

Ridesharing

Chapter 7

How to make ridesharing a successful part of your commuter options program

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Chapter 7

Ridesharing

Ridesharing happens when two or more people commute together to a worksite in the same vehicle. The basic form of ridesharing is a carpool, which is formed by two to seven people who commute together in an automobile that is almost always (but not necessarily) owned by the driver. A more advanced form of ridesharing is a vanpool, which is formed by 7 to 15 people who commute together in a minivan or custom van that is almost always (but not necessarily) owned by a third party. Typically, vanpool passengers pay a pre-determined “fare” to a third party, while carpoolers make financial arrangements among themselves on a more informal basis.

Ridesharing can be attractive, easy to implemented and low in cost. Its principal benefits are discussed in the following paragraphs.

Flexibility and convenience. Ridesharing allows participants to establish their own optimal pick up and drop off arrangements, based on their unique needs and circumstances. Pick-up can occur at home, on a street corner, at a daycare facility or at a carpool lot. Carpool drivers also have their vehicle available for work-related travel during the day, if necessary.

Commuting cost savings. Driving and parking costs become much more affordable when they are shared among several people. The higher the total number of occupants, the less it costs each person to commute.

Fewer late employees. Ridesharers adhere to agreed-upon schedules for pick-up and drop-off, resulting in less tardiness among employees.

Effectiveness for all commuting distances. Ridesharing works regardless of where employees live in relation to the worksite. Short commutes and long commutes both work, as long as carpool and vanpool partners can find each other.

High profile. Ongoing ridesharing promotion can be a visible reminder of the commuter options program. This is particularly true if preferential parking for rideshare vehicles is a part of the program.

Compatibility with area-wide measures. The provision of high-occupancy vehicle (HOV) or carpool lanes on area roads can reinforce and enhance the benefits of ridesharing.



Remember to read Chapter 4 for more information on how to promote and support ridesharing.

7.1 Carpooling

Most workplaces already have employees who carpool to work. By recognizing and rewarding existing carpoolers, your commuter options program may be able to provide an immediate benefit to a significant number of employees.

Carpooling closely replicates the convenience of driving alone to work. Each carpool is a private arrangement between carpool partners – how many days each week, which directions (i.e. to and/or from work), and times of arrival and departure are freely determined by the carpool members. Driving duties can be rotated to eliminate the need for money to change hands, or a cost-sharing arrangement can allow passengers to partially reimburse the expenses of a full-time driver.

There are two basic elements to a carpooling program that are discussed, in turn, in the following sections:

- Helping potential carpool partners find each other
- Ways to recognize existing carpoolers and attract new carpoolers, while ensuring the smooth functioning of the program

7.1.1 Ridematching

Ridematching allows people to find carpool partners (whether drivers seeking passengers, or passengers seeking drivers) in a businesslike way without any obligation. Possible ridematching approaches can vary by the size of the employer, budget and technological support, but they all rely on the following basic employee information:

- Home location (i.e. street address, postal code or nearest major intersection)
- Work schedule (i.e. hours, days and flexibility thereof)
- Work location
- Driving preferences (i.e. driver, passenger, both or either)
- Other preferences (i.e. non-smoking, taste in music)

Three approaches to ridematching are outlined below. Note that in all cases, the duties of the commuter options coordinator extend only to informing prospective carpoolers of potential partners. It remains the responsibility of individual employees to initiate discussions leading to the formation of a carpool.

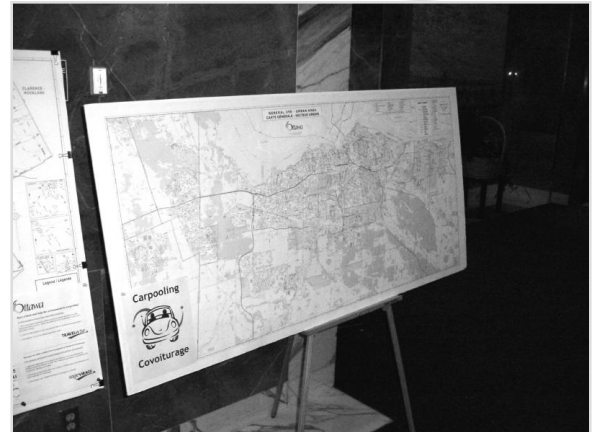
Did you know?

