

## 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) ___