mountain line memorandum

to: ecopass partners

from: mountain line

subject: guaranteed ride home program

date: July 1, 2023

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As a participant in Mountain Line’s ecoPASS program, employees at your organization have access to the “Guaranteed Ride Home” component of the program. This entitles any employee who commutes to work on Mountain Line an emergency transportation option if something occurs during their workday that requires immediate attention.

Program Details:

* To use the Guaranteed Ride Home option, an employee must have traveled to work via Mountain Line and must be experiencing an emergency that requires them to urgently leave work. For example, picking up a sick child from school would constitute an emergency, while weather (snowstorm, monsoon, etc.) would not.
* If an emergency occurs, the employee should secure a ride via taxi or ride-hailing app (Uber, Lyft). The ride must originate and terminate within Mountain Line’s service area boundary (see next page).
* Once the trip is completed, email the following items to [accounting@mountainline.az.gov](mailto:accounting@mountainline.az.gov):
  + Employee name and organization
  + Brief explanation of the need for the Guaranteed Ride Home program
  + Copy of the taxi or ride-hailing app receipt
  + Mailing address
* Mountain Line will send the employee a reimbursement via check within two weeks.
* Each employee is allowed up to three uses of the Guaranteed Ride Home program every fiscal year.

Please email [passes@mountainline.az.gov](mailto:passes@mountainline.az.gov) with any questions.

Map

Description automatically generated