

LANCASTER UNIVERSITY GUARANTEED RIDE HOME SCHEME

The 'Guaranteed Ride Home' Scheme is provided in order to ensure that members of the Lancaster University 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 the passenger. Under the 'Guaranteed Ride Home' Scheme, if a 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:

- A. You must be a registered member of the Car Sharing Scheme
- B. You must be a car share passenger on the day you wish to use the scheme.
- C. You must have a valid reason for using the 'Guaranteed Ride Home' 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
 - 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

The procedure if your Car Sharing Scheme driver is unable to get you home is as follows:

1. 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:
2. Speak to your Line Manager and confirm that conditions A – C apply.
3. Find out what time you could get home using public transport. You can obtain this information from www.transportdirect.info.
4. Contact the Travel Plan Co-ordinator (Jonathan Sear on extension 94413); or if he is not available Security on extension 94541. Depending on circumstances they will either arrange a

lift, advise you to use public transport, or advise you to arrange a taxi.

5. Obtain and retain a receipt for public transport and/or taxi fares and reclaim the cost on expenses. Contact the Travel Plan Co-ordinator for the appropriate account code.

The following rules also apply:

1. **A stranded passenger may use the Scheme only 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 or to stop at a chemist to collect an urgent prescription. In extreme situations the passenger may be taken directly to the hospital of an ill / injured family member.
2. **The 'Guaranteed Ride Home' 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. Circumstances in which passenger sharers may **not** use the Scheme include, but are not limited to, the following
 - previously scheduled medical appointments
 - personal errands
 - working late other than at a manager's request
 - business journeys
 - 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 'Guaranteed Ride Home' by taxi they should share one taxi ride home and the last person pay the taxi driver.
5. Tips to taxi drivers are optional and are the responsibility of the employee.