

Carpool Discussion Checklist

Want to start an office carpool but find it difficult to co-ordinate schedules and keep all members happy? This list will serve as a starting point in the planning process, as it incorporates many of the questions that everyone seems to have, but is often hesitant to bring up. Sit down with co-workers who live in your neighbourhood, or on your route to work, and go through this list together. You'll be amazed at the result, and your environmental contribution will be huge!

| Participants | Member 1 | Member 2 | Member 3 |
|--------------|----------|----------|----------|
| Name | | | |

Driving Responsibilities

| | | | |
|-----------------------------------|--|--|--|
| Do you have a vehicle available? | Always ___ No ___ Sometimes ___ | Always ___ No ___ Sometimes ___ | Always ___ No ___ Sometimes ___ |
| Do you want to share driving? | Always ___ No ___ Sometimes ___ | Always ___ No ___ Sometimes ___ | Always ___ No ___ Sometimes ___ |
| How do you want to share driving? | Daily rotation ___ Weekly rotation ___ Monthly rotation ___ Other (specify) ___ | Daily rotation ___ Weekly rotation ___ Monthly rotation ___ Other (specify) ___ | Daily rotation ___ Weekly rotation ___ Monthly rotation ___ Other (specify) ___ |
| Driving schedule | My days to drive are: | My days to drive are: | My days to drive are: |
| Pick-up schedule (order and time) | Pick-up: Time: | Pick-up: Time: | Pick-up: Time: |

Driving Expenses

| | | | |
|------------------------|---|---|---|
| Allocation of expenses | Share driving equally ___ Contribute \$ to driver ___ Specify amount \$ ___ | Share driving equally ___ Contribute \$ to driver ___ Specify amount \$ ___ | Share driving equally ___ Contribute \$ to driver ___ Specify amount \$ ___ |
| Payment schedule | Per trip ___ Weekly ___ Other (specify) ___ | Per trip ___ Weekly ___ Other (specify) ___ | Per trip ___ Weekly ___ Other (specify) ___ |
| Maximum allowable wait | 3 minutes Other (specify) ___ | 3 minutes Other (specify) ___ | 3 minutes Other (specify) ___ |