

Subject: GUARANTEED RIDE HOME

Date:

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Replaces Policy Dated: NA

PURPOSE: To promote alternatives to commuting in single-occupant vehicles by providing assurance of a ride in an emergency for those who use alternative commute methods.

STATEMENT OF POLICY: The goal of Pinal County is to reduce vehicle emissions by limiting trips made to the worksite by employees, reduce traffic congestion and the demand for parking.

SCOPE: This policy applies to all employees of Pinal County that use an approved alternative commute method as defined in this policy. However, it must be noted that participation in the Guaranteed Ride Home Program (GRH) is a privilege and not a right of employment.

PROCEDURE: Pinal County Air Quality Control District will administer the program and may refuse participation privileges to anyone who does not meet requirements.

Registration

Employees must register with Pinal County Air Quality Travel Reduction located at 31 N. Pinal St Bldg F Florence, AZ 85232 or on-line at www.co.pinal.az.us/airqual. 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 by Pinal County Travel Reduction through cooperation of the Human Resources Department. All employees that complete the registration process are responsible for notifying the Pinal County Air Quality Travel Reduction department of any changes in status or transportation mode that is currently being used. All departments will be notified of approval/disapproval for each employee that submits registration for the GRH.

Eligibility

The GRH program is available to all Pinal County employees that use an approved alternative commute method as defined below. 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 under provisions of this section:

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

Prohibited Uses

The Guaranteed Ride Home program is to be used for the purposes stated above 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.

Supervisor's Approval

The employee notifies the supervisor as soon as possible after the need for the GRH becomes apparent. The supervisor provides verbal approval for the GRH if it meets criteria described in this section. The supervisor also approves the alternative commute method used for the GRH. Within one working day of the employee's request, the supervisor will complete the "Guaranteed Ride Home Request" form and a copy will be provided to the employee, the administrative assistant for that particular department and one copy maintained by the supervisor. The request form includes the following information:

- Date and time of GRH.
- Department name.
- Name of employee.
- Name and title of approving supervisor.
- Description of the emergency that required the GRH.
- The commute method used to get employee home or to location of vehicle.
- Hours and type of leave taken by the employee.
- Vehicle used (County/personal)
- County vehicle identification
- County vehicle round trip mileage
- Name of driver of county vehicle

Accounting for Time

The employee accounts for time away from work on the applicable Time/Leave Report.

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.

The employee's supervisor or management will determine the employee's fitness to drive. If the employee is not fit to drive a co-worker may provide the ride (see below).

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.

Penalties

Supervisors are responsible for monitoring the appropriate use of GRH. Supervisors need to take appropriate disciplinary action if employees make unauthorized or inappropriate use of this program. Disciplinary action can include termination of GRH privileges.