

EDGE HILL UNIVERSITY GUARANTEED RIDE HOME SCHEME Guidance

The Guaranteed Ride Home (GRH) scheme is provided in order to ensure that members of the Edge Hill University (EHU) Staff Car Sharing scheme are able to get home in the event of a home or family emergency occurring during work time or illness or a sudden change in the work schedule of either the car driver or passenger.

Under the GRH scheme, if a staff member of a registered car share has to leave at an unexpected time, and no practical alternative route home is available for the passenger member(s) of the car share, the University will pay for transport from the University to the passenger's home.

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

1. You must be a registered member of the [EHU Staff Car Sharing Scheme](#). For guidance on how to register visit edgehill.ac.uk/carshare.
2. You must be a car share passenger on the day you wish to use the scheme.
3. 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 your immediate attendance;
 - Personal illness or illness / injury of 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;
 - The unavailability of the driver for any of the above reasons at or within 30 minutes of the normal return home time; or
 - The breakdown of, or accident damage to, the shared vehicle that renders it unavailable for use at or within 30 minutes of the normal return home time.

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

- A. Check with any other sharing partners what, if any, arrangements they are making to get home – you may be able to share their lift. If not:
- B. Speak to your Line Manager and confirm with them that conditions 1 – 3 apply.

- C. Contact the FM Helpdesk on 01695 584455, or visit them in person in the Durning Centre, who will arrange a taxi to take you home. You will be required to provide the name of your Line Manager for authorisation purposes.
- D. If they are unable to meet your requirements you should make other arrangements by contacting other taxi firms or use public transport. You will have to pay for these services up front but may then claim back on staff expenses.
- E. Obtain and retain a receipt for public transport and / or taxi fares where appropriate and reclaim the cost on staff expenses. Expense forms and receipts should be provided to the FM Helpdesk (by hand / internal mail) as soon as possible to be verified and signed by management. Management will check with the FM Helpdesk that your call was logged to authorise the GRH. Forms will then be forwarded to Finance.

PLEASE NOTE: Do not have the expense form signed or fill in cost centre, account, activity or job codes as these will be completed by the FM Helpdesk.

The following rules also apply:

1. **A stranded passenger may ONLY use the GRH scheme for journeys directly from University premises to their home.** However, an intermediate stop (maximum duration 10 minutes) is permitted if it relates to the emergency. For example you can stop on the way home to pick up your child from school or from a carer. In extreme situations the passenger may be taken directly to the hospital of an ill / injured family member.
2. **The GRH scheme does not apply to the driver.** In the case of a personal emergency or delay finishing work the driver is expected to use his / her 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.
3. Car share passengers will not be reimbursed under the GRH scheme in a non-emergency situation. Non-emergency situations include, but are not limited to, the following:
 - a. Previously scheduled medical appointments;
 - b. Personal errands;
 - c. Working late other than at a manager's request;
 - d. Business journeys; or
 - e. 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.
4. 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.
5. Tips to taxi drivers are optional and are the responsibility of the employee.