ON DEMAND RIDE REIMBURSEMENT PROGRAM

Stay connected to your community!

Starting on July 1, 2019, the City of Los Altos is providing an on-demand ride reimbursement program for seniors members of the Recreation & Community Services Senior Program. This is a program that was created to aid local seniors in becoming more mobile with the Los Altos community.

**Process for reimbursement is as follows:**

1. Compete reimbursement form.
2. Print a copy of your ride receipt from your rider history.
3. Submit completed reimbursement form and ride receipts to the Recreation & Community Services front office, 97 Hillview Ave., Los Altos.
4. Approvals (Recreation and Finance Departments).
5. Check request processed and mailed (2-3 weeks).

**Requirements for Reimbursement**

To be eligible for on-demand ride reimbursement you must meet ALL of the following criteria.

2. You must be an active member of the Los Altos Recreation & Community Service Senior Program (2019-2020 annual membership rates are $26 Residents/$40 All Others).
3. Rides must begin and end within the City of Los Altos, Town of Los Altos Hills, El Camino Hospital, Mountain View’s Kaiser Hospital location, Mountain View’s Palo Alto Medical Foundation location or the Palo Alto Veterans Hospital with no stops outside of those areas.
4. You must use an on-demand ride company that can provide official verification of ride cost and transportation start and finish points.
5. Full cost of ride and up to $3 driver gratuity will be reimbursed, any additional gratuity given will not be reimbursed.

City of Los Altos Recreation & Community Services Senior Program
1575 Holt Ave | M-F, 8:30am-3:30pm | 650-947-27297 | LosAltosRecreation.org
CITY OF LOS ALTOS RECREATION & COMMUNITY SERVICES SENIOR PROGRAM
ON-DEMAND RIDE REIMBURSEMENT PROGRAM

Starting on July 1, 2019, the City of Los Altos is providing an on-demand ride reimbursement program for senior members of the Recreation and Community Services Senior Program. This is a program that was created to aid local seniors in becoming more mobile within the Los Altos community.

REQUIREMENTS FOR REIMBURSEMENT

To be eligible for on-demand ride reimbursement you must meet ALL of the following criteria.

1. Ride services must take place between July 1, 2019 and June 30, 2020
2. You must be an active member of the Los Altos Recreation & Community Services Senior Program. (2019/2020 annual membership rates are $26 Resident / $40 All Others)
3. Ride must begin and end within the City of Los Altos, Town of Los Altos Hills, El Camino Hospital, Mountain View’s Kaiser Hospital location (555 Castro St., Mountain View), Mountain View’s Palo Alto Medical Foundation location (701 El Camino Real, Mountain View) or the Palo Alto Veterans Hospital (3801 Miranda Ave., Palo Alto) with no stops outside those areas.
4. You must use an on-demand ride company that can provide official verification of ride cost and transportation start and finish points.
5. Full cost of ride and up to $3 driver gratuity will be reimbursed, any additional gratuity given will not be reimbursed.

Process for reimbursement is as follows.

1. Complete reimbursement form.
2. Print a copy of ride receipt from your rider history.
3. Submit completed reimbursement form and ride receipt to the Recreation and Community Services, 97 Hillview Ave., Los Altos
4. Approvals (Recreation and Finance Departments)
5. Check request processed and mailed (2-3 weeks)
CITY OF LOS ALTOS RECREATION & COMMUNITY SERVICES SENIOR PROGRAM
ON-DEMAND RIDE REIMBURSEMENT PROGRAM

SENIOR ON-DEMAND RIDE REIMBURSEMENT FORM

Rider/Requester Information

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<th>DATE</th>
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| TOTAL AMOUNT DUE | |

*Please attach ride log receipts for amounts requested.*
*Checks will be issued according to the Finance Department check run schedule.*

Requester Signature __________________________________________________________

(Requester must be a Senior Program Member)

*Rider/Reimbursement requester acknowledges that the City of Los Altos is in no way affiliated with or working in conjunction with any on-demand ride service company. Rider/Reimbursement requester further acknowledges and agrees to hold harmless the City of Los Altos, its officers and employees against all liabilities, claims of liability, or loss (including attorneys’ fees, court costs, and expenses) because of death, personal injury, or property damage arising or resulting from any on-demand ride requested through the on-demand ride reimbursement pilot program, including death, personal injury, or property damage arising or resulting from the fault or negligence of any driver providing an on-demand ride or the on-demand ride service company.*

Department Approval__________ Finance Approval__________ Senior Member Verification__________