

## Guaranteed Ride Home Authorization Form

The Guaranteed Ride Home service, offered by Community Transit, provides transportation to employees who don't drive alone to work when emergencies or unforeseeable situations arise during the workday.

*This section to be completed by the employee requesting the Guaranteed Ride Home. Please complete all required items legibly.*

<b>Today's Date:</b>	
<b>Name:</b> (first and last name)	<b>Employer:</b>
<b>How did you get to work today?</b> <input type="checkbox"/> Carpool <input type="checkbox"/> Vanpool <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Bicycle <input type="checkbox"/> Walk <input type="checkbox"/> Other _____	<b>Reason for needing a Guaranteed Ride Home:</b> <input type="checkbox"/> Illness <input type="checkbox"/> Family Emergency <input type="checkbox"/> Unexpected Overtime <input type="checkbox"/> Missed Ride <input type="checkbox"/> Other _____
<b>When is the Guaranteed Ride Home needed?</b> <input type="checkbox"/> Immediately <input type="checkbox"/> Specific Time _____	<b>Which service provider are you using?</b> <input type="checkbox"/> One Cab PH: 425-426-6238 <input type="checkbox"/> Orange Cab PH: 425-783-0000 <input type="checkbox"/> Orange Cab PH: 206-618-0000
<b>What is the address where the taxi driver will pick you up?</b> Street address: _____ City: _____, Zip: _____	<b>What is the address where the taxi driver will drop you off?</b> Street address: _____ City: _____, Zip: _____
<b>Are you stopping at any location on the way home? If so, where?</b>	<b>Authorization Signature:</b> (if required by employer)

To request a Guaranteed Ride Home:

1. Confirm that all information above is complete.
2. Contact a Guaranteed Ride Home service provider selected above to schedule a ride.
3. Tell the service provider that this is a Community Transit Guaranteed Ride Home service request.
4. Identify yourself and your employer. Give the operator the pick-up address and location, and the time the taxi is needed. If an intermediate stop is needed, inform the operator of this too.
5. Make a copy of this form for your records.
6. When your taxi arrives, please give them this completed form.

*This section to be completed by the taxi company.*

<b>Date of Service:</b>	<b>Taxi Company:</b>
<b>Taxi Cab Number:</b>	<b>Driver's Name:</b>
<b>Trip Mileage:</b>	<b>Taxi Fare:</b>

## Guaranteed Ride Home Service Request Instructions

1. Determine that the employee is eligible and has a valid need for a Guaranteed Ride Home (GRH).
  - a. Employee commuted via non-drive alone mode on day of request
  - b. Employee may use service up to six times annually
  - c. Employee experienced an unexpected emergency, situation, overtime, or have a personal or family member illness
  - d. Employee is permitted to make one brief, intermediate stop, for example, at a pharmacy or to pick up an ill child
  - e. GRH will provide service up to 65 miles one-way
  - f. GRH will provide service to the ferry terminal only
2. Fill out **ALL** requested information on the Guaranteed Ride Home Authorization Form. See other side.
3. Copies of the Authorization Form can be made and will be accepted. Copies must be of a blank form and may not contain any pre-filled information such as worksite name, reason, Employee Transportation Coordinator (ETC) name, authorizing signature, etc.
4. Worksites may have Authorization Forms accessible to the employee needing the Guaranteed Ride Home, ETC or designee.
5. Employee needing the Guaranteed Ride Home, ETC or Designee can contact a contracted service provider to arrange the ride. Current contracted providers are:
  - a. Orange Cab 425-783-0000
  - b. Yellow Cab 425-609-7777
6. Tell the operator who answers that this is a **Community Transit Guaranteed Ride Home** service request.
7. Identify yourself and the employer. Give the operator the employee's name, pick-up address and location, and the time the taxi is needed. If an intermediate stop is needed, inform the operator of this also.
8. Give the original, completed Authorization Form to the employee to submit to the taxi driver.
9. Tips are at the discretion of the employee and are not included in the GRH service. Any tips will not be reimbursed.
10. Discourage employees from requesting a taxi ride if they are unsure they will use it. Community Transit pays a fee for "no shows". If, for some unavoidable reason, the employee does not need the taxi ride, contact the taxi company and cancel as soon as possible.