



Emergency Ride Home (ERH)

Employee Confirmation Report

As soon as possible **AFTER** you have used the ERH service, **please complete and return this form to:**

Junction TMO, 1 Burt Road – Mailstop G3002, Andover, MA 01810.

After this report has been received, the TMO can authorize payment to the taxi company and send you a new ERH voucher for possible future use.

Name:

Employer:

Work Phone:

Work address (include Mailstop):

How do you typically commute to work (other than drive alone)?

Carpool Vanpool Public Transit (train or bus) Walk Bicycle

On what date did you use the **Emergency Ride Home** service?

Where did the taxi take you (town/city)?

What time did you leave your job site?

Why did you have to use the **Emergency Ride Home** service?

Family emergency Forced to work late & missed ride

My carpool or vanpool driver had to attend to one of the above situations

Walked or biked to work: Walking or riding bike home would have been unsafe

Did the **Emergency Ride Home** service and taxi company meet your needs?

Additional Comments:

I certify that all of the information above is correct and in accordance with the policies and procedures of the **Junction TMO's Emergency Ride Home** service.

Supervisor Signature _____

Your Signature _____ Date: _____