

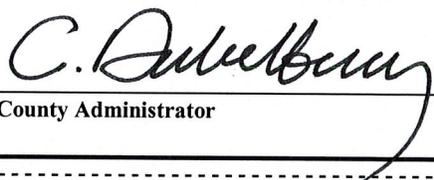
ADMINISTRATIVE PROCEDURES



Procedure Number: 50-01

Effective Date: 10/25/2002

Revision Date: 9/15/2018


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 Program (Administrative Procedure 23-7) and a Carpool Parking Subsidy Program 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 promote and enhance these two programs, Pima County employees shall have the option of using the Pima County Employee Guaranteed Ride Home Program (GRH). The GRH Program is an emergency transportation service for those registered with the Pima County Department of Environmental Quality Travel Reduction Program and who use alternate modes of transportation at least twice a week. 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 GRH Program will provide an emergency ride to the participating county employee. A GRH Trip Form, along with a receipt, must be submitted by County employees who use the travel services from a professional transportation service company for reimbursement.

III. Eligibility

To qualify for the GRH Program, the employee must carpool, vanpool, bike, ride the bus or walk to work at least twice a week. GRH can only be used for emergency travel to the employee's home, to their vehicle, or to an emergency location like a hospital or child's school *from* the workplace. Stops along the way are prohibited. Alternate mode commuters must be registered prior to using the program. GRH Trip Forms cannot be used to travel to work.

Qualifying GRH emergencies:

- Employee or family member accident, illness or personal emergency/crisis;
- Unexpected overtime; and
- Lack of a ride because the employee's carpool or vanpool driver had an emergency.

IV. Service Specifics

County employees interested in the GRH Program must register through the Pima County Employee Travel Reduction Program. A Registration Form is available on the Travel Reduction Program intranet site at <http://intranet.pima.gov>. Click on the Travel Reduction Program link, and then Free Ride Home link. GRH Trip Forms are also available on this site.

Each registrant can use up to four GRH Trip Forms every 12 months. To verify the emergency need, a supervisor's signature is required on all GRH Trip Forms. County employees may use a professional transportation service company of their choice, including taxis, Uber or Lyft. County employees must cover the cost of the ride up-front, and then submit the GRH Trip Form and trip receipt for a cash reimbursement through the Pima County PDEQ Travel Reduction Program.