



## Exelixis Guaranteed Ride Home Program Guidelines

### **We have a way to get you home when your commute alternative doesn't meet the urgency of your situation.**

When unexpected circumstances arise, the Exelixis Guaranteed Ride Home (GRH) Program provides a ride home from work for employees who choose to commute by not driving alone. This program allows commuters to feel comfortable taking the bus, train or ferry, carpooling, vanpooling, or bicycling to work, knowing that they will have a ride home in case of an emergency.

### **WHO IS ELIGIBLE TO PARTICIPATE?**

- All regular part-time or full-time employees who work at the Exelixis corporate office **and** use alternative forms of transportation including biking, taking company sponsored or public transit, shuttle, or ridesharing to get to work are eligible to participate.

### **WHEN CAN I TAKE A GUARANTEED RIDE HOME?**

- Employees may request reimbursement for eligible expenses if they take a trip home in a qualified unexpected emergency situation and have used alternative form of transportation that day.

The following circumstances are considered qualifying emergency situations in the GRH program and must occur on the date of the GRH trip:

- Employee or an immediate family member suffers an illness, injury, or severe crisis.
- Employee has an elder care or daycare emergency.
- Employee is asked by supervisor to work unscheduled overtime, which causes employee to miss planned ride home. Supervisor verification will be required as part of reimbursement request.
- Employee's carpool or vanpool vehicle breaks down or the driver has to leave early or late.
- Employee's transit-connection shuttle breaks down and no other shuttle options are available.
- Employee has a home emergency, such as break-in, flood, or fire.
- Employee's commute bicycle is stolen or breaks down on the way to or from work and cannot be repaired at employee's work site.

**In addition**, employee must have used an alternative form of transportation on the day they take the ride for which they will seek reimbursement through the GRH program. Eligible alternative forms of transportation include:

- Public transportation including: BART, AC Transit, ACE, Wheels, Union City Transit, ferry
- Employer-provided transportation
- Carpool or Vanpool
- Uber Pool or Lyft Line
- Bicycle

### **EXAMPLES OF VALID DESTINATIONS FOR GRH TRIP**

- Commuter's home
- Hospital or Urgent care
- Day care facility or K-12 school
- Elder care
- Local transit station
- Park and Ride lot

### **GUARANTEED RIDE HOME IS FOR UNEXPECTED EMERGENCIES ONLY**

**Non-reimbursable trips** include:

- Pre-planned medical appointments



- Personal errands or appointments
- Business-related travel
- Planned overtime
- Losing track of time and missing your sustainable form of transportation home
- Non-emergency side trips on the way home
- Ambulance service
- Poor weather, natural events (earthquakes), natural disasters
- Transportation to a doctor or hospital resulting from an on-the-job injury (GRH cannot be used to replace an employer's legal responsibility under workers' compensation regulations.)
- Carpool app provider cannot find a match to get the commuter home

Emergency-related stops on your way home are permissible. Permissible emergency-related stops could include picking up a sick child at school or daycare, filling a prescription at a pharmacy, or stopping at an ATM for cash to pay a taxi driver.

#### WHAT IS ELIGIBLE FOR REIMBURSEMENT?

- All trips must begin at Exelixis and destinations must be within 50 miles of the trip origin.
- Preferred vendor is **Lyft** – we will have direct billing set up with Lyft. (See “How to request a GRH trip” below.)
- Other forms of transportation may be used if Lyft is unavailable. In such cases, you will need to pay out-of-pocket and request reimbursement:
  - Other Transportation Network Company (TNC) services such as Uber – *you'll need to submit for reimbursement*
  - Taxi Services such as Yellow Cab – *you'll need to submit for reimbursement*
  - Car share (Zipcar or City CarShare) – *you'll need to submit for reimbursement*
  - Public transportation (including BART, AC Transit, ACE, and others) – *you'll need to submit for reimbursement*

The GRH program will not reimburse any expenses not explicitly identified as eligible for reimbursement.

#### PROGRAM LIMITS

- The maximum reimbursement per trip, regardless of mode, is \$100.
- Program participants are limited to a maximum reimbursement of \$400 per calendar year or four reimbursed trips per calendar year, whichever occurs first.
- Employees can check with Human Resources on YTD remaining balance.

#### HOW TO REQUEST A GRH TRIP

- During normal business hours, send a request to [benefits@exelixis.com](mailto:benefits@exelixis.com) or contact your HR Business Partner.
  - When requesting a GRH, please provide the following:
    1. Reason for GRH need
    2. Drop off address
    3. Pick up time (ASAP or scheduled time)
    4. Phone number that has text messaging capability
  - Human Resources will order a guaranteed ride home for you via Lyft Concierge. When the requested ride is confirmed, you'll receive a text message notification with details for your guaranteed ride home.
    - **If you do not receive a response within 30 minutes, use one of the alternate options below.**
- Outside of normal business hours, use one of the options below.

If you have any questions about this program, please contact [benefits@exelixis.com](mailto:benefits@exelixis.com).



*Alternate options – if you are unable to reach someone in human resources or if you need a guaranteed ride outside of normal business hours, please use any of the following options:*

- 1. Alameda Yellow Cab**  
Phone: 510-522-8911
- 2. Oakland Yellow Cab**  
Phone: 510-601-0345
- 3. Lyft** - <https://www.lyft.com/rider> - You will need the Lyft mobile APP to request a ride.
- 4. Uber** - <https://www.uber.com/ride/> - You will need the Uber mobile APP to request a ride.

#### **REQUESTING AND RECEIVING REIMBURSEMENT**

To be reimbursed for a GRH trip, program participants must complete the following steps:

- If booking through Lyft, no additional steps are needed as direct billing is in place.
- If using another vendor (i.e.: Yellow Cab, Uber, BART) complete the following steps:
  - Employee pays for ride home.
  - Employee must obtain a receipt from the transportation service used.
  - The receipt should include date of service, service provider, and an itemized breakdown of costs.
  - If a public transit service was used, the participant must provide either a receipt, transfer ticket, or another form of proof-of-payment.
  - Complete a [Reimbursement Request Form](#), attach receipts and submit them to Human Resources for pre-approval. Once it has been approved by Human Resources, you will be instructed to submit the reimbursement via Concur.