



EMERGENCY RIDE HOME PROGRAM

Please complete the Emergency Ride Home Program application and mail it along with the \$20 annual (calendar year) co-pay. Please **do not** send cash or email the application. Checks or money orders must be made payable to **The COMET**.

Mail to: The COMET
 Emergency Ride Home Program
 3613 Lucius Road
 Columbia, SC 29201

Your membership in the Emergency Ride Home Program will begin upon receipt of the completed application and co-pay. Emergency ride home trips will not qualify for reimbursement you are approved. You will receive a notification from The COMET confirming your enrollment.

For questions or assistance, please call (803) 255-7133, option 5 or email: info@CatchTheCOMET.org.

EMERGENCY RIDE HOME PROGRAM APPLICATION

NAME:		
HOME ADDRESS:		
CITY:	STATE:	
ZIP CODE:		
HOME PHONE:		
CELL PHONE:		
HOME EMAIL ADDRESS:		
EMPLOYER NAME:		
WORKSITE ADDRESS:		
CITY:	STATE:	
ZIP CODE:		
WORK PHONE:		
WORK E-MAIL ADDRESS:		
WORK HOURS:	AM or PM to	AM or PM
Which service do you use to commute to work?		
<input type="checkbox"/> Express (44X, 53X, 92X or 93X		<input type="checkbox"/> Vanpool
DATE:		
SIGNATURE:		

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 3613 Lucius Road
 Columbia, SC 29201



Central Midlands Transit

Emergency Ride Home Program Guidelines

Use of the Emergency Ride Home Program is solely for registered participants that utilize The COMET express bus and Vanpool services to commute to/from work. The program offers reimbursement for up to four (4) guaranteed ride home trips per calendar year in the event of an unexpected emergency from work or unscheduled overtime.

1. Program Eligibility:
 - Program registration is required before taking a reimbursement-eligible ride
 - Ride The COMET Routes 44X, 53X, 92X, 93X) or Vanpool service three times weekly or more
 - Travel to work using an eligible transportation mode from home to work on the day the guaranteed ride home is requested
2. Registration:
 - \$20 annual co-pay, payable to The COMET
 - Begins upon approval of a completed application
 - Program eligibility begins January 1st and ends December 31st
 - Participants must re-register annually (calendar year) to maintain eligibility
 - Membership is non-transferable and may not be shared
3. Trip Eligibility:
 - Trip must originate from work location
 - Personal/family illness or severe crisis while at work
 - Unscheduled overtime or extended work hours
 - Ridesharing vehicle breaks down or approved driver(s) is unable to make the scheduled trip home due to an unexpected overtime/extended hours, illness or severe crisis
4. Non-eligible Trips:
 - Any trip to work
 - Missed bus or vanpool ride
 - Pre-planned medical/dental appointments, personal errands or non-emergency side trips
 - Pre-planned business travel, work late or overtime
 - Other reasons deemed an invalid use of the program by program administrator
5. Program Expenses:
 - Taxi, car-share or Transportation Network Company (TNC) services (e.g., Lyft, Uber) are eligible for reimbursement
 - Maximum reimbursement per trip (fare & tip), regardless of mode, is \$75.00
 - Maximum of four reimbursement-eligible trips per calendar year
 - Reimbursement for cost of a one-way emergency trip only

6. Program Reimbursement:

- Participant must obtain an official receipt from service provider
- Receipt must include date of service, time of service, service provider, amount paid, trip origin and trip destination
- Attach original receipt to Reimbursement Request and fill out, keep a copy for your records
- Attach copy (front & back) of current bus or vanpool letter to Reimbursement Request
- Program administrator will review and verify each request for reimbursement eligibility
- Incomplete vouchers or vouchers with inaccurate information will be denied reimbursement
- Reimbursement requests must be received within 30 calendar days of trip
- Requests received after 30 days will not be eligible for reimbursement
- Mail to: The COMET, Attn: Emergency Ride Home Program, 3613 Lucius Road, Columbia, SC 29201, email to: info@CatchTheCOMET.org or fax to: (803) 255-7113
- Vanpool participants, contact Enterprise at 800 VAN-4-WORK, Option 1 or email GP26@CommutewithEnterprise.com

7. General Information:

- Program administrator will contact participants for re-registration, reimbursement requests and limits, and request for further documentation
- Program may be revoked or terminated at any time and at the sole discretion of The COMET.
- For questions or assistance, please call (803) 255-7133, option 5.