

## Washington/Baltimore Metropolitan Area Guaranteed Ride Home Program Participation Guidelines

Guidelines are subject to change without notice. Call 1-800-745-7433 or visit [www.commuterconnections.org](http://www.commuterconnections.org) for current Participation Guidelines.

1. Commuters must be officially registered with Commuter Connections before using the Guaranteed Ride Home service. Commuters must provide the supervisor's name and phone number and at least two (2) phone numbers (home/cell and work) in order to register for GRH service. Registered commuters are those who have received an official registration letter and GRH ID card from Commuter Connections. Commuters who have not been officially registered may use the GRH service one time, providing they meet all other eligibility criteria. This is referred to as a "one-time exception." Any commuter granted a one-time exception must officially register *before* additional GRH trips are granted. Registered and one-time exception commuters must be carpooling, vanpooling, taking transit, bicycling, or walking to their site of employment at least two (2) days per week **and** on the day they use the GRH service. GRH is only available to people commuting to and from work.
2. Commuters must call Commuter Connections and receive authorization from Commuter Connections prior to using the GRH service. Commuter Connections will issue an authorization number(s) to the commuter to approve a GRH trip. Commuters will not be reimbursed for trips not authorized by Commuter Connections. After approval, Commuter Connections will make the GRH trip arrangements for the commuter and, if necessary, provide instructions on how and where the GRH transportation provider will pick up the commuter. Commuter Connections is equipped to provide wheelchair accessible transportation as part of the GRH service as needed.
3. Registered commuters may use the GRH program up to four (4) times annually from their official registration date. Commuters who received a one-time exception then officially register with Commuter Connections may use the GRH service three (3) more times within 12 months from the date of their one-time exception GRH trip. The GRH trip credits are non-transferable.
4. Commuters must re-register annually to maintain their GRH registration. Commuters must contact Commuter Connections to re-register and update their registration information.
5. The GRH program may only be used in cases of unexpected personal or family emergency, unexpected illness, or unscheduled overtime. Cases in which the GRH program cannot be used include, but are not limited to the following: previously scheduled medical appointments, trips to the hospital or emergency room for a commuter that needs medical attention, personal errands, transit service disruptions and/or delays, business related travel, working late without a supervisor's request, weather emergencies, any type of building closings or evacuations, and natural disasters.
6. Requests to use the GRH program because of unscheduled overtime must be made *before* the commuter's registered work end time, *and* a supervisor's verification will be required at the time of the request.
7. GRH service is available between 6:00 a.m. and 10:00 p.m., Monday through Friday, except designated program holidays and any planned and/or unplanned Federal Government office closings. **GRH TRIPS MUST BE TAKEN BEFORE 10:00 P.M.** to ensure that the commuter has received their ride. Designated program holidays include: New Year's Eve, New

Year's Day, Birthday of Martin Luther King Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day.

8. To be eligible, a commuter must be physically working in the following areas in Washington, D.C. or Baltimore, MD. The area includes the District of Columbia, the Maryland counties of Anne Arundel, Baltimore, Calvert, Carroll, Cecil, Charles, Frederick, Harford, Howard, Montgomery, Prince George's, and St. Mary's; the City of Baltimore, and the Virginia counties of Arlington, Fairfax, Loudoun, and Prince William; and the City of Alexandria as well as all cities within the aforementioned counties.
9. Eligible commuters can live anywhere inside the areas listed in Guideline #8 or in any of the following areas: Allegany, Caroline, Dorchester, Kent, Queen Anne's, Talbot or Washington counties in Maryland; and Caroline, Clarke, Culpeper, Fauquier, Frederick, King George, Lancaster, Madison, Northumberland, Orange, Page, Rappahannock, Richmond, Shenandoah, Stafford, Spotsylvania, Warren, or Westmoreland counties, the City of Fredericksburg, or the City of Winchester in Virginia; and Berkeley, Hampshire, or Jefferson County in West Virginia; and Adams, Franklin, or York counties in Pennsylvania. Any residence outside of the above-mentioned areas will be considered on a case-by-case basis.
10. All GRH trips must originate from the commuter's work location. Depending on the nature of the emergency, and home and work locations, a commuter using the GRH service may be required to use a taxi, car rental, transit, or any combination of these services to reach their destination point. Commuter Connections will determine the type of service used and will issue a valid GRH authorization number at that time.
11. Commuter Connections will pay for one vendor service and/or one transit service per request. If the GRH trip uses a taxi, Commuter Connections will pay for all charges, excluding gratuity, to the destination. **The commuter is responsible only for tipping the taxi driver.** Cancellation on the part of the commuter of a GRH trip may count as one of the four annual trips.  
If a transit option is used for part of the GRH trip, the commuter will be mailed a transit reimbursement voucher. The transit reimbursement voucher must be submitted back to Commuter Connections within thirty days of transit use in order for payment to be made. Please allow 45 days for reimbursement. A commuter's supervisor must sign the transit voucher for any trip granted because of unscheduled overtime in order for the reimbursement to be issued.  
If the GRH trip is made by rental car, the commuter is responsible for signing a standard rental agreement, showing a valid driver's license, proof of insurance, providing a credit card number for collateral, returning the rental car within a 24-hour period, and the following charges: gasoline refueling charges, taxes, purchase of insurance (if necessary), and additional rental charges if auto is not returned within a 24-hour period (unless Commuter Connections has given prior approval for additional rental time). The commuter will be responsible for any loss or damage to the rental car.
12. GRH is a free service provided by Commuter Connections at the Metropolitan Washington Council of Governments (COG). COG will use its best efforts to provide the Guaranteed Ride Home in accordance with the guidelines shown above. By requesting assistance from the Guaranteed Ride Home program, the participant in the program explicitly acknowledges that COG assumes no liability for the timeliness of the GRH participating vendor(s) or any accidents that may occur on the conveyance.



