



Kitsap Transit Guaranteed Ride Home Program Rules

Only those trips that are in compliance with the following Guaranteed Ride Home Program Rules are eligible for reimbursement.

- 1. Eligible Participants.** The participant must also be a registered Smart Commuter to get to work or to school, or have commuted in a Kitsap Transit vanpool or on a Kitsap Transit Worker/Driver bus, on the day an emergency trip home is used. In order to be reimbursed, a participant must be 18 or older and (1) work in Kitsap County; or (2) be enrolled in a college located in Kitsap County. You agree to allow Kitsap Transit to contact your employer or college in order to verify your employment or enrollment and your emergency trip.
- 2. Registered Smart Commuter.** Acceptable alternative commute modes include public transit (bus or walk-on ferry passenger), vanpool, carpool, bicycling, and walking.

Kitsap Transit does not endorse or recommend any transportation service provider. It is the participant's responsibility to conduct their own research and review of available transportation options and select the transportation option that is appropriate in the participant's sole judgement.

3. Qualifying Emergency Trips that are Reimbursable through Kitsap Transit GRH.

- ✓ Illness or crisis experienced by you or an immediate family member
- ✓ Carpool or vanpool ride is unavailable due to unexpected changes in the driver's schedule or vehicle breakdown
- ✓ Bicycle problem including flat tire, mechanical failure, vandalism, or theft
- ✓ Required, unexpected overtime that the employee was not aware of before the start of the workday. Supervisor authorization is required.
- ✓ Home emergency, such as a break-in, fire, flood, or other emergency that occurs at your residence.

- 4. Eligible Trip Origins, Destinations and Stops.** All trips must originate at worksites or colleges located in Kitsap County*, with the exception of vanpool/carpool vehicle breakdown on the way to or from work or the college. The participant may be dropped off at home, a transit stop, or the location of their parked car (e.g. park-and-ride lot, carpool partner's home, etc.). Emergency-related side trips on the way home are permitted, including picking up a sick child at school or daycare, filling a prescription at a pharmacy, or stopping at an ATM for cash to pay for a ride if necessary.

**If you are in a Kitsap Transit Vanpool and your employer is outside of Kitsap County, and your employer does not have a GRH program of their own, you will qualify as well.*

- 5. Reimbursable Costs.** The GRH Program will provide a reimbursement for a one-way taxi cab, Lyft, Uber (or equivalent), bus, or train fare, or a round-trip car share or rental car fare, not to exceed \$125.

The following limits apply:

- Participants can be reimbursed for up to **four (4)** GRH trips per calendar year, but total reimbursement for any one year may not exceed \$500 per individual participant;
- For a registered taxi in Kitsap County, Transportation Network Company (TNC) such as Lyft or Uber, or public transit -- individual trips will be reimbursed up to a maximum of \$125 per trip.
- Kitsap Transit will pay up to \$125 of a Guaranteed Ride Home trip that originates in Kitsap County, including the portion of the trip into Jefferson, Mason, Thurston or Pierce County. Kitsap Transit will not pay for the cost of a ferry ride or any portion of a trip into King County. Tips are discretionary and will not be paid by Kitsap Transit.
 - **For taxi and TNC trips**, gratuities should be paid by the participant and will not be reimbursed by the GRH Program. Luxury or premium services are not eligible for reimbursement.

- 6. Reimbursement.** Trips that meet all of the above requirements will be considered eligible for reimbursement. For each trip to be reimbursed, participants must submit a completed Reimbursement Request form and all valid receipt(s). All Reimbursement Requests must be submitted to Kitsap Transit within 30 days of the date of the trip. Payments are typically processed by the GRH Program once a month on a regular schedule. Most payments will be issued within thirty (30) days from the time Reimbursement Requests are received and approved. Payments are made via check sent through the U.S. mail.
- 7. Assumption of Risk.** You acknowledge that participating in the GRH Program does not come without the risk of injury or harm, including, but not limited to, road hazards, or risks inherent in driving, being a passenger or taking public transportation. With this in mind, you accept full responsibility for your own safety.