

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, or 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:

- If a Participating Employee lives within 20 miles of the LMA the 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 taxi¹ 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.
- In the event the participating employee lives beyond 20 miles of the LMA, the employee will be provided with a rental car that is obtained by CommuteWorks through Enterprise Rent-A-Car. The Participating Employee should contact the CommuteWorks office and provide information concerning

¹ In the event the Participating Institution cannot reach the taxi service, contact the taxi dispatch office at 617-562-4401.

the emergency situation. The Participating Employee will then contact one of the three following Enterprise Rent-A-Car locations during business hours².

Roxbury / BU Medical
17 Melnea Cass Boulevard
Boston, MA 02119
617-442-7500

Prudential Center / Back Bay
800 Boylston Street
Boston, MA 02199
617-262-8222

Brookline / BC / BU
996 Commonwealth Avenue
Boston, MA 02215
617-738-6003

- The Participating Employee must provide Enterprise with requested identification e.g., including but not limited to, a valid driver's license and credit card.
 - The Participating Employee will be reimbursed for the rental of only a compact or standard sized vehicle.
 - The vehicle will be delivered to the work location of the Participating Employee within thirty minutes of the order being placed.
 - The Participating Employee must provide Enterprise with a special Emergency Ride Home code to authorize the rental. This code is included in the Emergency Ride Home Procedures document. The vehicle must be returned within 24 hours of drop off at the location from which the vehicle was obtained, or an Enterprise Rent-A-Car closest to the home of the Participating Employee.
 - The cost of gas, tolls, additional rental time over 24 hours, or any ticket is the sole responsibility of the Participating Employee.
- In the event that an employee living more than 20 miles away from the LMA is unable to drive home, because they are physically unable or legally unable to drive, or the emergency event occurs outside of the operating hours of the Enterprise locations, the Participating Employee must advise CommuteWorks by phone or email. After advising CommuteWorks, the Participating Employee may utilize a taxi voucher, following the taxi voucher guidelines.
 - Following use of the Emergency Ride Home program, a Participating Employee is required to complete and submit the "CommuteWorks Emergency Ride Home Confirmation Report;" all required signatures must be obtained from the Participating Institution and the completed form must be submitted within five days after the Participating Employee returns to work following the emergency.

² In the event that the Participating Employee cannot reach Enterprise Rent-A-Car through the 800-736-8222 number, please contact 508-294-9656 or Robert.F.Larkin@ehi.com