



<p align="center"><b>Policy Title</b> Staff Guaranteed Ride Program</p>	<p align="center"><b>Original Adoption Date</b> 05/19/10</p>	<p align="center"><b>Policy Number</b> HR-386</p>
<p align="center"><b>Responsible College Division/Department</b> Human Resources</p>	<p align="center"><b>Responsible College Manager Title</b> Chief of Human Resources &amp; Talent Development</p>	
<p align="center"><b>Policy Statement</b></p> <p><u>GUIDELINES</u> To provide a free ride to employees to resolve a personal emergency or otherwise unsolvable inconvenience that prior planning could not have prevented.</p> <p><u>ELIGIBILITY</u> Any LTC employee who carpools (two or more people in a vehicle), uses transit, walks, or bikes to work and has a valid reason to request a ride is eligible.</p> <p><u>Valid reasons to request a ride include but are not limited to:</u>  When an employee becomes ill at work and needs to go home.  When an ill family member requires an employee’s assistance.  When an employee has a personal crisis that prior planning could not have prevented.  When an employee becomes stranded because the carpool driver needed to leave work or unexpectedly works overtime. *  When an employees is unexpectedly (not knowing before that morning) requested by their supervisor to work past their regular quitting time and another ride is not able to be arranged. *  When an employee’s transportation breaks down and becomes unsafe (i.e. bicycle gear or tire breakdown; car tire flat; car doesn’t start.)</p> <p><u>Invalid reasons:</u>  Forgotten appointments, errands, or schedules that require leaving at an unplanned time.  Emergencies involving family or friends outside the immediate family.</p> <p>*This program is not designed to provide emergency transportation to employees who regularly require overtime.</p> <p><u>PROGRAM DESIGN</u>  Employees who need an emergency ride may use this service to transport themselves wherever the personal emergency is and then to a second location, if necessary. For instance, the employee may need to respond to an emergency at a hospital, but may need to pick up a child at school first. Or a commuter may have to respond to an emergency at a school before going home.</p> <p>An employee needing a late ride home at the end of their overtime day can only use this service to transport themselves directly home or to their vehicle.</p> <p><u>FREQUENCY OF USE</u>  An employee can avail themselves of this service no more than <u>two times in a fiscal year</u>.</p> <p><u>TRANSPORTATION OFFERED</u>  The college will assist the rider with securing a ride, for example:  A list of co-workers willing to drive will be secured to be available when an emergency arises.</p>		



**EMPLOYEE PROCEDURE**

Employees who regularly or consistently carpool, use transit, walk, or bike to work shall register with the “It’s Cool to Pool” Program on the LTC website. Registration provides an aid to LTC of the possible number of employees requesting use of this policy. Those who infrequently use alternative transportation, however, will not be denied emergency transportation.

1. When an employee has an emergency, he or she will contact Human Resources personnel to arrange a ride. Human Resources will record the individual’s name, nature of emergency, what emergency transportation was offered, where the rider needs to go, and work/home phone numbers. Information required should not detain an employee from resolving the emergency situation they are in. Personal information about a person or their emergency is to be kept confidential. Emergency Ride Home Drivers will submit to a LTC driving background check and sign a waiver regarding confidentiality of information they obtain through participation in this program.
2. Within one week after the emergency, Human Resources will route / e-mail a report form to the employee for complete information. Information shall include evaluation information for program review.

**FRAUD**

Any employee taking fraudulent advantage of the program will be denied further emergency transportation services and from taking part in this program.

For more information on these guidelines, please contact Human Resources.

**Reason for Policy**

To resolve an emergency or otherwise unsolvable inconvenience to employees who arrive at work via alternative transportation other than Single Occupancy Vehicle (SOV).

**Historical Data, Cross References and Legal Review**

**Reviewed/Revised: 5/9/10; 9/8/17**  
**Legal Counsel Review and Approval: n/a**  
**Board Policy: III.B. People Treatment**

**Definitions**

Alternative Transportation - A mode of transportation other than a single occupant vehicle (SOV) i.e. carpool, public transit, walk, or bike.

Carpool - Two or more members who commute together.

Guaranteed Ride Program – A program designed to resolve an emergency or otherwise unsolvable inconvenience to employees who arrive at work via alternative transportation other than SOV.