

Agreement to Participate in the CommuteWorks Emergency Ride Home Program

The CommuteWorks Emergency Ride Home Program was designed to provide employees of MASCO institutions located within the Longwood Medical and Academic Area (“LMA”) who are enrolled in the CommuteWorks Program (“Participating Employee”) a free ride home in the event of an emergency.

In order to be eligible for the Emergency Ride Home the Participating Employee must meet the following requirements:

- The Participating Employee must commute to work by via public transportation (subway, bus, commuter rail, or boat), vanpool, carpool, or participate in the CommuteFit Program.
- The instance for which the Participating Employee has asked for the free ride home must be an emergency. **An emergency is defined to be:** personal or family illness, a family emergency, or in the instance of a Participating Employee who is a part of a vanpool or carpool, an instance in which the driver of the pool unexpectedly leaves work because of illness or emergency, leaving the Participating Employee without a ride home.
- **Instances specifically excluded from the program include, but are not limited to:** personal errands, preplanned medical appointments, business travel, weather inconveniences, rides needed into work, or rides needed because of working late.
- The participating employee may obtain a free Emergency Ride Home five times during the calendar year. All rides must originate from the CommuteWorks office or the primary place of employment of the Participating Employee, which must be located within reasonable proximity to the LMA.

Procedures:

- The participating employee will be provided with a taxi voucher to travel home.
 - ✓ Taxi Vouchers may be obtained from the CommuteWorks office during the hours of 8:30 a.m. and 5:00 p.m. M-F. The CommuteWorks office is located on the 5th floor of 375 Longwood Ave., Boston, MA 02215. You may reach the CommuteWorks office via telephone at 617-632-2796 or email at commuteworks@masco.harvard.edu. The cost of a gratuity is not included in the amount of the voucher or reimbursement.
 - ✓ In the event a Participating Employee is unable to pick up a taxi voucher from the CommuteWorks office, but is otherwise eligible for the Free Ride home, the Participating Employee is to advise CommuteWorks of the emergency situation. They may then arrange for and pay for their own taxi and submit appropriate documentation to CommuteWorks for reimbursement of the fare. The cost of a gratuity is not included in the amount of the voucher or reimbursement.
 - ✓ **Lyft**
You may reach the CommuteWorks office via telephone at 617-632-2796 or email at commuteworks@masco.harvard.edu. CommuteWorks will schedule the emergency ride home for the registrant through Lyft instead of a taxi cab. The cost of a gratuity is not included in the amount of the voucher or reimbursement.