

Emergency Ride Home (ERH) – Terms & Conditions

1. Green Action Centre administers this program through GoManitoba.
2. Any employee at a workplace with a GoManitoba subsite is eligible for Emergency Ride Home (ERH) if they used a sustainable mode to commute to work on the day they require a ride home. Sustainable modes of commuting include carpooling, public transit, cycling, walking, or any other non-motorized alternative to single-occupant vehicle travel.
3. The employee must be a registered and active GoManitoba user. No other form of pre-registration is required for employees at GoManitoba workplaces to be eligible.
4. Individual employees may use ERH for any distance, routing and stops they prefer, but will only be reimbursed to a maximum of \$35 per ride, which may include a tip of up to 15 per cent. Employees are responsible for initial payment of all costs and are responsible for costs exceeding the maximum.
5. Employees may use ERH for unplanned reasons. Green Action Centre reserves the right to track individual usage and verify the reason for rides. A ride home will qualify for ERH coverage in the following situations:
 - Personal or family illness, accident, injury or emergency situation.
 - Unscheduled overtime, approved by a supervisor.
 - Unplanned absence of a carpooling partner due to their having to leave early or stay late unexpectedly.
6. ERH does not cover rides to work.
7. Situations where travel could have been arranged in advance do not qualify for ERH coverage. Other situations that do NOT qualify for ERH include, but are not limited to:
 - Pre-planned overtime known to employees.
 - Overtime performed without a manager request.
 - Pre-planned medical or personal appointments.
 - Pre-planned or known absence of a carpool partner.
 - Business travel.

- Personal errands.
- Missed transit connections.
- Transit delays or cancellations.
- Weather-related emergencies.
- Natural disasters.
- Building closures.
- Power outages.

8. Employees are limited to two claims within a single year.

9. ERH claims must be submitted no more than two months after the day of the ride.

10. There are no limits on the type of transportation employees can choose for an emergency ride. Employees may use multiple modes during the ride home (such as a taxi trip, then a transit trip).

11. When requesting reimbursement, employees must submit a completed ERH claim form. Incomplete or missing information can result in a delay in payment, or a denial of the claim.

12. Claims can be submitted online via email or direct mail to Green Action Centre. Both online and downloadable forms provide instructions for submission. To download the Emergency Ride Home reimbursement form, visit GoManitoba.ca/page/ERH.