



GUARANTEED RIDE HOME PROGRAM POLICY

The circumstances and use of our company's Guaranteed Ride Home Program are:

1. All employees who use an alternate mode of transportation and register with the Transportation Coordinator (TC) may participate in our Guaranteed Ride Home Program (GRH).
2. AMUs will be provided - and limited to one (1) emergency ride in each 6-month period beginning with their registration in the program. Emergency rides may not be accumulated or carried over.
3. Transportation will be provided to registered AMUs who encounter the following circumstances during the work day:
 - a. Unexpected severe illness of an immediate family member-includes spouse, children, mother, father, sister, brother, mother-in-law, father-in-law, grandparents, grandchildren, son-in-law, and daughter-in-law.
 - b. Unexpected severe illness
 - c. Inclement weather - precipitation, extreme heat, or high winds - at the close of the business day (walkers and bicycle riders only)
 - d. Missed bus due to required overtime only - tardiness will not be covered
 - e. Carpool driver has been delayed due to unexpected required overtime or who left the office because of personal emergency (thus stranding riders)
4. The TC and the employee's manager/supervisor must approve emergency transportation use and be notified before an employee may leave the work site.
5. The manager may allow the employee to use one of the following options depending on the situation:
 - a. Use of a company vehicle (usual company policies apply).
 - b. Be driven by another employee.
6. Company absence policies and practices remain in force in situations when an AMU uses emergency transportation.
7. When an employee utilizes emergency transportation, they are no longer on company business/company time and the company assumes no responsibility for the employee during this time.