Safe Ride Home Policy

State Agency Free Emergency (SAFE)-Ride Coordinator Instructions
State Worksites in Thurston County

1. State Employees that used the CTR program to commute to work that day in Thurston County (these modes: carpool, vanpool, transit, walk, or bike) are eligible for up to 8 emergency rides home per year.

   SAFE-Ride **MAY NOT** be used for:

   - Pre-scheduled appointment of any type
   - Pre-scheduled overtime
   - Business-related travel
   - Personal errands
   - Trips to the hospital in place of ambulance service
   - Acts of nature (weather, earthquakes) or closure of building

2. When an employee needs an emergency ride home, they can order a cab/Uber/Lyft, whatever is convenient. Make sure they get a receipt (tips will not be reimbursed)! There is a $100 maximum on rides.
3. Employee submits receipt and works with ETC to fill out verification form. ETC logs ride in Safe Ride log and verifies ride.
4. ETC submits receipt and verification form to TRPC saferide@trpc.org
5. TRPC will contact the employee via email to get necessary information to process the reimbursement and issue a check to the employee directly. (NO TIPS WILL BE REIMBURSED)

MORE INFORMATION:

The SAFE-Ride program is an “insurance” program that provides employees a ride home in cases of emergencies on any day the employee commuted to work other than by driving alone. Alternate commute modes include transit, vanpools, carpools, biking or walking.

The following are legitimate uses of the program:

- ✧ Employee illness
- ✧ Family member is ill
- ✧ Missing planned ride home (for example, carpool driver leaves work early due to an emergency, leaving carpool riders stranded at work)
- ✧ Working late unexpectedly, at the request of a superior
- ✧ Other emergency situations occurring during the work day

NOTE: State vehicles may be used for an emergency ride home if they are available. However, if the emergency involves a non-state employee that needs to be picked up (i.e. a sick child or spouse who is not a state employee) they may not travel in a state vehicle.