

Program Rules

For employees of participating Emergency Ride Home (ERH)-enrolled employers in Marin County

NOTE: Only those trips that are in compliance with the following Program Rules are eligible for reimbursement.

1. Eligible Employees

In order to be reimbursed, an employee must be a part-time or full-time employee of a registered (ERH-enrolled) employer in Marin County. The employee must have used an alternative commute mode on the day ERH is used.

2. Approved Alternative Commute Modes

Acceptable alternative commute modes include public transit (bus, train, ferry), vanpool, carpool (including Casual Carpool), bicycling, and walking.

3. Trips that are Reimbursable Through ERH

- **Illness or crisis** of employee or immediate family member, including domestic partner.
- **Employee is unexpectedly required to work late** (i.e. employee was not aware of the situation before the start of the workday). Supervisor's authorization is required.
- **Carpool or vanpool ride is unavailable** due to unexpected changes in the driver's schedule or vehicle breakdown or mishap.
- **Bicycle problem**, including flat tire, mechanical failure, vandalism, theft, or unsafe bicycling conditions due to inclement weather.

4. Eligible Trip Origins, Destinations and Stops

All trips must originate at worksites located in Marin County, with the exception of vanpool/carpool vehicle breakdown on the way to or from work. The employee can be dropped off at home, a transit stop, or the location of their parked car (e.g. park-and-ride lot, carpool partner's home, etc.). Emergency-related side trips on the way home are permitted, including picking up a sick child at school or daycare, filling a prescription at a pharmacy, or stopping at an ATM for cash to pay the taxi driver.

5. Trips which are not Reimbursable through ERH

- Personal errands or pre-planned medical appointments.
- Medical emergencies (i.e. when an ambulance is needed).
- Business-related travel.
- Working late that was planned or known prior to the start of a workday or that is not authorized by a supervisor.

- Natural disasters or civic emergencies (e.g., earthquakes, terrorist attacks, demonstrations, etc.)
- Transit service breakdown or interruption in service.
- Transportation to a doctor or hospital resulting from an on-the-job injury. (ERH cannot be used to replace an employer's legal responsibility under Workers' Compensation regulations.)
- Non-emergency related side-trips on the way home.

6. Paying for the Ride

When an employee needs a ride, the employee will pay the cost of the ride, to be reimbursed by the Transportation Authority of Marin (TAM). If employees do not have adequate funds on hand, the Program permits them to stop at an ATM machine during the course of their ride. In addition, most taxis accept credit cards.

7. Reimbursable Costs

The Program will reimburse for a one-way taxi fare, not to exceed \$125. The Program also will reimburse for public transit fares that are paid as a result of an ERH trip. (Employees are responsible for the taxi gratuity, the Program will not reimburse for these costs).

The following limits apply:

- Employees can be reimbursed for up to **four (4)** ERH trips per fiscal year (July 1 to June 30), but total reimbursement for any one year may not exceed \$500 per individual employee;
- For a taxi (of your choice but it must be registered and licensed as a taxi in Marin County)-- individual trips will be reimbursed up to a maximum of **\$125** per trip, to even cover long distance vanpool users

8. Reimbursement

Trips that meet all of the above requirements will be considered eligible for reimbursement. For each trip to be reimbursed, the employee may submit a completed Reimbursement Request Form online (www.MARINERH.org), and Follow-Up Questionnaire available online www.MARINERH.org, and all valid receipt(s). If program participant do not have access to a computer, reimbursement and registration documents (specified above) may be submitted by the USPS to the following address: ERH Coordinator, Transportation Authority of Marin, 750 Lindero St, Suite 200, San Rafael, CA 94901. For public transit, please also provide a fare chart printout along with the Reimbursement Request, which must indicate the service used, the trip origin and destination, and total fare. All Reimbursement Requests must be submitted within 60 days of the date of the trip. Payments are typically processed by the Program once a month on a regular schedule. Most payments will be issued within thirty (30) days from the time Reimbursement Requests are received and approved. Payments are made via check sent through the U.S. mail.

9. Questions?

If you have general questions, please contact the Transportation Authority of Marin at info@MarinERH.org or our ERH Information line at (415) 226-0853.