

**STATUS****Council Approved****Y****N****CAO Approved:****Y****N**

TITLE: Use of the Emergency Ride Home (ERH) Program	NO.: Approval Date: Last Updated:
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POLICY STATEMENT:

This policy specifies the conditions under which employees participating in the Smart Commute York Region Program can be reimbursed for a ride home or doctor's office via a taxi when an emergency or other unforeseen circumstance arises.

APPLICATION:

This policy will apply to all Regional employees registered in the Smart Commute York Region Program who carpooled, cycled, walked, or took public transit to work on the day that the ERH program is being used.

PURPOSE:

This policy provides employees participating in the Smart Commute York Region Program with reimbursement for a taxi ride to an eligible destination subject to strict conditions and limitations. It also specifies the process for reimbursing the employee for the taxi expense.

DEFINITIONS:

Emergency Ride Home – A taxi ride from the employee's worksite to an eligible destination necessitated by a personal emergency or special circumstance.

Smart Commute York Region Program – A travel demand management initiative for York Region employees to reduce the number of auto trips and to increase the use of alternative modes of transportation such as carpooling, public transit, cycle, and walk.

Home – A place of normal residence for the employee.

Worksite – The York Region building that is the employee's workbase.

DESCRIPTION:

York Region employees will be eligible for the cost reimbursement of a taxi ride under the following conditions:

1. The staff member must be registered in the Smart Commute York Region Program.
2. On the specified claim day, the staff member must have used an alternative mode of transportation including carpool, transit, cycle, or walk to get to work.

3. A Manager's ERH form (*Attachment A*) must be completed and signed by the staff member's Manager, and submitted to the TDM Coordinator within one (1) week of the subject commute date.
4. All expense claims made must be supported by an original dated taxi fare receipt.

In addition, the circumstances which qualify an employee for eligibility in the ERH shall include:

- a serious illness or injury befalling the employee or his/her immediate family member during normal working hours;
- unplanned, but approved overtime requested by a manager;
- the employee being stranded at work because his/her carpool driver had to leave early as a result of an emergency.

Other special circumstances may be considered at the discretion of the employee's manager or the TDM Coordinator.

Circumstances which do not qualify for the ERH program include:

- Acts of nature and/or weather related events;
- Pre-planned medical/dental appointments, personal errands and non-emergency trips;
- Business related travel;
- Job related injuries and/or ambulance service;
- Unapproved overtime or missed ride home;
- Building closings or evacuations;
- Transit service disruptions such as a strike.

Destinations that the employee may obtain a taxi ride to include the following:

- Employee's home;
- Carpool lot where the vehicle was parked;
- Hospital or doctor's office;
- School, daycare, or doctor's office to pick up a sick family member.

On the way to the destination, only one (1) intermediate stop may be allowed to pick up a child or family member at a school/daycare or doctor's office.

The following limitations will apply to the participants in the program:

1. Individual employees may use the ERH program up to a maximum of four (4) times within a one year period.
2. A maximum taxi fare of \$50.00 per use will be reimbursed for employees traveling 50 km or less.
3. A maximum of \$75.00 per use for employees traveling more than 50 km.

RESPONSIBILITIES:

Each employee participating in the Smart Commute York Region Program is responsible for registering with the TDM Coordinator. By participating in the ERH module, employees

acknowledge that the Regional Municipality of York assumes no liability for the timeliness of the taxi service, or any incidences that may occur on the conveyance.

The Manager of the participating employee is responsible for completing, authorising, and submitting the ERH Manager's Form to the TDM Coordinator within one week of the ERH. Managers will also be responsible for the approval of the expense claim submitted by the employee.

NON-COMPLIANCE WITH POLICY:

Any attempts to defraud the ERH program will be dealt with in accordance with the Employee Code of Conduct and may lead to the termination of the program.

REFERENCE:

Manager's ERH Form (attachment A)

CONTACT:

Infrastructure Planning Branch
Manager, Transportation Planning
905-895-1200, x5024

APPROVAL INFORMATION**CAO Approval Date:****Committee:****Clause:****Report No:****Council Approval:****Minute No.****Page:****Date:**



Emergency
Ride Home



Manager's Form for ERH Program—must be filled out for the taxi ride reimbursement

Send form to: Rosa Ruffolo
TDM Coordinator
IP Branch, Planning and Development Services Department
2nd Floor Admin Centre, York Region

1. **Name of employee:** _____
Position/title: _____
Telephone Number and Extension: _____
Date of Emergency _____
2. **How did the employee commute to the workplace? (please circle)**
 - ☐ Carpool
 - ☐ Transit
 - ☐ Cycle
 - ☐ Walk
3. **What was the reason for the ERH use? (please circle)**
 - ☐ Personal or family illness or injury requiring immediate medical attention
 - ☐ Carpool member is stranded at work because driver had to leave early due to an emergency
 - ☐ Unplanned, but approved overtime
 - ☐ Other, specify: _____
4. **Did the employee have an eligible reason and destination for the ERH ride?**
 - ☐ YES
 - ☐ NO. Please provide reason: _____

Manager's Name and Title: _____

Telephone Number and Extension: _____

Signature and Date: _____

*** Please attach taxi receipt with form. Thank you ***