CAR PARKING POLICY DOCUMENTATION

Guaranteed Ride Home Policy for Car Share Permit Holders

2020/21
Guaranteed Ride Home Scheme

The Guaranteed Ride Home Scheme is provided in order to ensure that registered members of the Lancaster University Staff Car Share Permit scheme are able to get home due to unforeseen occurrence. Such occurrence includes the event of a home or family emergency during work time, illness or a sudden change in the work schedule of either the car driver or the passenger. Under the Guaranteed Ride Home Scheme, if a member of a registered Car Share Permit has to leave at an unexpected time, and no practical alternative route home is available for the passenger member(s) of the car share, the University will pay for transport from the University to the passenger’s home.

To use the Guaranteed Ride Home Scheme the following conditions must be met:

A. You must be a registered member of the Car Sharing Scheme (Staff Car Share Permit holders).

B. You must be a car share passenger on the day you wish to use the scheme.

C. You must have a valid reason for using the ‘Guaranteed Ride Home’ Scheme. Valid reasons include:
   - a home emergency (reported burglary, fire, flood etc) requiring your immediate attendance
   - personal illness or illness/injury of an immediate family member requiring your immediate attendance
   - an unforeseen work reason (certified by your line manager) which means you cannot leave work at your normal time
   - the unavailability of the driver for any of the above reasons at or within 30 minutes of the normal return home time
   - the breakdown of or accident damage to the shared vehicle that renders it unavailable for use at or within 30 minutes of the normal return home time

The procedure if your Car Share Permit driver is unable to get you home is as follows:

1. Check with any other sharing partners what, if any, arrangements they are making to get home – you may be able to share their lift. If not:

2. Speak to your Line Manager and confirm that conditions A – C apply.

3. Contact the Travel Co-ordinator on 07794 091362; or if he/she is not available, the Procurement Travel Service. Depending on circumstances they will either advise you to use public transport or advise you to arrange a 32090 taxi (01524 32090).

4. A special arrangement is in place with 32090 taxis in Lancaster for the Guaranteed Ride Home Scheme. The passenger should book a taxi direct with 32090 (Tel: 01524 32090) and provide the password for this special arrangement (available from the Travel Co-ordinator or the Travel Service in Procurement). An invoice for payment will then be sent to the Travel Service so there is no need for the passenger(s) to pay for the taxi ride home.

The following rules also apply:
1. **A stranded passenger may use the Scheme only for journeys directly from University premises to their home.** However, an intermediate stop is permitted if it relates to the emergency. For example you can stop on the way home to pick up your child from school or from a carer or to stop at a chemist to collect an urgent prescription. In extreme situations the passenger may be taken directly to the hospital of an ill / injured family member.

2. **The Guaranteed Ride Home Scheme does not apply to the driver.** In the case of a personal emergency or delay finishing work the driver is expected to use his/her own vehicle to return home. If the unavailability of the vehicle is due to breakdown or involvement in an accident the driver is expected to make his/her own arrangements to retrieve it and return home.

3. Circumstances in which passenger sharers may **not** use the Scheme include, but are not limited to, the following:
   - previously scheduled medical appointments
   - personal errands
   - working late other than at a manager’s request
   - business journeys
   - early office closure, for example due to extreme weather conditions, or building evacuation. In these circumstances it is expected that the driver and any other sharers will all leave at the same time and, therefore, can still share.

4. If more than one passenger in a car share arrangement is in need of a Guaranteed Ride Home’ by taxi they should share one taxi ride home.

5. **Tips to taxi drivers are optional and are the responsibility of the employee.**