

Prohibited Uses

The Guaranteed Ride Home program is to be used for the purposes stated in the "Emergency Criteria" section and not for the following:

- Prescheduled appointments
- Prescheduled overtime
- Personal errands
- Trips to the hospital or doctor's office that should be completed in an ambulance due to the condition of the patient
- Acts of nature or work site disruptions that affect the work force in general
- Working late when the supervisor has provided notice the prior working day
- To provide rides for non-county employees

Accounting for Time

The employee accounts for time away from work on the applicable *Request for Leave* form.

Transportation Options

County Owned Vehicles

The employee may use a departmental vehicle. In such cases, the department directly supports vehicle costs of the GRH. Use of a county vehicle is contingent upon vehicle availability and a permissible driving history as defined by Pinal County's Policy and Procedures 6.80, Vehicle and Equipment Operation, Section IV, paragraph E. Driving Record Standards.

Ride from a Co-Worker

A co-worker may drive a county vehicle or use his/her personal vehicle to transport an employee to his/her residence, medical facility or location of vehicle pursuant to the Pinal County Policy and Procedures regarding driving requirements of employees. Each co-worker that has been approved by the supervisor to use their personal vehicle shall be reimbursed at the rate per mile set forth by the Internal Revenue Service at the time of the GRH. The driver is considered on official county business while conducting a GRH for a fellow employee.

PINAL COUNTY TRAVEL REDUCTION PROGRAM

31 N Pinal St Bldg F
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Florence, AZ 85232

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PINAL COUNTY
Wide open opportunity

**PINAL
COUNTY
TRAVEL
REDUCTION
PROGRAM**

Guaranteed Ride Home



Tel: (520) 866-6929

***We'll get you there.
That's our guarantee.***

Policy & Procedure

7.95

In order to promote alternatives to commuting in single-occupant vehicles, Pinal County supports the Guaranteed Ride Home (GRH) program. This program provides assurance of a ride in an emergency for those who use alternative commute methods.

Eligibility

The GRH program is available to all Pinal County employees that use an approved alternative commute method. The use of the GRH is limited to 1 (one) time per quarter listed as: January—March (1st quarter), April—June (2nd quarter), July—September (3rd quarter), October—December (4th quarter).

Emergency Criteria

An emergency requiring a Guaranteed Ride Home may exist when:

- An employee becomes ill.
- An employee family member becomes ill.
- The regular car pool or van pool driver has an emergency, leaving the other rider (s) without a ride home.
- The employee is required to work beyond his or her normally scheduled shift without prior notice of at least one work day. The need must be documented by the supervisor.

Alternative Commute Methods

The alternative commute method must result in the elimination of at least one vehicle trip. The employee must travel at least fifty percent of the way using the alternative commute method.

An employee using any of the following transportation methods from home to the work site on the day of the emergency is eligible to request a Guaranteed Ride Home.



- A car pool which includes two or more employees sharing the ride to a given work site.
- A van pool which includes seven to fifteen people who travel together to the work site.
- Walking or bicycling to the work site.

Registration

Employees must register with the Travel Reduction department located at 31 N Pinal St Bldg F Florence, AZ 85232 or on-line at <http://pinalcountyaz.gov/Departments/AirQuality/Pages/TravelReduction.aspx>

All registrants must complete the *Guaranteed Ride Home Registration* form that will be used to determine if an employee qualifies for the GRH. All information provided on the application will be verified.

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