

## 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

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

### Driving schedule:

- What are the days you can/wish to carpool?  

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

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

### Driving expenses

- How will we share driving expenses?      Share driving equally (no \$ exchange)      Contribute \$ to driver
- (If contributing to driving expenses) Specify amount \$ \_\_\_\_\_
- (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 \_\_\_