

EMERGENCY RIDE HOME PROGRAM SUMMARY

What is an Emergency Ride Home?

A reimbursement for a qualified emergency ride for commuters who use options other than commuting alone to work in their personal vehicles.

Who can use an ERH?

Anyone who commutes to work at least twice a week by transit, carpool, vanpool, bicycle, or walking, and lives or works in Southeast Texas.

What is a “Qualified Emergency?”

An unexpected personal illness/emergency, unexpected immediate family illness/emergency, or unscheduled overtime at your supervisor’s request. Immediate family is husband, wife, child,

brother, sister or parent. You are able to utilize the ERH program if your current mode of transportation is delayed an hour or if the delay causes you to miss your connection to another mode. For example: you take the bus to a parking lot near Port Arthur and then meet with your carpool to get the rest of the way to work, but the bus was running late, so you missed your connection; this is considered a qualified emergency. Also, if a commuter’s carpool driver has a qualified emergency or supervisor-approved, unexpected overtime.

What does not qualify?

Trips like personal errands, non-emergency medical appointments, business-related travel, working overtime without a supervisor’s approval, and on-the-job injury. Please call for clarification on what qualifies as an emergency.

Where can commuters go on their ride?

Qualified destinations are to their home, vehicle (if parked at a transit station or carpool/vanpool pick up site), child’s school or daycare, or a medical facility. Trips may also include several stops, such as to the child’s school, a medical facility, and then home.

Is there a limit on rides?

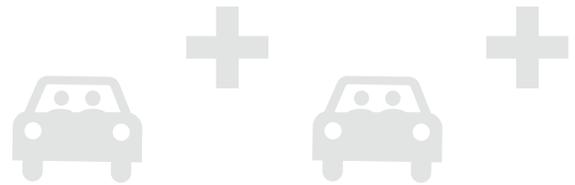
A maximum of four (4) rides and up to \$100 per ride will be refunded per calendar year, per commuter.

Who pays for the ride?

The commuter pays for the ride and is reimbursed by Carpool South East Texas for qualified rides. If their employer is enrolled in our program, the employer can pay for any emergency rides home and the employer will be reimbursed by Carpool South East Texas.



STEP BY STEP INSTRUCTIONS



- 1 If you qualify for the program, please enroll online or by contacting Carpool South East Texas. You must be enrolled in the program prior to the date of the emergency trip.
- 2 An individual finds, coordinates, and pays for their transportation trip(s). The commuter decides how they are transported, for example by transit, car rental, or by a co-worker. Reimbursement is based on the receipted fare or equivalent of the IRS rate for mileage reimbursement. Tips to taxi drivers are not reimbursed by Carpool South East Texas.
- 3 After the Emergency Ride Home, commuters or employers simply submit their reimbursement form and any accompanying receipts to Carpool South East Texas by email (info@carpoolsetx.org) or mail within thirty (30) days following any trip. Carpool South East Texas may contact the commuter or employer to verify information and eligibility. Please allow at least 60 days reimbursement.



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