

Salford City Council Guaranteed Ride Home Scheme

The `Guaranteed Ride Home` Scheme is provided in order to ensure that members of The Salford City Council Car Sharing Scheme are able to get home in the event of a home or family emergency occurring during work time or 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 has to leave at an unexpected time, and no practical alternative route home is available for the passenger members(s) of the car share, the City Council will arrange transport from the Council site 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
- 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 the following:
 - 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 Sharing Scheme driver is unable to get you home is as follows:

1. Check with any other car-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. Find out what time you could get home using public transport. You can obtain this information from www.gmppte.com
4. Consider all other available opportunities for travel to your home.
5. If you have complied with 1-4 contact the Travel Plan Co-ordinator (Steve Glazebrook on extension 4870; (after 4.30pm), you should contact Salford City Council's Out of Hours Emergency Service Team on 0161 794 8888. You will be given a taxi number to call and details on information you have to quote for your journey.
(Please note no money will exchange hands)

The following rules also apply:

The `Guaranteed Ride Home` does not apply to the driver.

1. 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.

2. Circumstances in which passenger shares may not use the Scheme include, but are not limited to, include, 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.

Please note the scheme will be regularly be monitored and any abuse of the system (e.g overuse by certain members) will lead to the withdrawal of this benefit.