

# [Employer Name]

## Emergency Ride Reimbursement Program Policy

### PURPOSE

To encourage employees to carpool, use public transportation, bike or walk to work by providing assistance and reimbursement if an emergency or unexpected schedule change arises and requires that employee to utilize another mode of transportation to leave work.

### POLICY

[Employer Name] will reimburse transportation costs for employees who use something other than a single occupancy vehicle to commute to work when an emergency or unexpected schedule change arises and requires them to travel home or to another destination using another mode of transportation.

### ELIGIBILITY

Any [Employer Name] employee who carools (two or more people in a vehicle), uses public transportation, walks or bikes to work and has a valid reason to request a ride is eligible.

Valid reasons to request a ride include:

- Employee illness or illness of employee's immediate family member requiring assistance
- Employee's carpool driver needs to leave work unexpectedly or has an unexpected schedule change such as working overtime\*
- Employee is unexpectedly (not knowing before that morning) requested by their supervisor to work after normal hours.\*
- When an employee's transportation breaks down and becomes unsafe (i.e. bicycle gear or tire breakdown; car tire flat; car doesn't start.)
- Employee has another personal emergency that requires employee to leave work at an unplanned time
- An extreme, unexpected weather event that makes walking or biking unsafe

Invalid reasons:

- Forgotten appointments, personal errands or schedules that require leaving at an unplanned time
- Emergencies involving family or friends outside the immediate family

\*This program is not designed to provide emergency transportation to employees who regularly require overtime.

### PROGRAM DESIGN

Employees needing 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, the employee may have to respond to an emergency at a school before going home.

### FREQUENCY OF USE

An employee can avail themselves of this service no more than twelve times in a calendar year.

### EMERGENCY RIDE OPTIONS

Use of the following transportation options are reimbursable through this program when an emergency ride is needed:

- Fleet vehicle (if available)
- Taxi or use of a ride-hailing service such as Uber or Lyft
- Rental car or use of a car-share service such as Zipcar
- Public transportation such as fixed-route bus, commuter express (e.g., Badger Bus), or train (e.g., Amtrak) services
- Bike-share service such as Bublr Bikes (Milwaukee area) or B-cycle (Madison)
- Other (as deemed acceptable by the employer)

### REIMBURSEMENT RATES

[Employer Name] will reimburse employee transportation costs at a rate of \$.51 per mile. Any incurred costs beyond this amount will not be reimbursed.

### EMPLOYEE PROCEDURE

Employees who regularly or consistently carpool, use transit, walk, or bike to work shall register with Human Resources. Registration provides an aid to Human Resources of the possible number of employees requesting use of this policy. Those who infrequently use alternative transportation, however, will not be denied emergency transportation.

When an employee has an emergency, he or she will contact Human Resources personnel to arrange a ride. Human Resources will record individual's name, nature of emergency, what emergency transportation was offered, and work/home phone number. Information required should not detain employee from resolving the emergency situation they are in. Personal information about an individual or their emergency is to be kept confidential.

Within one week after emergency, Human Resources will route/e-mail a report form to employee for complete information. Information shall include evaluation information for program review.

[Employer Name] will provide reimbursement within [number] days after all information is submitted to Human Resources.

### FRAUD

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