

The Regional Guaranteed Ride Home (GRH) Program provides a safety net, which allows employees to rideshare to work without the worry of getting stranded at work due to illness, unexpected overtime or other emergency.

In the event of a valid emergency, GRH ensures that ridesharing employees will be reimbursed (up to two (2) times per fiscal year – July 1 through June 30) for a taxi ride, a ride from a transportation network company, or transit fare.

GRH is a service offered exclusively to employees who both:

- Rideshare to work on the day the employee needs an emergency ride home
- Work for a participating company that is currently enrolled in the Regional GRH Program.

How does GRH work?

- Once an employer enrolls their company, all employees who rideshare to work are eligible to participate in the GRH Program.
- The employee and employer representative choose the most efficient means of transportation to use during a valid emergency. GRH options include using a taxi, transportation network company, or transit (public bus, Metro Rail or Metrolink).
- Either the employer, third-party consultant or the employee will pay for the employee's selected ride.
- Once the employee provides their employer representative with a valid receipt from the service provider, the employer representative will submit a GRH Reimbursement Claim Form to the GRH office within 60 days of the emergency ride.
- Upon approval, the GRH office will send the reimbursement check to the appropriate party within 10 business days.
- GRH Reimbursement Claim Forms received after 60 days will not be accepted and trip costs incurred shall become the responsibility of the employee and/or the employer.

What qualifies as a valid GRH emergency?

- Personal illness/emergency
- Unexpected illness/emergency of an immediate family member
- Carpool/vanpool driver has an emergency or unexpected overtime
- Carpool/vanpool driver illness
- Employee is required to work unscheduled overtime

What does not qualify as a valid GRH emergency?

- Personal errands
- Non-emergency appointments/meetings/doctor visits
- Voluntary overtime
- Public transportation disruptions or delays for any reason
- Termination/lay-offs
- Being sent home from work early due to scheduling issues by management
- A ride to work
- Business travel
- Inclement weather
- Any trip where alternate transportation could be arranged in advance
- On-the-job injury
- Mechanical breakdown of carpool or vanpool (including, but not limited to, vehicle flat tire or insufficient fuel)
- In place of a loaner/replacement vanpool vehicle
- If vehicle is towed, impounded or cannot be accessed because of police activity
- Early release from work due to loss of power, lighting or network access at the work site
- Being sent home from work early for any reason other than is specified in the rules as a valid GRH emergency
- Natural disasters, including but not limited to: fires, mudslides, flooding and earthquakes, are excluded as a valid reason for a GRH reimbursement.

What are valid GRH destinations?

- Home
- Personal vehicle (if parked at a Park & Ride lot or transit station)
- Medical facility (not related to an on-the-job injury)
- Daycare or school
- Interim stops will also be accepted if they are needed to reach the final emergency destination

**For more information, call the
GRH program at 951.352.8229.**

Eligibility Requirements

- You must work for an employer enrolled in the Regional Guaranteed Ride Home (GRH) Program.
- You must have traveled to work that day using a rideshare arrangement (carpool, vanpool, public bus, Metro rail, Metrolink, walking or bicycle).
- The maximum allowable GRH reimbursed trips per fiscal year (July 1 – June 30) is two (2).
- A maximum 15% tip is allowed for reimbursement.
- You must complete this form and return it with your receipt(s) of transportation fees within 60 days from the date the service was utilized. Receipts must include the transportation provider company name, date of the GRH trip, and the total trip amount paid.
- Reimbursement Claim Forms received after 60 days will not be accepted and trip costs incurred shall become the responsibility of the employee and/or employer.

Email GRH Reimbursement Claim Form and receipt to: **Claire Franco, GRH Program, cfranco@its-consulting.net** or call **951-352-8229** for more information.

Commuter Information (please print clearly):

Name: _____ Home Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Employer Information:

Employer Name: _____ Address: _____
City: _____ State: _____ Zip Code: _____
Employer Representative Name: _____
Employer Representative Phone: _____ Email: _____

Travel Information:

Date Guaranteed Ride Home was used: _____ Form of ridesharing used to get to work that day: _____

Reason for needing Guaranteed Ride Home:

- ☐ Personal/family illness ☐ Personal/family emergency ☐ Personal unexpected overtime
☐ Carpool/vanpool driver unexpected overtime ☐ Carpool/vanpool driver personal/family illness/emergency

What mode of transportation did you use to get home:

- ☐ Metrolink ☐ Public bus ☐ Uber/Lyft/Other Transportation Network Company
☐ Metro Rail ☐ Taxi

Cost/Fare: \$ _____ [Include valid receipt with this form]

Who paid for the expense? (check one)

- ☐ Commuter/Employee ☐ Employer ☐ Third-Party Consultant – Consultant Name: _____

Reimbursement check will be endorsed to appropriate party checked above.

Participant's Signature: _____

Employer Representative Signature: _____

By signing this form, the Participant and Employer acknowledge all information stated above is true. The GRH Program has the right to request further documentation if needed. If the program Administrator determines the emergency ride was invalid or not authorized, the reimbursement will be denied.