



EMERGENCY RIDE HOME PRE-TRIP CHECKLIST

Employee Name _____ Cell Phone _____ Work Phone _____

Employer Name _____

ERH Program Coordinator Name _____ Phone _____

How did you arrive at work today?

☐ Carpool ☐ Bus ☐ Bicycle ☐ Walk ☐ Vanpool ☐ Other _____

What is your emergency?

- ☐ Employee or family member is ill.
- ☐ Employee must work late unexpectedly (at request of supervisor)
- ☐ Employee missed, or will miss, normal ride home due to unexpected change in the schedule of others (e.g., 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 AN ERH TRIP: ☐ Lyft ☐ Advanced Transportation Cab

1. Login into Lyft [Lyft.com/business](https://www.lyft.com/business) . Login from the top right of screen. It will prompt you to enter your email address, and a confirmation email will be sent to you. Once received, login and follow the prompts to schedule a ride. Enter employees 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 will arrive. If a LAN line is used, the driver will call the employee.
OR
2. **Call Advanced Transportation at 509-218-1354.** Inform the dispatcher that you are requesting Commute Smart Northwest's "Emergency Ride Home." Provide the dispatcher with your name and organization's name. Provide the dispatcher with the employee's name and trip information.
3. Once ride is scheduled with either Lyft of 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

ERH Program Coordinator Signature

Date of Trip Request

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

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