



CARPPOOL CHECKLIST

Please print information clearly

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
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

OTHER ISSUES

10. What is the maximum allowable wait time?
On commute to work: 3 minutes 5 minutes Other _____
On commute to 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)

OTHER ISSUES (CONTINUED FROM PREVIOUS PAGE)

- 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 __



 CARPOOLSETX.ORG

 844-WE-CARPOOL

 FACEBOOK.COM/CARPOOLSETX