

NY Rideshare

Guaranteed Ride Program Agreement (GRP)

The Guaranteed Ride Program will *greatly* increase the likelihood of participation in your organization's ridesharing program.

The Guaranteed Ride Program provides an employee who commutes to and from work via a carpool, vanpool or public transit with return transportation in the event of a personal emergency. The Guaranteed Ride Program offers a maximum of four (4) return trips per calendar year and **is not an authorized means of getting to work**. This unique solution offers a registered employee with a paid taxi ride to their destination in the event of a personal emergency. The employee must be a registered participant with your company and NY Rideshare to be eligible for this service.

The Guaranteed Ride Program applies only when:

- The carpooler/vanpooler experiences a personal emergency and must leave work early
- The carpooler/vanpooler unexpectedly works beyond scheduled hours at his/her supervisor's request without any prior notice
- The *driver* of the carpool/vanpool leaves work early due to a personal emergency

To qualify for the Guaranteed Ride Program the participating employer must be enrolled in the Commuter Choice Program and agrees to adhere to the Program guidelines listed below:

EMPLOYER:

- + REGISTER all rideshare participants by completing the enclosed registration form and fax it to NY Rideshare
- + ISSUE an authorized (signed by the ETC) non-transferable voucher to each registered participant (no substitution forms will be accepted)
- + SUBMIT the completed (by registered participant) customer satisfaction questionnaire to NY Rideshare.
- + PROVIDE your employee with a replacement voucher signed by the ETC
- + NOTIFY NY Rideshare of participant changes as they occur by completing a registration form and faxing it to NY Rideshare. *Please note: reimbursement will only be made for those participants that are registered with their employer and NY Rideshare at the time of the ride.*

Please refer to the Guaranteed Ride Program handbook for sample forms and details. For assistance please call NY Rideshare at (631) 479-3093 or fax (631) 393-2669.

Please sign below and return to NY Rideshare via fax to 631-393-2669 for processing. Thank you.

NY Rideshare reserves the right to review/deny payment for transportation reimbursement that is deemed as excessive.

NY Rideshare reserves the right to alter or discontinue this program without notice.

I understand the guidelines of the Guaranteed Ride Program (GRP) and I agree to the terms and conditions as stated above.

Company Name: _____

Authorized Contact Signature

Print Name

Title

Date