



# Tips for Establishing a Carpool

There are many different carpool dynamics. To set your commute up for success, communication is key. Here are some topics for you and your carpool to review as you're getting started.

## **Roles** - Will driving be shared or designated to one person?

Carpools can share driving duties or designate one or more driver. You may want to discuss who in the group has access or the ability to drive a vehicle, who prefers to drive, and who is content to be a passenger.

## **Schedule** - Where and when will you meet?

Decide where you'll meet to carpool. It may be easier to meet at a convenient location (i.e. park and ride lot) rather than picking individuals up along the way.

Discuss your schedule and work hours. Do you keep a consistent schedule week-to-week or can your hours vary? Will you carpool one day, three days, or every day?

## **Payment** - What payment is expected?

For carpools that share driving duties equally there may be no need to exchange payment. For those that set up their carpool with one or more designated driver, the group should discuss payment, method, and frequency.

## **Carpool policies** - Discuss items such as eating in the car and radio station preferences

These things may seem trivial but coming to an agreement early on helps avoid conflict. Talk about carpool policies – like eating or drinking in the car, listening to the radio, and smoking. Agree on how long you will wait for someone running late and how you'll communicate with each other (text, call, or email). Establish a backup plan if the driver is not available.