

GUIDELINES:

Issued: Date Issued – May 23, 2002
Revised: Date Revised – January 13, 2014

PURPOSE:

This policy will provide definitive guidelines for the operation of the Ridefinders Guaranteed Ride Home (GRH) Service for carpool and vanpool participants.

A guaranteed ride home (one way) either by taxi-cab or rental car (employees only) may be provided up to six (6) times per year for WUSM employees registered in a carpool or van pool who experience unscheduled overtime, sudden personal or family illness, day care release, child emergency or unanticipated absence of carpool driver or vehicle precluding normal ridesharing.

PROCESS:

Sequentially numbered, three-part, self-carboned GRH Voucher (sample attached) will be maintained at the Dispatching Center. Vouchers will be issued from this location.

Ridesharing employees requiring GRH Vouchers will proceed to the Dispatch Center and present a WUSM Photo I.D. Badge or other positive identification. The employees name will be checked against a list of eligible employees' names. A Voucher will then be issued in sequential order. If a mistake is made on a voucher, write VOID across the front and issue the next sequential voucher.

A written log sheet of vouchers issued (copy attached) will be maintained at the FMC Desk.

The first part of the voucher is to be completed by the employee indicating name, date, work telephone number, and signature. The second part is to be completed by the Communications Officer issuing the voucher indicating their name and signature, name of company called, time called, pickup location and (destination) drop off location. Eligible destinations are Home, Hospital, or Emergency Medical Facility, Day Care Facility, or Special Destination (address required). The employee using the service is responsible for the costs of transportation above 60 miles (from start point on campus, one way).

The Communications Officer will then contact the appropriate service provider and state that this is a Ridefinder's GRH request (See list of GRH contacts, attached.)

If a rental car is used, the employee must be 25 years of age or older, and have a valid driver's license in his/her possession as well as the GRH Voucher. The employee will complete the taxicab company charge ticket or rental form as requested by the service provider. Employees must return rental cars to the location designated by the service provider by 9:00 a.m.

The Protective Services Department will not be responsible for providing transportation using patrol vehicles for ride sharing employees who are not able to make satisfactory arrangements for use of the GRH taxi-cab service or rental car or for returning vehicles to the rental company.

Decisions to provide employees a ride home in the Protective Services mobile must be made by a Protective Services Supervisor or Manager.

The ride share program is intended for those employees that appear on the rideshare list of eligible employees. Under special circumstances, an employee that is not on the eligibility list may receive a ride home at the discretion of the employee's supervisor or manager. If a manager or supervisor requests that an employee not on the eligibility list receive a ride home, it is with the understanding that the ride share program be reimbursed by the department, where the employee works for. Under the above guidelines, the appropriate paper work is to be

forwarded directly to Transportation Services the morning of the next business day, with information regarding the requestor and the approving agent.