

Student Emergency Ride Home Program for Humber College (Lakeshore & North Campus)

As a registered student at Humber College, if you are part of a carpool group and have a Humber Carpool Permit, you are eligible for the Emergency Ride Home Program. If you have an unforeseen emergency on the day you carpool to campus, you have the opportunity to arrange your own ride home via taxi, public transit, or rental car. Expenses, once approved by the Humber College Office of Sustainability, will be reimbursed up to \$75 for each emergency. **Ensure that you retain all emergency transportation receipts. If you don't know if you qualify, review the program terms and conditions on the next page.**

Please complete the following steps to request an emergency ride home reimbursement:

1. Review the terms and conditions on the next page to see if your request is eligible.
2. Complete all fields on the Emergency Ride Home Reimbursement Form. We recommend keeping a copy of this form and receipt(s) for your records.
3. Email the completed Emergency Ride Home Reimbursement Form to the Office of Sustainability at sustainability@humber.ca

Please allow 4-6 weeks to receive reimbursement for your emergency claim.

You will be notified by the Office of Sustainability when your cheque is ready to be picked up from Office D134.

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Emergency Ride Home Terms & Conditions

1. Student carpool commuters are eligible for the Smart Commute Emergency Ride Home program if they are part of a carpool group that has a Humber Carpool Permit AND carpooled to campus on the day they require an emergency ride home.
2. Pre-registration is not required for the Emergency Ride Home Program however, you must have a Humber Carpool Permit (attained through Humber Public Safety).
3. Students may use the Emergency Ride Home Program for any distance, routing and stops they prefer, but will only be reimbursed to a maximum of \$75 for each emergency. Students are responsible for initial payment of all costs, and are responsible for costs exceeding the maximum amount.
4. Students may only use the Emergency Ride Home Program for unplanned reasons. Smart Commute & the Humber Office of Sustainability will track and verify all claims submitted.
5. There are no limits on the number of emergency ride claims submitted by a student per year. Smart Commute reserves the right to deny reimbursement.
6. There are no limits on the type of transportation students can choose for an emergency ride. Students may use multiple methods during the ride home (such as taxi trip and transit trip).
7. When requesting reimbursement, students must submit the following:
 - a) Campus Name
 - b) Name, Humber Student Number, Humber Carpool Permit Number
 - c) E-mail address and phone number
 - d) Date and time of emergency ride home
 - e) Reason for emergency ride home
 - f) Origin and destination
 - g) Type of ride vendor(s) used
 - h) Total requested reimbursement (maximum of \$75.00)
 - i) Original ride receipt(s)
 - j) A signature, indicating the student vouches that the information is accurate and honest and agrees to the Emergency Ride Home Program Terms & Conditions.
 - k) Signature approval required from Lindsay Walker, Sustainability Manager. Please email completed "Emergency Ride Home Program Reimbursement Form" to the Office of Sustainability at sustainability@humber.ca for processing.



To submit your Emergency Ride Home Program claim, please complete the attached Emergency Ride Home Program Reimbursement Form and submit it to the Office of Sustainability at sustainability@humber.ca. Upon approval from the Humber Office of Sustainability, it will be forwarded to Smart Commute for processing.

Please allow 4-6 weeks to receive reimbursement for your emergency claim.

For more information, contact Jagoda Rozbicka at jagoda.rozbicka@smartcommute.ca

The Emergency Ride Home Program may be used for the following emergencies:

- Personal or family illness, accident, injury or emergency situation.

The program may not be used for the following cases:

Situations where travel could have been arranged in advance are not covered. Other situations that are not covered include, but are not limited to:

- Pre-planned medical or personal appointments.
- Pre-planned or known absence of a carpool partner.
- Personal errands.
- Missed transit connections.
- Transit delays or cancellations.
- Weather-related emergencies.
- Natural disasters.
- Building closures.
- Power outages.



Emergency Ride Home Program Reimbursement Form

Campus Name (please circle one):	North Campus	Lakeshore Campus
*Full Name:		
*Humber Student Number		
*Humber Carpool Permit Number		
*Email Address:		
*Phone Number:		
*Humber Student ID Number:		
*Date of Emergency:		
*Time of Emergency		
*Reason for Emergency Ride: (Explain the reason you required an emergency ride.)		
*Origin: (Please indicate the address of your starting point)		
*Destination: (Please indicate the address of your final destination)		
*Type of Ride Used: (Please choose the type(s) of transportation you used. Check all that apply.)	<input type="checkbox"/> Taxi <input type="checkbox"/> Transit <input type="checkbox"/> Airporter <input type="checkbox"/> Other Please Specify: _____	
*Request Reimbursement: (Please indicate the total amount you are requesting for reimbursement. Add receipts together if necessary.)	\$ _____	
*Ride Receipt: (Please submit receipt(s) for emergency transportation. Please make sure to make a copy for yourself)	Attach receipt to this form.	
_____ Student Signature: Date: You must sign this form to indicate you vouch that all information on this form is truthful and correct, and that you agree with all Emergency Ride Home Terms & Conditions.	_____ Humber College Office of Sustainability Date:	

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