

*Don't drink and drive ... call for a*

# *Safe Ride*



**We all know that drinking and driving don't mix.** Your employer encourages all employees and their family members to act responsibly by not driving while under the influence of alcohol.

To ensure your safety, your employee assistance program, Alliance Work Partners (AWP), is offering the **Safe Ride Program**. This program is intended for those occasional moments when calling a cab is the right thing to do. The program is **FREE** and **CONFIDENTIAL** to you and your family members. AWP will reimburse the cost of cab fare (**up to 50 miles one way**) when you choose to call a cab in the event the employee or family member finds themselves impaired and consequently, unable to drive safely and responsibly. Your employer will never know you called.

Here's how it works:

- Jot down the telephone number of your local cab company on your AWP wallet card and keep handy.
- If you find yourself in an unanticipated situation where you or someone you are riding with is incapacitated, call your local cab company for a safe ride home. Such circumstances may include:
  - Drunk / "one too many" alcoholic beverages
  - Drowsiness due to medication
  - Emotional distress (i.e., receives bad news on the job, learns of a death in the family, finalizing a divorce, etc.)
- For reimbursement, within 30 days, mail the following information:
  - ✓ fully completed cab company receipt
  - ✓ name of your employer
  - ✓ address
  - ✓ telephone number
  - ✓ e-mail address



**Alliance Work Partners**  
*attention: ACCOUNT MANAGEMENT*  
4115 Freidrich Lane, Suite 100  
Austin, Texas 78744

*Call the 24 hour hotline at 800-343-3822 for more information about the Safe Ride Program  
or to access the EAP.*

*Please don't drink and drive.*

## Safe Ride Procedure

Safe Ride is available to employees and family members for reimbursement of a taxi cab transport up to 50 miles one way to the employee or family member's place of residence, should the employee or family member be impaired and consequently, unable to drive responsibly.

All claims will be reviewed to ensure criteria for reimbursement is met. If the claim is approved for reimbursement, a check will be sent to you as reimbursement of the cab fare. Please note that AWP does not reimburse tips. Accompanying this reimbursement will be a letter detailing further use of the program and procedures thereof.

Procedures following first claim for subsequent claims:

1. The Safe Ride Program is not available for use for routine circumstances, and as a result, use beyond 3 times within a three year period is not permitted.
2. Upon receipt of second claim within a 12 month period, you will need to contact our Case Management Department for a telephonic assessment. If deemed appropriate, the claim will be paid.
3. Upon receipt of a third claim within a 36 month period, you will need to contact our Case Management Department to schedule a face-to-face assessment with a counselor prior to reimbursement of cab fare.
4. The Safe Ride Program is intended for a ride from an event to one's established residence. Should an event occur in which this is not the case, additional information will be requested to further process the reimbursement claim. Alliance Work Partners will reconsider claims should the individual submit additional information.
5. To properly process the claim, Account Management will request:
  - ✓ full name
  - ✓ name of your employer
  - ✓ address
  - ✓ telephone number
  - ✓ e-mail address
  - ✓ fully completed cab company receipt (*including number of miles & total dollar amount*)
6. Please be advised that as with all of our programs available through the EAP, we handle these with the utmost respect to your confidentiality. No information will be provided to your employer with regard to this program or use of the program.

Please submit all claims to:

**Alliance Work Partners**  
**attention: Safe Ride Program/Account Management**  
**4115 Freidrich Lane, Suite 100**  
**Austin, Texas 78744**