

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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| <b>GUARANTEED RIDE HOME PROGRAM</b> | <b>K-1</b>                      | <b>1 of 1</b>      |

**Policy:**

It is the policy of the Board of Supervisors to provide a Guaranteed Ride Home Program to County employees who are registered Rideshare participants. A registered Rideshare participant is a County employee who records the alternate transportation choice and related information with the Rideshare Office.

Registered Rideshare participants must contact the Rideshare Office to obtain approval in advance, for the Guaranteed Ride Home Program. The Rideshare Office will determine the eligibility of the participant and if eligible, make Guaranteed Ride Home arrangements. Final approval or denial is at the discretion of the Rideshare Office.

County vehicles will be used for the program wherever possible. If Fleet vehicles are not available at a particular work site, an agreement will be made with a local taxi cab or rental car company in order to provide this service. In the event of a personal emergency, the Rideshare Office will be billed for the use of the vehicle or service rendered. In the event of unexpected, mandatory overtime (unexpected is defined as not knowing before that morning of the day worked), the employee's department will be billed for the service.

A registered Rideshare participant may use the Guaranteed Ride Home Program up to six (6) times per year, typically not to exceed one use within a 30-day period.

**Reference:**

- Minute Order 3.30 of 01/08/91
- Minute Order 3.40 of 09/21/99
- Minute Order 3.4 of 12/18/07