

**CHAPTER 10**  
**EMERGENCY RIDE HOME PROGRAM**  
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**CHAPTER 10**  
**EMERGENCY RIDE HOME PROGRAM**

1. INTRODUCTION.

a. General. The Emergency Ride Home program provides reassurance to employees that they will not be stranded at work in the event of an unexpected illness or emergency if they use alternate transportation, which includes carpool, vanpool, public transit, bicycle, or walking.

(1) Emergency Ride Home may also be referred to as Guaranteed Ride Home.

b. Policy. The Department encourages ridesharing and supports the use of an Emergency Ride Home program for employees who are faced with an emergency which requires them to leave their workplace before their regularly scheduled return commute trip.

c. Emergency Ride Home Programs.

(1) Commands are encouraged to participate in Emergency Ride Home programs available to state employees, subject to cost/budget considerations.

(2) Formal Emergency Ride Home programs vary by region or urban area.

(3) Employees are encouraged to contact the departmental Employee Transportation Coordinator, commonly referred to as the ETC, in the Special Projects Section, Transportation Planning Unit, to obtain current information on local rideshare agencies providing Emergency Ride Home programs.

(4) Expenses incurred by the employee are reimbursable up to the limits defined by the applicable Emergency Ride Home program. Requests for reimbursement are to be submitted directly to the agency providing the Emergency Ride Home program service. Requests are not submitted through the California Automated Travel Expense Reimbursement System.

2. DEPARTMENTAL PROGRAM IMPLEMENTATION.

a. The departmental Emergency Ride Home program is designed for employees who rideshare on a regular basis. However, any employee may be provided appropriate transportation, subject to management approval, in the event of a sudden illness or an emergency.

b. The implementation of a departmental Emergency Ride Home program is subject to the availability of state resources (e.g., vehicle, personnel). The following guidelines apply to the departmental Emergency Ride Home program:

- (1) Supervisory approval is required before a ride is provided.
- (2) A ride may be provided to the following locations:
  - (a) Employee's vehicle.
  - (b) A day care, preschool, or school if the employee's child requires their immediate attention.
  - (c) A medical facility.
  - (d) Employee's home.
- (3) The Emergency Ride Home shall not be used for scheduled medical or dental appointments, voluntary overtime, business-related travel, personal errands, or a temporary disruption in public transit.
- (4) In the event the employee is the rideshare driver, arrangements may be needed to ensure the remaining employees are returned to their vehicles at the end of the regularly scheduled workday.

c. Supervisors and managers are responsible for determining the most appropriate and efficient means of providing emergency transportation for the employee. For example:

- (1) An employee whose child requires immediate attention should not be required to use public transit to return home to retrieve their vehicle.
- (2) An employee who commutes by bicycle or walking and becomes ill at work may need to be transported home or to the appropriate medical facility.