

**CITY OF RICHARDSON
INTERDEPARTMENTAL POLICY AND PROCEDURE**

**TRAVEL DEMAND MANAGEMENT PROGRAM
EMERGENCY RIDE HOME POLICY**

The City-funded Emergency Ride Home (ERH) is available for carpoolers, bus/rail riders, walkers, and bicyclists in the event of the following emergency situations.

PERSONAL EMERGENCY

- Rider* gets ill or injured on the job and must leave work.
- Rider's child or other immediate family member gets sick or injured and needs assistance.
- Rider has a personal crisis at home and must leave the job to attend to it.

*Rider refers to a City of Richardson Employee who walks, rides bike, rides transit, or carpools and is without his/her personal vehicle on the day of an emergency as described above.

WORK-RELATED EMERGENCY

- Unexpected business appointment, such as attending meetings, conducting presentations, working with citizens or field personnel, testifying in court, etc.
- Unexpected overtime per supervisor request and approval.

THE FOLLOWING DO NOT CONSTITUTE A PERSONAL OR WORK-RELATED EMERGENCY:

- Personal errands.
- Pre-planned appointments.
- Working overtime without supervisor's approval.
- Missing the regular departure of carpool or bus.

ERH PROCESS

When an emergency or unplanned overtime occurs, the rider will notify his/her supervisor and contact the Fleet Department for a fleet vehicle. The rider will contact the Employee Transportation Coordinator on the day of the occurrence, if possible, or will follow-up to contact the next day. The fleet vehicle is only to be used for emergency purposes and should be returned promptly the next morning. Any extenuating circumstances should be discussed with the supervisor and Fleet Manager.

The City will provide an ERH for a reasonable number of emergencies, generally not to exceed 2 per quarter.

In the event that a carpooler has driven on the day of an emergency, he/she may opt for the ERH and leave his/her car for the carpool.

The vanpool program has an ERH built into the cost, and it will be provided according to conditions listed by the vanpool provider.

Supervisor and Employee Transportation Coordinator notification are required for any Emergency Ride Home.

Original Signed By Jerry Hiebert

7-97

Jerry Hiebert
Deputy City Manager

Date