Canadian postal codes are a good way to help match potential carpool partners. To understand postal codes, see the "Postal Code" chapter of the *Canada Postal Guide* at www.canadapost.ca/tools/pg. Maps of postal code zones are available on-line at www.canadapost.ca/cpc2/addrm/hh.

Bulletin board (self-serve) matching. In a smaller workplace, or in individual areas of a larger workplace, this can be a very effective and low-cost ridematching tool. Potential drivers and passengers place notices on a bulletin board outlining what they seek in a potential carpool partner. (Or, as a variation, they use different colour pins to attach a small piece of paper, showing their name and telephone number, to their home location on a map.) Interested parties can then call each other to discuss possible arrangements. This system can be put in place immediately, and is effective in “commuting emergencies” such as transit strikes. Its other advantage is that potential drivers, who can be difficult to convince to register for a ridematching program, can keep an eye on the board and watch for potential passengers without feeling a sense of “commitment” that often comes with formal registration.

Manual matching. This method provides a more formalized alternative to the bulletin board method that yields greater control while maintaining a low cost. First, prospective carpoolers record pertinent information on a paper or on-line registration form. Then the commuter options coordinator identifies potential matches by hand and distributes “matchlists” of potential carpool partners to each registrant. See **Annex 7.A** for examples of registration forms. Note that if multiple matching criteria are necessary or desirable, or if the number of registrants is great, the manual method can become unwieldy. In this case, a computer can help. The commuter options coordinator can use standard spreadsheet or database software to sort registrants by multiple prioritized criteria, or can even acquire specialized software written specifically for ridematching purposes.

Automatic matching. With more applicants, a more varied organization (including one with multiple worksites), and more constraints on a commuter options coordinator’s time, it will become critical to have fully automated ridematching software to generate potential rideshare matches. Registrations are recorded electronically, with employee information being fed automatically into ridematching software that quickly returns a matchlist. Matches may be based primarily on postal codes, or on more precise geographical information system (GIS) data that incorporates exact home and work locations as well as knowledge of the local street network. Both stand-alone software (installed directly on an organization’s computer system) and internet-based ridematching services are



A self-serve ridematching map ready for use by commuters at the City of Ottawa, Ont.

GreenCommute RideMatching System

Self-Serve Matching & Searching

Global ID:

Password:

Register as a New User

(You must register to order carpool stickers or to search the database.)

Feedback This site is developed by Ottawa Real Estate last update on 01/02/1998

Search for Commuters

Postal Code:

Nortel Building:

Nortel Site:

I am looking for:

Arrive to work at: or within minutes

Leave from work at: or within minutes

Last Name:

First Name:

It's working!

When Nortel Networks developed an intranet ridematching system for its Canadian employees, over 600 people registered in the first three months.

available for purchase. Some employers have gone to the extent of developing their own ridematching software, but in recent years the reduced cost and improved flexibility of purchased software or services have provided a more attractive alternative to the “do-it-yourself” approach.

Still curious?

The University of South Florida maintains a comprehensive list of popular ridematching programs on-line at www.nctr.usf.edu/clearinghouse/ridematching.htm.

While a broad invitation to register for a ridematching service may be addressed to the wider employee population (particularly at program outset), it can also be helpful to solicit carpool participants in a more targeted manner. Carpools with empty seats can be promoted either to the general employee population, or to individual employees who are known to live in a specific location. As well, when a number of employees living in a specific community report commuting difficulties, they can be invited together to explore carpooling as a possible solution.

7.1.2 Incentives and support

Aside from the provision of ridematching, there are several steps that your organization can take to provide incentives or other support to both existing and potential carpoolers.

Guaranteed ride home and variable work hours. See Chapter 4 for more information on these important tools.

Information provision. Especially in the early stages of a commuter options program, it can be useful to remind employees about the ease and convenience of carpooling. Employees frequently view carpooling as complicated or unreliable. By providing them with advice and guidelines on carpool formation, and by putting in place a system that allows carpoolers to “de-register” easily, this barrier can be overcome. **Annex 7.A** contains a sample brochure on carpooling, **Annex 7.B** contains answers to frequently asked questions, **Annex 7.C** provides tips on forming a successful carpool, and **Annex 7.D** contains a checklist that employees can use to open discussions on carpool protocols such as side-trips, music selection and even how long a driver must wait for a tardy passenger. While the checklist need not be filled out, it can facilitate early discussion and help to avoid problems later on.

