



# Organizing a Successful Carpool

CALL the people on your matchlist\*, they're looking forward to hearing from you. Introduce yourself and be sure to discuss:

## *For starters*

1. Who has a vehicle? If you both have vehicles who will drive?
2. If carpool drivers rotate, determine if they will rotate by the day, week or month.
3. Where can you meet and what time? For Park & Ride lot information go to [www.CommuteSolutions.org](http://www.CommuteSolutions.org).
4. Discuss the financial arrangements. For example paying for gas or parking, in the case of your both having cars splitting the driving.
5. Does the driver have insurance coverage?
6. How many days a week are you going to carpool?
7. Will you be pooling on a temporary basis, if so, for how long?

## *Some other details to discuss*

8. What is the waiting time for delays?
9. Who is notified if someone is sick?
10. Are part time or day riders allowed? If so, how much is the fare?
11. Is smoking allowed?
12. Will you listen to the radio? If so, which station(s)?
13. Is it okay to wear perfume/cologne?
14. Is eating or drinking allowed?
15. What would disqualify a member from the pool? (tardiness, dangerous driving, breaking rules, car in poor condition, etc.)
16. Other concerns?

Log on to the carpool matching database at [CommuteSolutions.org](http://CommuteSolutions.org) (24/7) or contact Commute Solutions at 429-POOL for an updated matchlist anytime. Also, try posting notices on company bulletin boards, in newsletters, or use company email to find a carpool partner at your worksite.

Some aspects of organizing the carpool, like determining the best pick up and departure times, may take some trial and error. Starting just one or two days a week will allow you to adjust arrangements to ensure your group will be happy and work well together for a long time.

**[www.CommuteSolutions.org](http://www.CommuteSolutions.org)**

\* A matchlist is a list of people interested in ridesharing who live and work near each other and share similar work hours. Matchlists are available free of charge by calling Commute Solutions at 429-POOL (7665) or logging on to [CommuteSolutions.org](http://CommuteSolutions.org).

