

SAMPLE EMPLOYEE LETTER

Guaranteed Ride Home Program Now Available For Employees

Are you an employee who rideshares, but worries about how you'll get home in case of an emergency? Now you don't have to because Metro's Guaranteed Ride Home (GRH) program is available to you free of charge. We will provide you with a voucher for a free taxi ride home if you have an emergency on a day that you rideshare, carpool, vanpool or use public transit to get to work.

The Guaranteed Ride Home can be used for emergencies including if you or someone in your family becomes ill or if you have to work unscheduled overtime on a day you rideshare. GRH taxi vouchers cannot be used for pre-scheduled overtime, doctor or other appointments, business travel, bad weather, public transit strikes or for any other trip where alternative arrangements could be made in advance.

If you have an emergency on a day you rideshare, simply obtain a signed voucher from your supervisor, fill it out and sign it, and then call GRH phone number to get an approval number. The call center will then provide you with the approved taxi provider in our own area.

For more information on the program, contact _____. We appreciate your ridesharing efforts to help reduce traffic congestion and improve air quality!