

Emergency Lift Home Scheme Policy

Introduction

The 'Emergency Lift Home' scheme is provided in order to ensure that members of the University of Reading Lift Share Scheme (currently 'Doing UoR Bit Lift Sharing') are able to get home when unforeseen circumstances occur.

Scope

Eligible circumstances include the event of a home or family emergency during work time and illness, or a sudden change in the work schedule of either the car driver or the passenger.

Applicants of this scheme must be the passenger, as the Emergency Lift Home Scheme assumes that the driver will drive or make their own arrangements in such an emergency.

Under the 'Emergency Lift Home' scheme, the University will retrospectively pay for transport from University premises to the passenger's home.

To use the Emergency Lift Home Scheme the following conditions must be met:

- a) You must be a registered and active member of the University of Reading Lift Share Scheme.
- b) You must be a car share passenger on the day you wish to use the Emergency Lift Home scheme.
- c) You must have a valid reason for using the 'Emergency Lift Home' scheme. Valid reasons are listed below:
 - A home emergency (reported burglary, fire, flood etc.) which requires your immediate attendance.
 - Personal illness/injury of an immediate family member requiring your immediate attendance.
 - An unforeseen work reason (certified by your line manager) which means you cannot leave work at your normal time.
 - The unavailability of the driver for any of the above reasons.
 - The breakdown of, or accident damage to, the shared vehicle that renders it unavailable for use before the normal return time home.

Arranging a lift home

It is the responsibility of the employee to arrange an alternative mode of transport home from the University. When arranging an emergency lift home, employees are encouraged to support the University's Travel Plan commitments and consider sustainable modes of transport (not single occupancy vehicles) where possible.

The correct procedure is as follows:

1. Check with any other sharing partners what, if any, arrangements they are making to get home – you may be able to share their lift. If not:
2. Speak to your Line Manager and confirm that conditions a) – c) apply.
3. Find out what time you could get home using public transport (you can make use of services such as Google Maps to help plan your journey).
4. Depending on your circumstances, public transport may not be feasible. In this case, you may use a private taxi hire service. You will be reimbursed a maximum of £50. You **must** obtain a receipt upon paying for your journey and attach this as proof in your expenses claim form.

5. Employees are responsible for submitting their expenses claim. **You must label the claim as 'Emergency Lift Home'** on the online expenses system, which will be routed to Sustainability Services to authorise reimbursement.

General terms and conditions

The Emergency Lift Home Scheme does not apply to the driver.

Circumstances in which a University of Reading Lift Share Scheme may not use the Emergency Lift Home scheme include, but are not limited to, the following:

- Previously scheduled medical appointments.
- Personal errands.
- Working late other than at a manager or supervisor's direct request.
- Business journeys.
- Early office closures e.g. during or in the anticipation of extreme weather conditions or a building evacuation.

Employees must initially pay for their transport home; the University will retrospectively reimburse you after the expenses claim has been submitted and authorised. In Agresso, enter the purpose as 'Emergency Lift Home', use the Project Code 'B2320000 Travel Plan' and complete the remaining expense as usual.

Employees may use the scheme only for journeys directly from University premises to their home. Only in extreme circumstances will reimbursements be authorised for journeys from University to a location which is not the employee's home.

Tips to taxi drivers are optional and are the responsibility of the employee.

Reimbursement will be in the form of electronic transfer to the employee's bank account, as with other expenses claims.

Applications will be assessed and monitored to ensure there is no misuse of the scheme.

Contacts

If you wish to check your eligibility before incurring any costs, please contact Sustainability Services.

Tel: 0118 378 7604

Email: sustainability@reading.ac.uk

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