



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, SupportLinc offers the Safe Ride program.

safe ride

We all know drinking and driving don't mix. SupportLinc's Safe Ride Program is intended for those occasions when calling a cab is the right thing to do.

- Jot down the phone number of your local cab company on your SupportLinc wallet card.
- Call for a safe ride if you or someone you are riding with is drunk, drowsy due to medication, or experiencing emotional distress.
- SupportLinc will reimburse the cost of cab fare up to 50 miles one way in the event the employee or family member is unable to drive safely and responsibly to their place of residence.
- This program is free and confidential to you and your family members.

Support for everyday issues. Every day.

SUPPORT  LINC

EMPLOYEE ASSISTANCE PROGRAMS

Safe Ride Rules

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.

For reimbursement, mail or email the following information within 30 days:

- Full Name
- Address
- Email Address
- Name of Your Employer
- Telephone Number
- Fully Completed Cab Company Receipt

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 a reimbursement of the cab fare. Please note that SupportLinc 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. The 3-year period begins the date of the first ride reimbursement.
2. Upon receipt of second claim within a 12-month period, you will need to contact a Case Manager 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 a Case Manager 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. SupportLinc EAP will reconsider claims should the individual submit additional information.
5. Please be advised that as with all of our services available through the EAP, we handle these with the utmost respect to your confidentiality. No information will be provided to your employer regarding this program or use of the program.

-
6. To process this claim, please submit the following information:

Full Name _____

Address _____

Telephone Number _____

Email Address _____

Name of Your Employer _____

Fully Completed Cab Company Receipt, Attached (including number of miles & total dollar amount)

Please submit all claims to:

CuraLinc Healthcare

Attn: Safe Ride Program

8707 Skokie Blvd, Suite 109

Skokie, IL 60077

(Or email information to: SafeRide@curalinc.com)