

Participation Guidelines

PARK CITY AND SUMMIT COUNTY, UTAH

REGIONAL TRANSIT CONNECTIONS GUARANTEED RIDE HOME PROGRAM PARTICIPATION GUIDELINES

Guidelines are subject to change without notice. Contact grh@parkcity.org for current Participation Guidelines.

1. In order to be eligible to receive reimbursement for use of Guaranteed Ride Home (GRH), employees must: 1) work and/or reside within Summit County, Utah; AND 2) be officially registered in advance of their use of GRH, having completed and submitted the online form found [here](#). Registered users are those who have received an official confirmation email with a confirmation ID number, to be sent by the program administrator within two (2) business days of receipt of a completed registration form. Employees who have not officially registered may be eligible to receive reimbursement for use of GRH one (1) time, provided they meet all other eligibility requirements. Any employee granted this *one-time exception* must register before they will be eligible to receive reimbursement for any additional uses of GRH.
2. In order to be eligible to receive reimbursement for use of GRH, registered and one time exception users must have traveled to their site of employment by means other than driving alone on the day they use GRH. This may include: carpool, vanpool, bicycle, walk, public transportation (e.g., Park City Transit and/or the PC-SLC Connect service operated by the Utah Transit Authority), or employer-provided shuttle or van service. Eligible use of GRH only covers: 1) commute trip from work originating at the employee's work location AND 2) use of an eligible service provider: taxi or app-based rideshare (e.g., Lyft or Uber). Users are responsible for securing their trip home by means of an eligible service provider on their own accord, and, when doing so, the user explicitly acknowledges that 1) Park City and Summit County offer no endorsement or certification of any taxi or app-based rideshare company and assume no liability for the quality of service or actions of any taxi or app-based ride share company and/or its agent(s); and 2) that participation in GRH is strictly voluntary and the user assumes full responsibility for all liability and risk associated with their use of GRH.
3. Users will be eligible for reimbursement for all charges, excluding gratuity, for a qualifying GRH trip. The total reimbursement that each registered employee is eligible to collect during each 12-month period, which begins with the date of their registration, may not exceed: 1) six (6) uses of GRH; OR 2) a combined total dollar amount of Two Hundred Fifty Dollars (\$250.00), whichever occurs first. For those employees using a one-time exception, the total reimbursement they will be eligible to collect during the first 12-month period, beginning with the date of their registration, may not exceed: 1) five (5) uses of GRH; OR (2) a total dollar amount of Two Hundred Fifty Dollars (\$250.00), including the reimbursement issued for the one-time exception trip, whichever occurs first.

4. The GRH program may only be used in cases of unexpected personal or family emergency, unexpected illness, or unscheduled overtime, or in instances where the user's ridesharing vehicle breaks down or the driver of the ridesharing vehicle has to leave early unexpectedly. Cases in which the GRH program cannot be used include, but are not limited to, the following: previously scheduled medical appointments, trips to the doctor, urgent care center, emergency room or hospital for an employee that needs medical attention, personal errands, business related trips, scheduled overtime or working overtime without a supervisor's request, weather emergencies, any type of building closing and/or evacuations and natural and/or man-made disasters. If any of the above unqualified cases should lead to a qualifying reason, reimbursement for the GRH trip will be denied due to its underlying cause.

5. In order to collect reimbursement for their use of GRH, employees must submit a completed GRH Reimbursement Claim Form with a valid receipt attached within thirty (30) days of their use of GRH. The GRH Reimbursement Claim Form can be found [here](#) and includes detailed instructions on how to complete the form and submit the form to the program administrator for approval. Approved claims will be reimbursed by means of a check, mailed within thirty (30) days of the program administrator's receipt of a complete GRH Reimbursement Claim Form. The program administrator has the right to request further documentation or information, if needed, to supplement any submitted GRH Reimbursement Claim Form judged to be incomplete. If the program administrator determines the use of GRH was invalid, reimbursement will be denied.