Preferential parking and reduced parking fees. See Chapter 10 for a discussion of these benefits to encourage and reward carpoolers.

There are also several other types of support that, while more administrative than employee-centred in nature, remain important.

Registration. As discussed above, registration of carpoolers helps your organization to know who is carpooling and which vehicles are involved. Registration is a crucial step in successfully monitoring preferential carpool parking areas, as discussed in Chapter 10. Registration is on a voluntary basis, and simply involves gathering names and vehicular information.


Carpool definition. While the definition of a carpool as either 2+ (two or more occupants) or 3+ (three or more occupants) can vary from one workplace to another, the former definition is less restrictive and allows many more people to be recognized as commuter options program participants. Where preferential parking is provided (see Chapter 10) and parking space is limited, it may be necessary to restrict access to 3+ carpools but that should not preclude the recognition of 2+ carpools in other ways. As well, high-occupancy vehicle (HOV) lanes in your community may only be open to 3+ carpools but HOV lane eligibility is usually set to optimize roadway operations rather than commuter behaviour. The recognition of 2+ carpools does as much as possible to encourage the uptake of commuter options.

Registration data verification. For all ridematching systems, it is very important to ensure that information on registrants is kept current and valid. The convenience and credibility of a ridematching program are quickly eroded if matchlists become dominated by the names of people who have left the organization, moved their home, or are no longer interested in carpooling. The regular confirmation of registrant information is necessary to “purge” ridematching databases. Ideally, this would be done through telephone follow-up calls, letters or email messages every three to six months.

Corporate liability. For most organizations, liability issues are an important aspect of ridematching. Employers may have some liability exposure when their promotion, intervention and assistance result in employees carpooling who would not otherwise do so. For this reason, a release of liability is generally included with ridematching registration applications. It is strongly recommended that your commuter options coordinator address liability with the organization’s legal counsel, and identify how a waiver of liability can be incorporated into the ridematching process.

GreenCommute Crew Card

A handy reference card provided for your convenience.



Visit the GreenCommute web site today at:
<http://realestate/Ottawa/REservices/GreenCommute/>

1 Carpool member:
Address: _____
Home phone #: _____
Work phone #: _____
Pickup time/location: a.m. _____ p.m. _____
Other: _____

2 Carpool member:
Address: _____
Home phone #: _____
Work phone #: _____
Pickup time/location: a.m. _____ p.m. _____
Other: _____

Registered carpool partners at Nortel Networks in Ottawa, Ont., receive a handy reference card to keep track of key information.

7.2 Vanpooling

Vanpools are very similar to carpools, but are business-style arrangements with a greater number of participants (7 to 15 members, versus 2 to 7 for carpools). While formal vanpool operations have traditionally been quite distinct from informal carpools, it should be noted that most vanpool service providers now offer similar arrangements for carpooling; much of the discussion in this section is relevant to that option as well.

It is important to note that the preceding section on carpooling discusses ridematching, incentives and other ridesharing issues. These topics are also largely applicable to vanpooling, but for the sake of brevity they are not repeated here. The purpose of this section is to outline the nature of vanpooling operations, as distinct from carpooling.

7.2.1 Attributes

Vanpool operations, while varying widely in the specifics of their administration and operation, are generally consistent with respect to their general attributes.

Vehicles. Vanpool vehicles are comfortable, multi-passenger vans with special equipment like individual reading lights. The van is not owned by the driver; rather, it is leased or owned by the vanpool members, by the employer, or by a third-party agency. Back-up vans are available in case of breakdown.

Driver determination and responsibilities. Drivers must meet eligibility criteria, ride for free (or at a discount) and can use their van on weekends for a low mileage-based fee. Back-up drivers are designated in case of driver vacation, illness or other leave. Drivers refuel and maintain the vans at the service provider's cost. The service provider often issues gas credit cards to the driver, and decides where maintenance is performed.

Passenger status. Passengers sign an agreement of participation, but are free to discontinue at any time with a minimum notice period.

Fees. Passengers pay a defined amount based on their commute distance, covering all costs including insurance, maintenance, gas and vehicle financing. Payment is made usually to the driver, who submits it to the service provider. Vanpool members usually bear financial responsibility for "empty seats" below a minimum occupancy.

