



OHSU CAMPUS SERVICES

Title: **Lyft Off Procedure**

Doc. #: 404.10.101	Category: Program Management
Origination Date: 02/03/2021	Effective Date: 04/06/2021
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PURPOSE:

The purpose of the Lyft Off program is to supplement commuting options during off-peak hours for OHSU employees and students.

PERSONS AFFECTED:

OHSU Employees and Students that work off-peak hours.

DEFINITIONS:

Off-Peak Hours: Hours that transit is not running on a full and/or frequent schedule and when there are fewer viable commuting options. View the [Lyft Off website](#) for the current off-peak hours.

Geofence: Virtual perimeter within the Lyft app, outlining the OHSU campus boundaries.

OHSU Central Campuses: The entirety of OHSU’s South Waterfront and Marquam Hill campuses.

Modified Lyft-Off Program: An alternative Lyft Off program designed for people who live within the OHSU Central Campuses Geofence; this program only provides rides to *and* from the OHSU Central Campuses during off-peak hours.

KEY WORDS:

Lyft Off, Off Peak, Night Commuting, Swing Shift Commuting

AUTHORIZED USE OF THE PROGRAM:

- 1.) Lyft Off credits must only to be used in a work capacity including scheduled work shifts, clinicals, and rotations.
- 2.) Only one Lyft Off credit can be used per shift. Lyft Off credits should not be used for round-trip commutes.
- 3.) User cannot be the driver in self-requested ride hail.

RESPONSIBILITIES:

Lyft Off Program 404.10.101 Rev. 02.03.2021

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- 1.) User must submit application for the Lyft Off program, agreeing to the Terms and Conditions of the Lyft Off program.
- 2.) Transportation & Parking representative must evaluate and respond to applicant's application.
- 3.) If the applicant qualifies for the program, the Transportation and Parking representative must add them into the correct Lyft Off credits program.

PROCEDURE:

Program Details

The Lyft Off program will provide a monthly allowance of Lyft credits each month. Each credit represents a specified monetary value for rides taken with program parameters. View the Lyft Off webpage for the current program parameters including the number of credits issued monthly, the value of each Lyft credit, and the off-peak hours the program serves.

Credits will automatically apply to qualifying rides requested on the participant's Lyft account.

The monthly allowance of Lyft Off credits will automatically reload on the first day of each month.

Eligibility Requirements

- 1.) An OHSU member must apply to the Lyft Off program by providing their full name, OHSU email address, the hours of the work shift that qualifies them for this program, their work location, and their full home address.
- 2.) The applicant must work a shift that overlaps with off-peak hours.
- 3.) Application may be denied based on home address' proximity to the OHSU Central Campuses, shift hours that do not qualify for the program, and work locations outside of OHSU Central Campuses.
- 4.) Any qualifying applicants that live within the Geofence of the OHSU Central Campuses can be placed into the Modified Lyft Off credits program as an alternative.
- 5.) Any individual wishing to switch Lyft Off programs or update their address may be asked for proof of address (a utility bill in the individual's name with the updated address).

Suspected Misuse

Any suspected misuse should be reported to the Transportation & Parking Department for investigation. Misuse or abuse of the Lyft Off Program is considered fraud and may result in disciplinary action, up to and including termination.

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APPROVING COMMITTEE(S):

The Director of Transportation & Parking manages the implementation of this protocol. Questions should be directed to the department email inbox at commute@ohsu.edu or the Director of Transportation & Parking.

RELATED DOCUMENTS/EXTERNAL LINKS:

Lyft Off Program Webpage

Lyft Off Terms and Conditions