



Your Guide to the Emergency Ride Home

Emergency Ride Home (ERH) Program

This program provides a free ride home for employees who car pool, van pool, take the bus, bike or walk to work and need a ride during work hours because of an emergency. The ERH Program pays the full cost of your ride home via taxi service*.

How the ERH Benefits you:

- It's free!
- It provides peace of mind when leaving your car at home by easing the fear that you'll be stranded without transportation in case of an emergency.

What's considered an emergency?

- Personal or family illness
- Working late unexpectedly
- A missed ride home because your car pool driver needs to leave early due to an emergency
- Other emergency situations that occur during work hours

ERH cannot be used for:

- Prescheduled overtime or appointments
- Trips to the hospital in place of ambulance service
- Business-related trips

How it works:

ERH is easy, here's all you do:

1. Obtain permission from your company's Employee Transportation Coordinator (ETC) or your supervisor. They will fill out the ERH voucher, sign it and arrange for your ride*.
2. You sign the voucher and present it to the service provider at the start of the ride. They fill in their sections, sign it and return it to the City for payment. That's all there is to it!

For more information on the ERH Program or commute options contact your Employee Transportation Coordinator (ETC), the City's Transportation Program Specialist at 541-766-6916 or e-mail us at: public.works@ci.corvallis.or.us.

*** ROAD RUNNER TAXI (766-8294) IS THE SOLE PROVIDER AS OF 03/01/07**



Emergency Ride Home

Voucher

1. Employee Transportation Coordinator, supervisor, or employee fills in top half of form
 2. Contact Cab Company, present voucher to driver at start of ride
 3. Cab driver fills in information on ride
 4. Employee signs voucher, confirming cost
 5. Mail or fax (766-6920) voucher to City's Transportation Program Specialist within 24 hours
- The ERH Program provides commuters who walk, bike, carpool, vanpool, or take transit a free taxi ride home if an emergency arises while they are at work. Use limited to 3 times within any 12 month period.

Employee Name (please print) _____	Employer (name of company/agency) _____	Date: _____
ETC/Supervisor Approving Ride (please print) _____	ETC/Supervisor Approving Ride (signature) _____	ETC/Supervisor Phone Number ____-____-____
Reason Emergency Ride Home is required, e.g. sick child, employee illness: _____		
(to be completed by Taxi Service) Company Providing Ride _____	Phone Number ____-____-____	Driver Name (please print) _____
Ride origination (address): _____ _____ _____	Ride destination (address): _____ _____ _____	
Trip distance: _____ Trip Cost: \$ _____	+ 15% gratuity \$ _____	Total Cost of ride: \$ _____ Driver (signature)
Customer Signature: verifying ride and cost _____	Driver/Taxi Company mail or FAX to City	
Contact the City's Transportation Program at 766-6916 with any questions regarding ERH or voucher use		

Billing Address:
TDM—Transportation Program Specialist
City of Corvallis, Public Works Department
PO Box 1083
Corvallis, Or 97339-1083