Schedule and route. Vanpools operate on a formal schedule that meets the needs of the passengers. Due to the extra effort and time required to pick up a larger number of passengers, they usually serve commutes of 30 km or more in areas without convenient transit service.

7.2.2 Service models

The various models that exist for vanpool operations can be grouped into the following four categories.

Employee-operated. A group of employees may decide to operate a vanpool independently, with the vehicle being purchased by the group or by one member alone. This option is difficult for a commuter options program to promote.

Employer-operated. An employer may operate its own vanpool program. This is easier for organizations that already operate a vehicle fleet, and is usually undertaken by employers with critical issues around employee recruitment or retention.

Non-profit. A third-party agency may purchase vans, provide ridematching assistance and assume all administrative and legal requirements. Costs are recovered through vanpool fees. This is a good choice for a commuter options program, as responsibility lies in the hands of a professional vanpool provider.

For-profit. This is similar to the non-profit model above, but costs to vanpool members may be higher in order to provide a profit margin for the service provider.



It's working!

The Jack Bell Foundation (JBF) in British Columbia is a non-profit organization that was started by a local philanthropist in 1992. JBF now provides a regional ridematching service, and also operates a fleet of more than 140 vanpool and carpool vehicles. For more information, visit the JBF website at www.ride-share.com.

7.2.3 Challenges

Several significant challenges associated with vanpooling are set out below.


Empty seats. Vanpool members may bear extra costs if occupancy drops below a pre-determined minimum.

Effort. Vanpool operation goes well beyond the normal responsibilities of most commuter options coordinators, and involves significant technical, legal and administrative issues. Most employers purchase related services from an external business or agency.

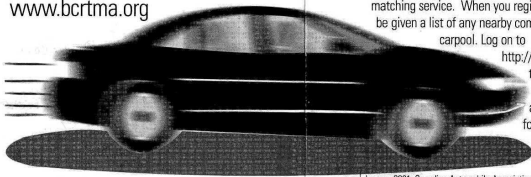
Consent. Initiation of a vanpool operation may require the permission of local public transit authorities, who usually have some form of monopoly over commercial passenger operations within a specified service area.

Annex 7.A Ridesharing brochures and registration forms


Carpooling brochure published by the Black Creek Regional Transportation Management Association in Toronto, Ont.



Black Creek Regional TMA
 Room 280, York Lanes
 4700 Keele Street
 Toronto, ON
 M3J 1P3
 tel: 416-650-8059
 information@bcrtma.org
 www.bcrtma.org



Carpooling



O's and A's

What are the benefits of carpooling?

Save money – according to the Canadian Automobile Association (CAA), the average commuter spends approximately \$9000 per year on their car¹. Carpooling can dramatically reduce these costs.

Reduce stress – increased road rage and gridlock affect everyone. One of the greatest benefits of sharing the ride to work is taking the stress out of driving. Rather than beginning the day irritated from fighting traffic, you'll arrive ready to take on the task at hand.

Clean the air – carpooling is a simple way for individuals to do their part to reduce smog, which is causing 1000 premature deaths in the GTA each year. By switching from driving alone to sharing a ride, each car pool can save an average of 2,000 litres of gasoline a year and almost five tonnes of carbon dioxide².

How do I find someone to carpool with?

The Black Creek Regional Transportation Management Association offers all its members the **free** use of a ride matching service. When you register for the service, you'll be given a list of any nearby commuters also looking to carpool. Log on to <http://www.blackcreekcarpool.org> to search for a carpool partner instantly, or fill out and return the attached form and you will be sent a list shortly afterwards.

¹ January 2001, Canadian Automobile Association, based on driving 18,000 km per year.
² A Strategy for Sustainable Transportation in Ontario, National Round Table on the Environment & the Economy, p. 16, 1995.

How will my car insurance be affected by carpooling?

Depending on your current coverage and insurer, your insurance premiums may rise or fall slightly. Third Party Liability and Underinsured Motorist Protection are a good investment. Check with your insurance broker.

What do I do about costs?

If you are sharing equally in the driving, you may not need to divide out the costs. However, if one person does most of the driving, you should decide on a "fare" each rider will pay to the driver. Do this in advance, and establish a daily, weekly or monthly fare based on fuel, maintenance and parking costs. Agree when fares will be collected and stick to it. One simple way of calculating this is to use the CAA's average operating cost of 12 cents per km. If your commute to and from work is a total of 30 km, your total commute cost is \$3.60 per day. Any parking charges will be added to that cost. Divide the total by the number of people in the car (including the driver) to get a daily amount that each passenger owes to the driver.

