

ACTIVE8

GUARANTEED RIDE HOME

OVERVIEW 2025



THE GUARANTEED RIDE HOME PROGRAMME

An essential component of Active8 is the Guaranteed Ride Home Programme (GRHP). Internationally and in NZ it has been proven that employees are 65% more likely to use active travel to commute if a GRHP is provided. Knowing that you can manage emergency travel such as collecting a sick child from school, attending to a family member or attending an urgent or unexpected appointment provides the surety that employees need, to feel confident in trialing new transport modes.

WHEN CAN EMPLOYEES USE THE GRHP?

Employees can use the GRHP on the days they use any of the Active8 modes to commute to and from their workplace. This includes: walking, cycling, public transport, carpooling or electric assisted modes such as e-scooters.

Examples of where you may access the GRHP include, but are not limited to, circumstances where:

- You or an immediate family member experiences sudden illness or severe crisis.
- You must work unscheduled overtime (manager's approval needed) which means you will miss your carpool, bus or ferry ride.
- Your bicycle breaks down and cannot be easily repaired.
- Your carpool vehicle breaks down, or the driver has to stay late or leave early due to an emergency.
- Any valid emergency that affects you or an immediate family member.
- Your bus or other scheduled transport to work doesn't arrive.

WHAT DOESN'T QUALIFY FOR THE GRHP?

Examples of where the GRHP may not be used include, but are not limited to:

- Personal errands
- Pre-planned medical or personal appointments
- Emergency trips to hospital (ambulance)
- Business related travel
- Anticipated overtime or working overtime without a manager's approval
- Easily repaired car, bicycle or e-mobility breakdowns (eg: flat tyre, dead battery)
- Weather emergencies, building closures or evacuations



HOW DOES THE GRHP WORK FOR EMPLOYEES?

Employees have three ways of accessing the GRHP.

Option One: Public transport

If you need a ride for reasons other than personal or family illness/crisis, AND there is a viable public transport option leaving within 10 minutes, use public transport.

Option Two: Fleet car / workmate

If you need a ride for reasons other than personal or family illness, and you have a valid driver's license, use a fleet car (if available). In some circumstances, a workmate may be able to drive you.

Option Three: Green Cabs Taxi

If you do not meet the criteria for either option one or two, use a Green Cab. Subsidised taxi rides, up to a maximum of \$75 per trip, are available as part of the GRHP.

WHAT'S THE PROCESS FOR EMPLOYEES USING THE GRHP?

UNEXPECTED EVENT

- Unexpected event occurs
- Discuss unexpected event with Active8 Workplace Champion/Manager
- Select Option One, Two or Three
- Receive Taxi Booking code (if needed)

ARRANGE TRANSPORT

- Check Bus/Ferry timetable OR
- Arrange Fleet Car /lift with workmate OR
- Book Green Cab using supplied booking code
- Relax and focus on travelling safely

ARRIVE SAFELY

You are now free to deal with your unexpected event. Once you return to your workplace, complete the GRHP Reimbursement Form for Options One (cost of public transport) or Two (mileage @ 1.04c per kilometre).



HOW DOES IT WORK FOR EMPLOYERS?

Throughout the eight week Active8 programme, each workplace has access to a combined GRHP fund in their workplace. The fund is capped at \$10,000 for 2025. This fund ensures employees can travel to an unexpected event on the days they use any seven of the Active8 modes (excluding Working from Home).

The fund can be used for any combination of:

- public transport costs (bus, ferry, e-scooter);
- mileage for fleet cars or reimbursement where a staff member's car has been used to support another employee. Reimbursement is at \$1.04c per kilometre for a maximum of 50 kilometres per trip;
- subsidised taxi rides throughout the eight weeks of the Active8 programme. The subsidy is capped at \$75 per trip with taxi services provided by Green Cabs.

Each workplace is responsible for the fair and sensible allocation, and approval for use, of the GRHP with their employees. Each workplace is unique and employees will have different needs for use of the GRHP. As part of our reporting requirements, we will gather data from each workplace about use of the GRHP.

HOW DOES THE FUNDING WORK?

In 2025, Lightfoot will provide access to a fund of up to \$10,000 for the GRHP for workplaces engaged in the 2025 Active8 programme. Once the funds have been used, no further support for the GRHP is given by Lightfoot. Working with employers, we will evaluate use of the fund.

The \$10,000 is available through a combination of:

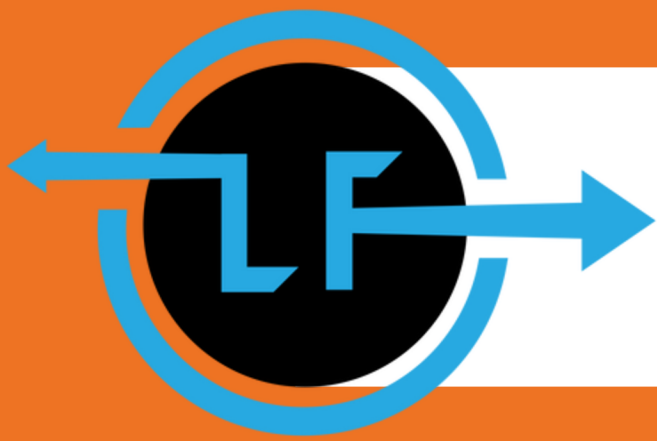
1. reimbursements for Options A and B - see the attached digital claim form
2. directly booking a taxi with Green Cabs - using the code provided to your nominated person

WHAT ARE YOUR RESPONSIBILITIES AS EMPLOYERS?

By agreeing to include the GRHP for your workplace, you are responsible for:

1. Fairly and sensibly allocating and monitoring funds given to your employees when they:
 - a) have used an Active8 mode to travel to the workplace and;
 - b) require emergency transport to attend an unexpected event.
2. Ensuring employees follow the process outlined on Page 2 of this document to select and claim for transport.
3. Approving reimbursement of funds, or the booking of a Green Cab, and reporting this to Lightfoot using the supplied digital form.





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