



## Emergency Ride Home Pre-Trip Checklist

### Employee Information

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Work Number: \_\_\_\_\_

Worksite: \_\_\_\_\_

ERH Coordinator Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### How did you arrive at work today?

Bus     Carpool     STA Rideshare (formally Vanpool)     Bicycle     Walk     Other: \_\_\_\_\_

### What is your emergency?

- Employee or family member is ill.
- Employee must work late unexpectedly (*at the request of supervisor*)
- Employee missed or will miss a normal ride home due to unexpected changes in the schedule of others.  
(*e.g., the carpool driver must leave early*).
- Other emergency (*explain*): \_\_\_\_\_

**ERH Trip:**       Approved       Disapproved

When would you like to be picked up? \_\_\_\_\_

What is your pickup location? (*specific*) \_\_\_\_\_

What is your destination? \_\_\_\_\_

**ARRANGE A ERH TRIP:**     Lyft                       Advanced Transportation Taxi

1. Login into Lyft [Lyft.com/business](https://lyft.com/business). Login from the top right of the screen. It will prompt you to enter your email address, and a confirmation email will be sent to you. Once received, log in and follow the prompts to schedule a ride. Enter the employee's name, cell phone number, or LAN line, pick up and drop off locations. If you've entered a cell phone number, the employee will receive a text when the driver arrives. If a LAN line is used, the driver will call the employee.

**OR**

2. **Call Advanced Transportation at 509-483-4000.** Inform the dispatcher that you are requesting an Emergency Ride Home through Commute Smart Northwest. Provide the dispatcher with your name and the organization's name. Provide the dispatcher with the employee's name and trip information.
3. Once a ride is scheduled with either Lyft or Advanced Transportation, call the employee back with the taxi or Lyft arrangements.
4. Send a copy of this checklist to Linda Radford at [lradford@spokanecounty.org](mailto:lradford@spokanecounty.org).

ERH Program Coordinator Signature \_\_\_\_\_

Date of Trip Request \_\_\_\_\_

**Questions?** Call Kim Stolz, at 509-477-7169 or Linda Radford, at 509-477-7650

*Note: If the employee fails to meet the vehicle at the designated time, this will be considered a "no show" and your ERH account may be charged accordingly.*