

# GUARANTEED RIDE HOME PROGRAMME

This template explains to staff how a guaranteed ride home works.

*\*Copy the text from this document and modify for your organisation by following the instructions in aqua coloured italics.*

The *(organisation name)* Guaranteed Ride Home (GRH) programme guarantees you a ride home from work when unexpected circumstances arise. If you take the bus, carpool, walk or cycle to work, we can make sure you get a ride home in case of illness, family crisis, unscheduled overtime or a missed carpool trip.

## When can I use this?

All relevant considerations will be taken into account and employees will be treated fairly. Each employee is eligible for a maximum of four guaranteed rides home per year.

Examples of where you may take a guaranteed ride home include, but are not limited to circumstances where you walked, cycled, took public transport or carpooled to work that day, AND:


- you or an immediate family member suffers from an illness or severe crisis
- you must work unscheduled overtime (manager's approval required) which means you will miss your carpool ride home or suitable bus
- your bicycle breaks down
- your ridesharing vehicle breaks down or the driver has to stay late or leave early
- any valid emergency.

Examples of where the programme may NOT be used include but are not limited to:

- personal errands
- pre-planned medical appointments
- emergency trip to hospital (call an ambulance)
- business-related travel
- anticipated overtime or working overtime without a manager's request
- car or bicycle breakdowns that can be easily repaired on site (e.g. flat tyre, dead battery, empty fuel tank)
- normal bad weather building closings or evacuations.

## How does it work?

*(Insert organisation name here)* offers *(insert your organisations choice here)* one or more of the following four options, depending on which is most appropriate.

Once you have chosen your option, fill out the  *Guaranteed ride home programme form.pdf* which can be found at [www.dunedin.govt.nz/travelplanresources](http://www.dunedin.govt.nz/travelplanresources)

### OPTION ONE: public transport

Take public transport if all of the following apply:

- You need a ride for reasons other than personal or family illness or crisis.
- There is a bus leaving within 20 minutes of your departure time that offers a reasonable service to your destination.
- To find the best bus route for you, check out the Otago Regional Council's Journey Planner:

 <https://www.orc.govt.nz/public-transport/journey-planner>

*(Insert your office information on where to collect a pre-paid public transport pass/reimbursement form here.)*

### OPTION TWO: fleet car

Take a fleet car if all of the following apply:

- You need a ride for reasons other than personal illness or crisis. Another staff member may be able to drive you home in some circumstances.
- There is a fleet car available and you can return it at an appropriate time. Talk to *(insert fleet manager's name)* about whether there is a car available.
- You are 21 years of age or older, are able to drive, feel comfortable driving and have a valid driver's licence.

*(Insert your office information on booking a fleet car here.)*

### OPTION THREE: rental car

Take a rental car if all of the following apply:

- You need a ride for reasons other than personal illness or crisis.
- Your journey is more than 30km.
- You are 21 years of age or older, are able to drive, feel comfortable driving and have a valid driver's licence.
- You are able to meet requirements of the rental car company regarding pick up and drop off times and locations.

NB The cost of fuel is not covered by this policy.

*(Insert details of booking with your organisations' preferred rental car supplier here.)*

### OPTION FOUR: taxi

Take a taxi if:

- For personal illness or crises requiring a quick response.
- your circumstances do not meet the criteria for any of the above options.

A maximum of \$80 of the taxi ride will be covered by the organisation.

*(Insert instructions on where to collect a taxi chit/reimbursement form here.)*