review by the County Administrator. The report will include: number of employees registered, number of employees using service during the year, cost, destinations (ie home, child's school, doctor's office), and type of alternate mode used by employee utilizing GRH service.

Pima County Employees
GUARANTEED RIDE HOME APPLICATION

Date: _____

Name: _____ Work Phone: _____

Department/Division: _____

Work Location: _____

Type of Alternate Mode(s) Used Twice a Week: _____

Please complete and return to Frances Dominguez, Travel Reduction
Transportation Coordinator, 130 West Congress Street, 2nd Floor. A taxi
voucher will be sent to you as soon as possible for emergency use only.

NO: _____

GUARANTEED RIDE HOME PROGRAM VOUCHER

The Guaranteed Ride Home Program "GRH" is to be used by registered Travel Reduction/Transportation Program participants in the event of an unexpected emergency.

INSTRUCTIONS AND ELIGIBILITY

- 2. Must be registered with the Pima County Travel Reduction Program Coordinator and use an alternate mode of transportation at least twice a week in order to be eligible for the GRH.
- 3. Once registration is received by the Travel Reduction Coordinator, a taxi voucher will be sent to the participant for emergency use only under the following conditions:
 - a. employee accident, illness or personal emergency;
 - b. family member accident, illness or personal emergency; or
 - c. unscheduled overtime.
- 4. Participant will contact the taxi service and arrange for emergency pick up. Vouchers must be signed by the participant's supervisor. If the supervisor is unaware of this program, please contact the County Transportation Coordinator in the Department of Environmental Quality at 740-3344. Taxi company will not accept the voucher without the participant's supervisor's signature.
- 5. Taxi Company _____
Phone Number _____
- 6. Each voucher is good for one work site pick up. Once voucher is used and taxi company has submitted an invoice, the participant will be sent a new voucher.

Name: _____ Date: _____

Pima County Department: _____

Work Phone: _____

Supervisor's Signature: _____