

CommuteWorks' Emergency Ride Home Program Terms and Conditions

1. Qualifications:

Employees at one of MASCO's member institutions in the Longwood Medical and Academic Area qualify for the Emergency Ride Home Program ("the Program"), if the employee commutes to work by the following means:

- Public transportation (subway, bus, commuter rail, or boat) through one of MASCO member institution's transit pass subsidy program
- A registered carpool or vanpool with CommuteWorks; or
- Enrollment in CommuteWorks' Commute Fit Program.

Employees meeting the above criteria who are interested in the Program must complete, sign, and submit the attached "CommuteWorks Emergency Ride Home Program Registration Form" to CommuteWorks for approval before Program services may be used.

2. Use of the Emergency Ride Home Program:

A. Authorized Use:

Registered participants in the Program can use the taxi or car rental vouchers in the following types of personal emergencies:

- Unexpected personal illness
- Unexpected family illness or emergency
- Change in Carpool or Vanpool Status (carpool or vanpool driver leaves work early for an unexpected personal emergency and you are stranded at work)

B. Unauthorized Use:

The Program does not cover:

- Personal errands
- Preplanned medical appointments
- Business-related travel
- Weather related inconveniences
- Rides to work

3. Program Services

Qualified participants are eligible to receive five free emergency ride home taxi or car rental vouchers per year (starting the date they enroll in the program). All rides must originate from a participant's principle place of employment in the Longwood Medical and Academic Area. The use of a taxi or car rental voucher will apply as follows:.

375 Longwood Avenue, Boston, Massachusetts 02215-5328 617 632-2310 Fax: 617 632-2759

Member Institutions:

Beth Israel Deaconess Medical Center ♦ Brigham & Women's Hospital ♦ Center for Blood Research ♦ Children's Hospital ♦ Dana Farber Cancer Institute ♦ Emmanuel College ♦ Harvard University (Medical School, School of Dental Medicine, School of Public Health) ♦ Joslin Diabetes Center ♦ Judge Baker Children's Center ♦ Massachusetts College of Art ♦ Massachusetts College of Pharmacy and Health Sciences ♦ Massachusetts Mental Health Center ♦ Simmons College ♦ Temple Israel ♦ Wentworth Institute of Technology ♦ Wheelock College ♦ The Winsor School

Medical Academic and Scientific Community Organization, Inc.

A. The Program participant is traveling less than 20 miles away from the Longwood Medical and Academic Area. A taxi voucher will be used to get home for personal emergencies. **Gratuities are not included.** To obtain a taxi voucher during the hours of 8:30 a.m. and 5 p.m., the Program participant will contact CommuteWorks at (617) 632-2796. To obtain a taxi voucher for travel during non-business hours (5:01 p.m. to 8:29 a.m.), the Program participant will contact MASCO's parking garage at 375 Longwood Avenue at (617) 632-2881.

B. The Program participant is traveling more than 20 miles away from the Longwood Medical and Academic Area. A car rental voucher will be used to get home for personal emergencies **between the hours of 8:30 a.m. and 5:00 p.m.** The Program participant will contact Enterprise Rent-a-Car at (800) 736-8222. A vehicle will be delivered within 30 minutes to the participant's worksite in the Longwood Medical and Academic Area. The participant must refer to CommuteWorks/MASCO's corporate code when requesting the car rental. CommuteWorks/MASCO's corporate code is located on the Emergency Ride Home card enclosed in the registration packet. The rental car must be returned within a 24-hour period to an Enterprise location nearest to the participant's home or work (please see a list of Enterprise locations attached) or the participant will be charged for additional use. Please note that the cost of gas is included with the rental car. If a person is able to drive home and uses a taxi voucher before 5 p.m. instead of a rental car voucher, the participant will be dismissed from the Program. **Please note that if you are unable to drive home, you may use a taxi voucher instead of a rental car voucher.**

C. The Program participant is traveling more than 20 miles away from the Longwood Medical and Academic Area and requires an Emergency Ride Home voucher after 5:00 p.m. or if the participant is unable to drive home, a taxi voucher may be used. To obtain a taxi voucher during the hours of 8:30 a.m. and 5 p.m., the Program participant will contact CommuteWorks at (617) 632-2796. To obtain a taxi voucher for travel during non-business hours (5:01 p.m. to 8:29 a.m.), the Program participant will contact MASCO's parking garage at 375 Longwood Avenue at (617) 632-2881. If a person is able to drive home and uses a taxi voucher before 5 p.m. instead of a rental car voucher, the participant will be dismissed from the Program.

D. Use of Vouchers. When a taxi or car rental voucher is used, the participant is required to fill out the attached "CommuteWorks Emergency Ride Home Confirmation Report", including the signatures of the participant's supervisor and the Employee Transportation Advisor from the participant's institution, and return the completed report to CommuteWorks, within five days of the participant's emergency. Upon receipt of the confirmation report, the participant will be eligible to use another taxi or car rental voucher. If a taxi voucher is used, the participant is required to return the completed report with the blue taxi voucher slip to CommuteWorks. **Gratuities are not included.** If a car rental voucher is used, the participant is required to return a copy of the contract with Enterprise Rent-A-Car with the completed report.

E. Problems with Service

- If the Emergency Ride Home card issued to the participant is lost or stolen, the participant must contact CommuteWorks at (617) 632-2796 to receive the corporate code for use with vouchers.
- If there is a problem with the (800) 736-8222 number for Enterprise, contact Brian Reardon at Enterprise at (781) 937-5805. If there is a problem with the taxi service, contact (617) 536-5000.

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4. Miscellaneous

By participating in the Emergency Ride Home Program, the participant agrees to abide by its rules and regulations. Any misuse of the program's rules and regulations may result in the termination of participation in the program and the notification to the participant's employer of the misuse of the Program. CommuteWorks will operate the Emergency Ride Home Program while supplies last. Any questions about the Emergency Ride Home Program, should be directed to CommuteWorks at (617) 632-2796.

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