

## UBCP/ACTRA Home Safe Program

The Home Safe Program provides safe transportation from set to your home or a safe transit location after dark when there is no alternative transportation available.

HOME SAFE Guidelines and Requirements: The program will require the Member to pay the taxi host and then seek reimbursement from the UBCP/ACTRA. (Claim form on next page.)

The maximum reimbursable amount from the Union is \$30.00 per trip. Any amounts greater than \$30.00 shall be the responsibility of the Member.

A completed claim form (with a receipt from the cab, including date, time and pickup location attached) must be presented to the Union once a month by the last day of the month. If approved, payment can be expected by the end of the following month.

The program is available to all Members in all categories of work; for taking the Member from the SET to their HOME (or accepted transit location). The Program will be in effect between the hours of 6:00pm - 6:00am October to April, and 9:00pm - 6:00am May to September. The program covers Greater Vancouver, including Richmond, the North Shore to Horseshoe Bay, Burnaby, Coquitlam, New Westminister, Surrey, and Langley. The program is no longer with Yellow Cabs (the Member may use any cab service). There is no requirement to present a Membership card to the taxi host. Transit locations accepted are any skytrain station, Canada line station, sea bus terminal or bus loop area. The gratuity is the responsibility of the performer. The Union will not reimburse the Member for the gratuity. All claim forms will be verified in reference to the member's work dates and their home address. (We will also accept any transit locations that will take the member home). The Union reserves the right to request further information from the performer and to reject the claim if the criteria is not satisfied.

### WHAT HOME SAFE IS NOT...

- a substitute for your own car.
- a way to get to your boyfriend's/girlfriend's after you're done shooting for the day.
- a way to get the Union to pay for you to take a cab on a day you are not on set!
- a source for tipping the driver (you pay the tip, not the Union).
- a way to travel from home to set.

**Help keep HOME SAFE running by using it responsibly and encouraging others to do the same.**

Submission Date \_\_\_\_\_

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PLEASE PRINT LEGIBLY

Name of Performer: \_\_\_\_\_ Performers Signature: \_\_\_\_\_

Membership Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Date	Production	Wrap Time	Time of Travel	Pickup location/Address	Drop off Location/Address	Amount	Circumstances requiring use of the HOME SAFE program

**OFFICE USE ONLY**