

Terms and Conditions

1. Introduction

The Guaranteed Lift Home (GLH) Scheme guarantees University employees, whom formally car share, a return journey home should their car share partner let them down, in the event of an unforeseen problem e.g. picking up a sick child from school. Applicants must be the passenger as the GLH Scheme assumes that the driver will drive or make his / her own arrangements.

2. How to apply

The GLH Scheme works by retrospectively reimbursing the costs incurred by an employee's return journey home via an alternative mode of travel. Employees are held responsible for arranging their own return journey, with reference to section 3 below, and by completing the attached form (page 3) with enclosed receipts, returning both to the Travel Plan Coordinator for consideration.

3. GLH Travel Mode

As a University Travel Plan initiative, employees are encouraged to choose; where possible, the following modes of travel for their return journey home, to support the University Travel Plan:

Preference	Mode of Travel	Reimbursement value
1	Car sharing with another registered user, facilitated through the car share database.	If charged by driver, up to 20p per mile
2	Public transport including (rail and bus)	Value of a single standard ticket
3	Private hire taxi	Limited to £40 with receipt
<i>No other modes of travel will be considered</i>		

The GLH Scheme has a limited annual budget and is provided to reassure car sharers of a return journey home that will not incur any unnecessary costs to that employee. Applications will be assessed and monitored to ensure no misuse of the GLH Scheme.

4. Eligibility

To be eligible for the GLH Scheme, employees of the University must be formally registered members of QUB car share and be 'actively'¹ car sharing with at least one other employee of the University.

You must have a valid reason for using the GLH Scheme. Valid reasons include the following:

- a home emergency (reported burglary, fire, flood etc) requiring your immediate attendance
- personal illness or illness/injury of an immediate family member requiring your attendance
- an unforeseen work reason (certified by your manager/supervisor) why you cannot leave work at your normal time so missing your lift

¹ 'Actively' sharing is defined as having been fully registered within the University car share database for at least 5 days before the date of the claim

- the unavailability of your shared car driver for any of the above reasons at or within an hour of the normal return home time
- the breakdown of or accident damage to the shared vehicle that renders it unavailable for use at or within an hour of the normal return home time

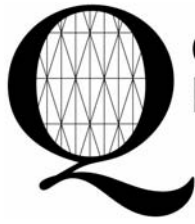
Circumstances in which passenger sharers may **not** use the GLH Scheme include, but are not limited to, the following:

- previously scheduled medical appointments
- personal errands
- working late other than at a manager or supervisor's request
- business journeys
- early office closure, for example during or in anticipation of extreme weather conditions, or a building evacuation. In these circumstances it is expected that the driver and any other sharers will all leave at the same time and, therefore, can still share

5. General Terms and Conditions

- Employees are responsible for making their own arrangements for their return journey home
- Reimbursement will be in the form of a cheque issued to the employee, and will be sent from the Estates office to the employee's work address
- The University reserves the right to refuse an application for a Guaranteed Lift Home application
- The University reserves the right to alter / withdraw the Guaranteed Lift Home scheme at any time

If you are unsure of any aspects of this Scheme or wish to check your eligibility before incurring any costs, you are advised to contact Adam van Winsum, Travel Plan Coordinator, on 9097 1154 or a.vanwinsum@qub.ac.uk.



*Please complete fully and return to:
Travel Plan Coordinator, Estates Department,
Level 5 Administration Building*

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Personal Details	
Full Name:	
School / Department / Division:	
Home Address (include postcode):	
Staff number: (essential)	
Date of Claim (DD/MM/YYYY)	

Guaranteed Lift Home application	
Please complete below to detail the circumstances for the claim:	
Name of car share partner (whom drove the day of the claim):	
Reasons for claim:	
Alternative mode of travel used:	
Cost of claim (please attach receipts):	

Applicants Signature			
<i>I have read and understand the terms and conditions on page 1:</i>			
Employee's Signature:		Date:	