



DATE:

EMERGENCY RIDE HOME VOUCHER (VTA will only pay fully completed and signed vouchers)

INSTRUCTIONS:				
EMPLOYEE: Book only through Yellow Checker Cab by calling (408)777-777. Tell the dispatcher you are making a VTA Guaranteed Ride Home or Acct #7106 service request. Identify yourself and your employer. Give the operator your name and work phone number, time the cab is needed, pick-up location and destination. At the completion of your trip, sign this voucher (under Step 2) and leave it with the driver of your taxi. Optional tip is employee's responsibility.				
SMARTPASS COORDINATOR: Verify that the employee used SmartPass eligible transit to get to work and the emergency qualifies for Emergency Ride home. The situations that qualify are: (1) illness to employee or immediate family member, (2) unscheduled overtime requested by a supervisor or manager and (3) other personal emergencies, at the Eco Pass coordinator's discretion. Emergency Ride Home may not be used for: errands, pre-planned medical appointments, business-related travel, unauthorized overtime or missed or late transit. Complete Steps 1 and 2 and email voucher copy to SmartPass@ibigroup.com . Give a copy of the voucher to employee. VTA will seek reimbursement from the Employer for any ineligible paid services.				
TAXI OPERATOR: Complete Step 3 and submit voucher at the end of your shift.				

STEP 1: EMPLOYEE INFORMATION				
Company Name				
Employee Name				
Employee Phone & Email				
Nature of Emergency				
Worksite Address (Pick-up)				
Destination (City & Street)				
Pick-up Time				
How did employee get to work today? (Select all that apply)	VTA Bus	VTA Light Rail	Highway 17 Express	Dumbarton Express
Employee Signature				

STEP 2: SMARTPASS COORDINATOR APPROVAL	
Coordinator Name	
Coordinator Title and Dept.	
Coordinator Phone & Email	
Coordinator Signature	

STEP 3: TAXI OPERATOR	
Company Name & Cab Number	
Driver Name	
Total Trip Miles	
Fare Amount	
Driver Signature	
Approver's Name	
Approver's Signature	