

# Car Pooling and Use of City Vehicles During Transportation Emergency: General Guidance

The City will assist employees with car pooling arrangements. Rides may be in employees' private vehicles, or in City-owned vehicles.

## Regarding City vehicles

- All those with City vehicles assigned to them (whether they normally have take-home privileges or not) must agree to take those vehicles home at night, and to act as car pool drivers, or surrender the vehicles during the emergency.
- All other vehicles normally parked in Center City should be sent home at night with employees willing to act as car pool drivers.

## Employee Survey and Ride-Matching

- Departments should survey employees using the form provided to determine their general locations (not addresses), travel plans, and car pooling preferences. Based on the results, departments should assist with ride-matching, taking into consideration starting and ending points and hours of work.
- Employees should be informed that submitting the survey authorizes the department to release their location and contact information to other employees
- Employees should be informed that whether they car pool in City vehicles or private vehicles, they are not "on the clock" and eligible for injured-on-duty pay or workers compensation, until they reach the work site. Also, those in personal vehicles used for car pooling who act as drivers, or who are the owners of those vehicles, will not be indemnified by the City against losses or claims arising from participation in the car pool. **However** those who act as car pool drivers in City vehicles will be indemnified against claims arising from their participation during trips directly related to the commute to and from work. Just as in normal circumstances, no non-City personnel are to be carried in City vehicles.