What happens if someone is sick or late?

Make sure everyone in your carpool has a copy of home, work or cell phone numbers and agree in advance what will happen in the event of illness or mechanical problems – it is best to expect the unexpected. You should also make a point of deciding on a waiting time limit and sticking to it! An automobile association membership can be a great investment for those rare occasions when the keys are locked in the car or a jump-start is needed.

What if my carpool partner leaves early or if I need to get home in an emergency?

The Black Creek Regional TMA offers a free Guaranteed Ride Home program to all of its member employers. Call the BCR TMA at 416-650-8059 or email information@carpool.ca to find out if your employer is participating.

That's it! If you're tired of the cost and stress of driving alone and want to try something new, register for a carpool partner now at www.blackcreekcarpool.org

To receive a free email carpool match list, please fill out this form and mail to:

Black Creek Regional Transportation Management Association
 Room 280, York Lanes
 4700 Keele Street
 Toronto, Ontario M3J 1P3

Name:

Company:

Email:

Phone:

Contact by phone email

Gender preference: male female either

Carpool preference: drive ride ride or drive

Employee Number:

Home Street Address: (confidential)

City:

Postal Code:

Male Female Smoker Non-smoker

Work schedule:

Arrive at: _____ Leave at: _____



How do you get to work right now? _____

Any additional comments

.....

.....

.....

CARPOOL/VANPOOL REGISTRY



You can register with The Jack Bell Foundation by filling out the information on the back of this card. Your free registration includes a "matchlist" of like-minded commuters who live and work near you and commute at about the same time. In addition, we will provide you with information about vanpools that are operating in your area. We can also help you start a vanpool or assist you in joining a carpool.

Why drive yourself crazy when you can vanpool to work?



A vanpool is a group of six to eight commuters who share a ride to and from work in a minivan provided by The Jack Bell Foundation. Drivers who have seven paying passengers ride for free and have limited personal use of the van. Riders pay a monthly fare that depends on the number of kilometres travelled and the number of people in the group.

Save money - leave your car at home



When you team up with other commuters you'll save on car expenses. When you consider what you spend on gas and maintenance on your vehicle you'll soon realize that carpooling could cut your operating costs in half. Vanpooling may even allow you to give up a second family car saving you an expensive loan payment.

Ride in the fast lane!

New high occupancy vehicle lanes will allow you to save time and bypass traffic snarls. For more information call:
Lower Mainland: 879-RIDE
Victoria: 380-RIDE
Vancouver Island: (toll free) 1-888-380-RIDE



FREE CARPOOL REGISTRATION

_____		_____	
First name		Last name	

Home address (will be kept confidential)			

Neighborhood			
_____		_____	
City		Postal code (must include)	

Company name			

Work address			

Neighborhood			
_____		_____	
City		Postal code (must include)	
_____		_____	
Home phone		Work phone	Fax no.
_____		_____	_____
Range of work start times		Range of work quit times	

In a carpool I'd prefer to:
 drive ride share driving

In a vanpool I'd prefer to:
 drive ride share driving

In the **Lower Mainland**, return to:
 The Jack Bell Foundation
 270-575 West 8th Avenue
 Vancouver, BC V5Z 1C6

or register online:
 Website: www.ride-share.com
 Phone: 879-RIDE
 Fax: 875-5916
 Email: jbf@istar.ca



On **Vancouver Island**, return to:
 The Jack Bell Foundation
 Box 192
 Shawnigan Lake, BC V0R 2W0

or register online:
 Website: www.ride-share.com
 Phone: 380-RIDE or toll free 1-888-380-RIDE
 Fax: 743-8000
 Email: thornton@pinc.com



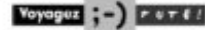
Carpooling and vanpooling brochure published by the Jack Bell Foundation in Vancouver, B.C.