Commuter Connections is a program of the National Capital Region Transportation Planning Board at the Metropolitan Washington Council of Governments. The Greater Baltimore/Washington Guaranteed Ride Home Program is operated by Commuter Connections under the supervision of the Maryland Department of Transportation.

For more information on the Greater Baltimore/Washington Guaranteed Ride Home program, call **1-800-745-RIDE (7433)** or visit [www.commuterconnections.org](http://www.commuterconnections.org)

For MTA transit information, call **1-866-RIDE-MTA (743-3682)** or visit [www.mta.maryland.gov](http://www.mta.maryland.gov)

For Washington, DC area transit information, call **1-202-637-7000** or visit [www.wmata.com](http://www.wmata.com)



**We'll get you home. Guaranteed.**

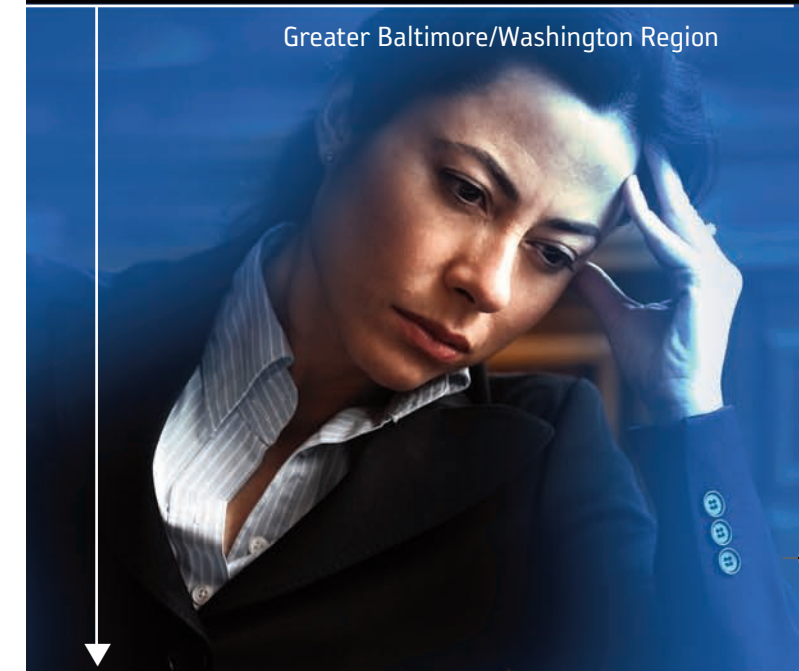


**1-800-745-RIDE (7433)**  
[www.commuterconnections.org](http://www.commuterconnections.org)

# GUARANTEED RIDE HOME

THERE WHEN YOU NEED IT

Greater Baltimore/Washington Region



A free ride home for commuters who ride in a carpool or vanpool, take transit, bike or walk to work at least twice a week.



[www.commuterconnections.org](http://www.commuterconnections.org)

# What is the Greater Baltimore/Washington Guaranteed Ride Home Program? >>>>>>>

You never know when something unexpected might happen at work – a personal illness, family emergency or unscheduled overtime. GRH provides a free ride home for registered commuters in the Greater Baltimore/Washington region (see map) who ride in a carpool or vanpool, take transit, bike or walk to work at least twice a week.

In the event of an unexpected emergency or unscheduled overtime, GRH will arrange for a free taxi ride, a free transit

ride, or even a free rental car up to four times each year to get you home.

Our service representatives are on call Monday - Friday from 6:00 a.m. to 10:00 p.m. to make sure you get home when you need to. *Refer to Participation Guidelines 8 and 9 to see where you must live and work for Guaranteed Ride Home program eligibility. Some restrictions apply.*

## To use Guaranteed Ride Home, you have to register.

Register for Guaranteed Ride Home by returning the attached application or visit our website at [www.commuterconnections.org](http://www.commuterconnections.org).

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County of Residence \_\_\_\_\_

Home Phone Number \_\_\_\_\_

E-mail (optional) \_\_\_\_\_

Employer/Agency \_\_\_\_\_

Work Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County of Workplace \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Supervisor's Name\*\* \_\_\_\_\_

Supervisor's Phone Number\*\* \_\_\_\_\_

\*\*Necessary for verification of unscheduled overtime.

I start work at \_\_\_\_\_ a.m. and stop work at \_\_\_\_\_ p.m.

How many miles is it from home to work one way? \_\_\_\_\_

How do you get to work? (check all that apply)

- Drive Alone  Carpool  Vanpool  Bicycle  Walk
- Local Bus (specify bus system & route #-eg: Metrobus Route 9A) \_\_\_\_\_
- Light Rail (starting stop) \_\_\_\_\_
- Metro Subway (starting station) \_\_\_\_\_
- MARC Train (circle train line) Brunswick Camden Penn
- Commuter Bus Rt. No. \_\_\_\_\_
- Metrorail (circle all that apply) Blue Green Orange Red Yellow
- VRE Train (circle train line) Manassas Fredericksburg
- Other (specify) \_\_\_\_\_

How many days per week do you use the above mode(s) to travel to work? \_\_\_\_\_

**Information and Schedules** – Please send me information about:

- Local Bus No.(s) \_\_\_\_\_  Commuter Bus No.(s) \_\_\_\_\_
- Light Rail  Metro Subway  MARC Train
- Metrorail  Bicycling  Carpool/Vanpool
- Walking  Telecommuting  VRE
- HOV Lanes
- Commuter Choice Maryland commuter benefits program (Baltimore)
- SmartBenefits® commuter benefits program (DC area)
- Maryland Commuter Tax Credit program



**We'll get you home. Guaranteed.**

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