

State of Delaware
Fleet Services
OPERATING POLICIES AND PROCEDURES

CATEGORY: FLEETLINK	DATE ISSUED: 3-16-06 REVISED: 3-18-13 REVIEWED: 3-1-19	EFFECTIVE DATE 3-16-06	POLICY NO: FL-8
TITLE: GUARANTEED RIDE HOME POLICY (GRH)			PAGE 1 OF 1

The purpose of the Guaranteed Ride Home Program (GRH) is to provide program participants with transportation to their personal vehicles in the event of unpredicted/unexpected personal or immediate family emergencies or unpredicted/unexpected work schedule changes.

Given that the GRH program is for unpredicted/unexpected emergencies or work schedule changes no pre-scheduled arrangements will be accepted for the GRH program. If a GRH is needed the program participant must notify Fleet Link at the time they are available to leave their work site.

At the discretion of the Fleet Technician, the participant may be provided a vehicle to be driven to the point where they parked their personal vehicle, or a Fleet Technician may drive them to their vehicle. If the participant is given a vehicle to drive to the point they parked their personal vehicle the following procedures must occur:

- The Fleet Technician must verify that the participant has a valid unrestricted driver's license
- Fleet Link personnel will obtain the information necessary for tracking the GRH
- The Fleet Technician must make the participant aware that the vehicle must be returned the next working day prior to 8:00 a.m., or to make arrangements when this is not possible

The exception to this policy will be for program participants working in 24 hour facilities. In the case of an unanticipated need, such as being frozen at work, the program participant should call Fleet Services to make arrangements as soon as they are aware of the time they will be permitted to leave their work site.

The maximum number of GRH accommodations permitted is 5 in any calendar year.

Any participant found abusing the program could forfeit their privileges to the GRH program at the discretion of the Fleet Administrator.