

GUARANTEED RIDE HOME POLICY

The Guaranteed Ride Home (GRH) scheme is provided in order to ensure that members of the Birchwood Park car sharing scheme are able to get home in the event of a home or family emergency, or illness or a sudden change in the work schedule of either the car driver or the passenger occurring during work time.

Under the GRH scheme, if a car sharing passenger is not able to car share as usual due to exceptional circumstances, and no practical alternative route home is available for them, they can be reimbursed for the journey home from their usual working premises by public transport and/or by taxi for actual expenditure up to the maximum amount of £30 by the Birchwood Park team.

To use the Guaranteed Ride Home scheme the following conditions must all be met:

- 1 You must be a registered member of the Birchwood Park car sharing scheme and you must have formed a Liftshare Team. A Liftshare team is a team of 2 or more people that have searched, matched and confirmed as sharing a journey on the website. For guidance on how to register please visit www.birchwoodpark.liftshare.com.
- 2 You must have already travelled from home to work as a car share passenger on the day you wish to use the scheme (you can only claim for the journey from work to home).
- 3 You must be unable to car share as usual due to exceptional circumstances. You must have a valid reason for using the GRH scheme.

Valid reasons include the following:

- A home emergency (reported burglary, fire, flood, etc) requiring immediate attendance;
- Personal illness or illness/injury to an immediate family member requiring your immediate attendance;
- An unforeseen work reason (certified by your line manager) which means you cannot leave work at your normal time and have to stay for significantly longer than expected in order to do the business critical work;
- The unavailability of the driver for any reason at or within 30 minutes of the normal return home time;
- The breakdown of or accidental damage to the shared vehicle that renders it unavailable for use at or within 30 minutes of the normal return home time.

You are not eligible to apply if the circumstances could have been anticipated and planned for.

The following rules also apply:

- a) The GRH does not apply to the driver. In the case of a personal emergency or delay finishing work, the driver is expected to use their own vehicle to return home. If the unavailability of the vehicle is due to breakdown or involvement in an accident, the driver is expected to make his/her own arrangements to retrieve it and return home.

- b) A stranded car passenger may only use the GRH scheme for journeys directly from their usual work premises to their home address. However, an intermediate stop (maximum duration 10 minutes) is permitted if it relates to the emergency. For example, you may stop on the way home to pick up your child from school or from a designated carer.
- c) Circumstances in which passenger shares may not use the scheme include, but are not limited to, the following:
 - previously scheduled medical appointments
 - Personal errands
 - Working late other than at a manager's request
 - Business
 - Other journeys apart from your usual route home
 - Early office closure, for example due to extreme weather conditions or building evacuation. In these circumstances, it is expected that the driver and any other sharers will all leave at the same time and, therefore, can still share.
 - The scheme will be monitored and each member will only be eligible for a maximum of three Guaranteed Rides Home in any one year period.
- d) You cannot claim for the journey from your home to work.
- e) If more than one passenger in a car share arrangement is in need of a GRH by taxi they should share one taxi ride home (tips to taxi drivers are optional and are the responsibility of the employee).

Procedure if your car share driver is unable to get you home:

- a) Check with any other car sharing members via the website what, if any, arrangements they are making to get home – you may be able to share their lift home;
- b) Consider other options for getting home, eg: colleagues, public transport, etc.
- c) Once you have explored the above options, please follow this procedure:
 - Make arrangements for your journey home. You will have to pay for the public transport and/or taxi home yourself, but then the amount (up to a maximum of £30) will be reimbursed to you.
 - Obtain receipts for public transport and/or taxi fares
 - Request a Guaranteed Ride Home form from travel@birchwoodpark.co.uk. Complete the form and return it with the receipts to the Building Managers office on the ground floor in Chadwick House.
 - If conditions 1-3 above are all met you will be reimbursed up to a maximum of £30. This will be paid in cash.