Covoiturage



Fiche d'inscription / Registration Form

Cité Multimédia - Covoiturage Tél.: (514) 878-2483 poste 238
Fax: (514) 878-2484 Courriel: brun@citmultimedia.com



Nom/Last Name _____ Prénom / First Name _____

M ou/or F Langues parlée(s)/Spoken language Français English

Adresse / Address _____

Ville / City _____ Province _____

Code postal / Postal code _____

Point de repère / Important site _____

Téléphone résidence / Home phone 1 _____

Téléphone bureau / Work phone 2 _____

Téléavertisseur / Pager 3 _____

Courriel / E-mail 4 _____

Contact à divulguer / Contact info to disclose _____

No permis de conduire / Driver's licence no. _____

No immatriculation / Licence plate no _____

Compagnie et lieu de travail / Company name and work site _____

Heure de Départ / Heure de Retour
Departure time / Arrival time _____

Horaire de travail / Working schedule _____

Intéressé à covoiturer à titre de Conducteur / Driver
Interested in carpooling as a Partagé / Shared driver
 Passager / Passenger

Nombre de place(s) disponible(s) / Number of available seat (s) _____

Statut travail / Work status
 Permanent / Permanent Temporaire / Temporary de / from _____
jusqu'à / until _____

Information personnelle/ Personal Information
 Fumeur / Smoker Non fumeur / Non Smoker

Remarques / Remarks _____

En complétant le présent formulaire, je consens à ce que les renseignements personnels que je fournis soient transmis à tiers afin de permettre la mise en oeuvre du programme de covoiturage et la réalisation des jumelages. / By completing the present form, I grant that the personal information which I supply is passed on to third parties to allow the application of the car sharing program and the establishment of the pairings.

Signature _____ Date _____

Carpooling registration form created by Cité Multimédia in Montreal, Que.

Annex 7.B Answers to questions about carpooling

Who does the driving?

There is no set rule. In some carpools, each carpool member takes turns driving their own vehicle, while in others there is only one driver.

What if I don't have a car?

No problem. Many carpools have only one driver. Remember, though, that your contribution toward driving and parking costs will be based on the fact that you won't be using your own vehicle.

How much does it cost?

There is no simple answer. In carpools where driving is equally shared, no money usually changes hands because members use their vehicles equally. When only one person does the driving, or when driving responsibilities are split unevenly, the cost-sharing arrangement must be discussed by those in the carpool. The carpool members are free to base the costs on whatever they may choose.

How much will I save by carpooling?

The Canadian Automobile Association (CAA) estimates that, on average, it costs approximately \$0.44 per kilometre to operate a typical car (see www.caa.ca). This includes gas, repairs, maintenance, insurance, depreciation, tolls, parking, etc. If you can share in the cost of commuting to and from work by carpooling with others, your potential savings are significant.

Do I have to carpool every day?

No. You can carpool every day, or as little as one day a week. You and your carpool members decide upon the schedule. Some people even belong to two carpools - you may join one carpool on Mondays and Wednesdays and a second carpool for the other three workdays.

What happens if I'm sick?

Call the designated carpool leader, or follow the chain of communication that has been decided upon at your initial meeting. If you're the driver, try to give as much advance warning as possible.

What happens if I oversleep or am late?

Recurring tardiness of members is one of the most common reasons why carpools fail. Pretend the carpool is an airplane you're trying to catch – it leaves on time whether you're there or not. Each carpool should have clearly defined guidelines for acceptable waiting periods.

What if I have to drive my child to day care or school?

If the other members of your carpool don't have similar arrangements, make the day-care centre or the school your pick-up and drop-off point. That way you can schedule your pick-up time to correspond to the time when you know your child is happily settled in for the day.

What if I have to work late?

If you know you have to work late on a particular day, then don't carpool. Carpooling is meant to be a flexible and convenient arrangement. On those days when it is not convenient, commute to work in another manner. Take a bus, bike, walk or bring your own car. If you have to work late unexpectedly, check with your commuter options coordinator to see if your organization has a guaranteed ride home program to cover the cost of getting home on your own.

What if I have to go to meetings elsewhere during the day?

Use alternatives to a private automobile, such as transit, cycling or walking. Use of taxis or fleet vehicles may also be possible

What if I have an emergency?

If there is an emergency, check with your commuter options coordinator to see if your organization has a guaranteed ride home program to cover the cost of getting home on your own.

What if my carpool isn't working out?

Not all carpool groups are successful. If you've given it enough time to be sure you're not happy, make sure you give your present carpool sufficient notice that you will be leaving. But don't give up – try again with different carpool members.

