

Commuter Services: Carpool Start-Up Checklist

Once you establish a carpool, it is a good idea to give careful consideration to the issues that may serve to enhance (or frustrate) your carpool experience. The following is a suggested list of questions and topics you may wish to discuss with your new carpool partner(s), as you begin to share the ride. Each member of your carpool should complete his or her own checklist. It may be useful to keep all carpool materials together (in a folder or binder) in the primary vehicle. This will ensure that everyone is “on the same page” with regard to sensitive issues. It will also ensure all riders have access to emergency contacts and other pertinent information, should the need arise.

Name _____

(Circle your response or indicate your preferences for each question/statement)

Driving responsibilities

1. Do you have a car available? Yes No Sometimes
2. Do you want to share driving? Yes No Sometimes
3. How often do you want to share driving? Alternate Daily / Alternate Weekly / Alternate Monthly

Driving schedule:

4. What are the days you can/wish to carpool?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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5. What will be the pick-up order and drop-off order?
 Driver _____ 1st Passenger _____ 2nd Passenger _____ 3rd Passenger

6. What will be the designated meeting spot? (If not using home-based pick-ups)

Driving expenses

7. How will we share driving expenses? Share driving equally (no \$ exchange) Contribute \$ to driver
8. (If contributing to driving expenses) Specify amount \$ _____
9. (If contributing to driving expenses) Specify frequency: weekly monthly per trip

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Other issues:

10. What is the maximum allowable wait time?
On commute to work:
3 minutes 5 minutes other _____
On commute from work:
5 minutes 10 minutes other _____
11. Is smoking in the vehicle permitted (by the driver and/or passengers)?
Yes No
Sometimes (specify) _____
12. Is listening to music (without headphones) permitted (by the driver and/or passengers)?
Yes No
Sometimes (specify) _____
13. Is eating in the vehicle permitted (by the driver and/or passengers)?
Yes No
Sometimes (specify) _____
14. Is drinking (e.g., coffee) in the vehicle permitted (by the driver and/or passengers)?
Yes No
Sometimes (specify) _____
15. Is talking in the vehicle permitted (by the driver and/or passengers)?
Yes No
Sometimes (specify) _____
16. Are coffee drive-thru stops permitted to/from work?
Yes No
Sometimes (specify) _____
17. Are gas station stops permitted to/from work?
Yes No
Sometimes (specify) _____
18. Are daycare/ school drops permitted to/from work?
Yes No
Sometimes (specify) _____
19. Does insurance coverage address carpooling arrangements?
Need to verify policy _____
Policy covers carpooling _____
Liability limit \$ _____
20. Carpool communication strategy and emergency contact information:
Home address _____
Home phone _____
Work phone _____
Email address _____
Who/when to call (check all that apply):

In an emergency ___ If sick/not working ___
If vacation day ___ If running late ___