

A GREAT BENEFIT TO OFFER EMPLOYEES

ERH is a free city-funded service*, making it one of the easiest benefits employers can offer their employees.

*\$700 limit per Employer per calendar year.
See inside for further details.

HOW DO I SIGN UP?

ERH is available to all employers located in San Francisco. Just fill out the attached employer agreement form and mail it back to us.

Remember to tear off the two front folds and keep on hand as a quick reference guide about ERH.

Once we receive your agreement we'll email you a confirmation of enrollment to help you get the word out to your employees. After that, you'll be up and running!



San Francisco Department of the Environment
Attn: Clean Air & Transportation Program -ERH
11 Grove St.
San Francisco, CA 94102

Affix
Stamp
Here

But wait, There's more...

Here at SF Environment we work to help SF breathe cleaner and breathe easier.

Our Clean Air +Transportation Division offers an array of programs and services to improve the air quality in San Francisco.

We are available to help you

- find potential carpool/vanpool partners
- save on transit expenses for you and your employees
- extend employee outreach by presenting at staff meetings and tabling at work events.
- conduct a travel survey to learn about your employees commuting styles

Come learn more at www.sfenvironment.org

[/drivingalternatives.com](http://drivingalternatives.com)



bus



train



ferry



rideshare



walking



biking



**SAN FRANCISCO
EMERGENCY
RIDE HOME**

(415) 355-3727 SFEnvironment.org
11 Grove St. - San Francisco, CA 94102
FAX: (415) 554-6393



SF Environment
Our home. Our city. Our planet.

EMPLOYER NAME: _____
EMPLOYER ADDRESS: _____

CONTACT EMAIL ADDRESS: (This is how we send outreach materials for you to distribute to your employees)

EMPLOYER PHONE NUMBER: _____

CONTACT PHONE NUMBER: _____

EMPLOYER FAX NUMBER: _____

SIGNATURE

DATE

NUMBER OF EMPLOYEES: _____

CONTACT PERSON FOR PROGRAM: _____

Rule No.: SFE09-01-CBO

**REGISTRATION VALID UNTIL
JUNE 30th, 2012**

Employer Agreement

On behalf of my employees, my organization would like to participate in the San Francisco Emergency Ride Home Program. I agree to abide by the policies of this program and inform our employees of the proper use of this service. To view the full program policies, please visit the website at www.sferh.org.

Neither the San Francisco Emergency Ride Home Program nor the employer is responsible for the actual transportation service provided. Each employer is allowed \$700 per fiscal year (July 1 – June 30) for full reimbursement of valid employee trips. After this limit is reached, the program will reimburse employers for 50% of the cost of each valid trip up to \$2000 maximum each fiscal year. Each employee can be reimbursed for four maximum ERH trips each fiscal year.

I understand that by participating, my organization agrees to provide a "contact person" who will be responsible for:

- Informing employees about the program
- Providing employees with ride reimbursement forms
- Validating ride reimbursement requests
- Assisting with an annual program evaluation



What qualifies as an emergency?

Valid reasons for using ERH include:

- **Illness or crisis** of employee or immediate family member.
- **Employee is unexpectedly required to work late** (i.e. employee was not aware of the situation before start of the workday). Supervisor authorization is required.
- **Carpool, vanpool, or shuttle ride is unavailable** due to unexpected changes in the driver's schedule or vehicle
- **Bicycle issue:** flat tire, mechanical failure, vandalism, theft, or unsafe bicycling conditions due to inclement weather.

Who is an eligible employee?

The employee must have taken one of the following alternative commute modes on the day ERH is used.

- Bus • Train • Ferry • Vanpool • Carpool • Bicycling
Walking • Shuttle • Casual Carpool

What is a valid ERH mode?

- Taxi • Rental car • Carshare vehicle • Public transit

Guidelines for Rides

All rides must originate at worksites located in San Francisco. The employee can be dropped off at home, a transit stop, or the location of their parked car (e.g. a park-and-ride lot, carpool partner's home, etc). Emergency-related side trips on the way home are permitted, including picking up a sick child at school or daycare, filling a prescription at a pharmacy, or stopping at an ATM for cash to pay the taxi.

Who pays for the ride?

The employee pays for the ride and submits a claim to be reimbursed for the trip cost (excluding tip).

Is there any \$ limit for program use?

All of the following limits apply per fiscal year*:

- Each employee is allowed to take up to **four** ERH trips
- Each trip will be reimbursed up to a **\$200 maximum**.
- Each employer will have an allowance of **\$700 per fiscal year** for full reimbursement of valid employee trips. After this limit is reached, the program will reimburse employers for 50% of the cost of each valid trip. Additional limits may apply. *Per Fiscal Year = **July 1st-June 30th**

The San Francisco ERH Program reserves the right to investigate each trip claim to ensure it meets the program requirements. Invalid trips will not be reimbursed. Inappropriate use or intentional abuse of the program by employers or employees may result in exclusion from the program.

WHAT IS EMERGENCY RIDE HOME?

Emergency Ride Home (ERH) provides a free or low cost ride home in cases of emergency for SF employees who use alternative transportation, such as carpooling, vanpooling, public transit, bicycling, and walking. ERH eases the worry of being stranded at the office if an unexpected emergency arises.

HOW DOES THE PROGRAM WORK?

1. An employer must first enroll in the program by returning the attached employer agreement.
2. When an emergency arises, eligible employees can take a valid Emergency Ride Home mode.
3. The employee pays for the ride and later submits a ride claim form along with a valid receipt to the ERH program for reimbursement.

Got Questions? Check out the FAQ's on the next page



For full program details:

Call (415) 355-3727 or visit www.sferh.org



This program is made possible by a grant from the Bay Area Air Quality Management District's Transportation Fund for Clean Air and the San Francisco County Transportation Authority.

Transportation under the San Francisco ERH Program is provided by outside transportation vendors. The San Francisco Department of the Environment and its grantors are not responsible for actual service provided, nor do they have any liability in the provision of such services.