Annex 7.C Tips for a successful carpool

Successful carpooling requires ground rules to be set and agreed upon by all carpool members. Some tips to smooth the way are provided below.

- Decide who will drive on which days. Some carpools rotate driving responsibilities, while others have a dedicated driver. If there are members who wish to alternate driving, decide if you want to alternate on a daily, weekly, or monthly basis.
- Determine your route and schedule. Establish the morning pick-up point(s). Try to choose a mutually convenient meeting place. Either pick up each carpooler at home, or meet in a central location like a carpool lot. Designate a place or places to meet for the trip home. Stick to your schedule. Make sure everyone knows the schedule and is notified of changes.
- Decide on a method for reimbursing driving expenses. If all members do not share the driving equally, agree how the costs will be shared and agree on payment dates.
- Decide how long the driver will wait for a passenger (usually no more than 2 or 3 minutes).
- Establish clear in-car policies. Discuss smoking, music taste and volume, food and drinks.
- Make it clear that the carpool is for a single purpose - commuting to and from work. Do not let it become a shopping or errand service unless all members agree.
- Establish a chain of communication. Identify one person as the carpool leader.
- If a driver or passenger is ill, the car won't start or other issues arise, there should be an easy and clear arrangement for making adjustments. Make sure everyone has a list with each carpooler's home and work phone numbers, and establish who is to be called when.
- Drive responsibly, wear seat belts and keep the vehicle in good repair. When there are passengers involved, there is no excuse for excessive speed, use of alcohol, or reckless manoeuvres.
- Check your insurance policy and make sure all members are aware of it.
- And finally, give the carpool a few weeks to get going - it usually takes a while to work out any "bugs" and to create a truly great carpool. If, despite your best efforts, it isn't working - try again with another carpool.

Annex 7.D Carpool discussion checklist

Item	Member 1	Member 2	Member 3
Member name			
Driving responsibilities			
Car available?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No
Do you want to share driving?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No
How do you want to share driving?	<input type="checkbox"/> Daily rotation <input type="checkbox"/> Weekly rotation <input type="checkbox"/> Monthly rotation <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Daily rotation <input type="checkbox"/> Weekly rotation <input type="checkbox"/> Monthly rotation <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Daily rotation <input type="checkbox"/> Weekly rotation <input type="checkbox"/> Monthly rotation <input type="checkbox"/> Other (specify)
Driving schedule	<input type="checkbox"/> Days to drive are:	<input type="checkbox"/> Days to drive are:	<input type="checkbox"/> Days to drive are:
Pick-up order and schedule			
Driving expenses			
Driving expenses	<input type="checkbox"/> Share driving equally <input type="checkbox"/> Contribute \$ to driver Specify amount \$ _____	<input type="checkbox"/> Share driving equally <input type="checkbox"/> Contribute \$ to driver Specify amount \$ _____	<input type="checkbox"/> Share driving equally <input type="checkbox"/> Contribute \$ to driver Specify amount \$ _____
Payment schedule	<input type="checkbox"/> Per trip <input type="checkbox"/> Weekly <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Per trip <input type="checkbox"/> Weekly <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Per trip <input type="checkbox"/> Weekly <input type="checkbox"/> Other (specify)
Maximum allowable wait (no honking!)	<input type="checkbox"/> 3 minutes <input type="checkbox"/> Other (specify)	<input type="checkbox"/> 3 minutes <input type="checkbox"/> Other (specify)	<input type="checkbox"/> 3 minutes <input type="checkbox"/> Other (specify)
Other carpool issues (Indicate preferences and special comments)			
Smoking okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter
Music okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter
Food okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter
Drinks okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter
Talking okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter
Coffee drive-thru okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter
Daycare/school stop okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter
Gas station stop okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Doesn't matter
Other issues?			
Insurance	<input type="checkbox"/> Need to check policy <input type="checkbox"/> Policy covers carpooling Liability limit \$ _____	<input type="checkbox"/> Need to check policy <input type="checkbox"/> Policy covers carpooling Liability limit \$ _____	<input type="checkbox"/> Need to check policy <input type="checkbox"/> Policy covers carpooling Liability limit \$ _____
Carpool communication strategy			
Home address			
Home phone			
Work phone			
Email address			
Who/when to call			
Other info?			