



OHSU CAMPUS SERVICES
Guaranteed Ride Home

Doc. #: 404.07.101	Category: Program Management
Origination Date: 05/01/2014	Effective Date: 06/14/2023
Owner: Brett Dodson, Director of Campus Access and Commute Services Skai Dancey, Associate Vice President of Facilities Greg Moawad, Vice President Campus Services	

PURPOSE:

The purpose of Oregon Health and Science University's Guaranteed Ride Home Program is to provide MyCommute Members within the TriMet service area and that participate in using alternative modes of transportation to OHSU, a free ride in the event of an emergency, as defined below.

DEFINITIONS:

MyCommute Member: OHSU members with a network ID and work or campus location within the TriMet service area, or telework.

Alternative Mode of Transportation: A mode of transportation alternative from driving and parking a single occupancy vehicle to work at an OHSU campus. Alternative modes of transportation include walking, biking, scooter, public transit, carpool, and vanpool.

PROCEDURE:

Services

Service Methods:

1. Members who have both a MyCommute account and a Lyft account may utilize the GRH service through the MyCommute application.
2. Members who do not have a Lyft account may call the Department of Public Safety to request a Guaranteed Ride Home.

Eligibility Requirements

All MyCommute Members are eligible for the GRH Program if they have used alternative means of transportation to work on the day that the program is utilized. Members are eligible for a maximum coverage of three rides per calendar year. The rides must start and end within the TriMet service area.

Authorized Reasons for Use

Reasons to utilize the Guaranteed Ride Home program may include the following:

Guaranteed Ride Home Procedure 404.07.101 Rev.



OHSU CAMPUS SERVICES Guaranteed Ride Home

1. The Member is unable to wait for their normal ride home due to serious illness.
2. A close family member is seriously ill, has been in a serious accident, or has passed away.
3. A serious problem or crisis arises. For example:
 - a. School or daycare notifies the Member that a problem exists that requires immediate attention.
 - b. Damage occurs to home or property that requires immediate attention.
4. The driver of the Member's carpool or vanpool has left the employee without a ride home.
5. Unexpected, unplanned overtime when required by the employer, outside of TriMet's operational hours.
6. Travel to campus has been impacted by unexpected public transit disruption or an unexpected carpool cancellation.

GRH Boundaries

OHSU may provide GRH rides to members only if the members pick up and drop off locations are within the *TriMet* service area. The GRH promocode will cover only the base fare. It will not cover gratuity. If the user wishes to leave a tip it will be charged to the user's credit card on file with Lyft.

Exclusions

GRH Program services are not available when the following conditions arise:

1. Pre-planned overtime
2. Attending to personal errands
3. Attending to pre-planned medical and dental appointments
4. Attending to business-related travel
5. A natural disaster or inclement weather
6. An on-the-job injury occurs to the Member
7. Other uses of the program that may be deemed invalid, as determined by the program administrator

Suspected Misuse

Any suspected misuse should be reported to CACS for investigation. Misuse or abuse of the GRH Program is considered fraud and may result in disciplinary action, up to and including termination.

RELATED DOCUMENTS/EXTERNAL LINKS:

Guaranteed Ride Home

PROCESS MANAGEMENT AND INQUIRIES

Campus Access and Commute Services manages the implementation of this procedure, and any questions should be directed to them.

Guaranteed Ride Home Procedure 404.07.101 Rev.



OHSU CAMPUS SERVICES
Guaranteed Ride Home

ADVISING COMMITTEE(S):

Strategic Transportation and Parking Advisory Committee