



Courtesy Tips for Carpoolers

For safety purposes, it is a good idea to meet your potential carpool partner in person (schedule a coffee or lunch break together) so you can become familiar with each other and discuss carpool details:

- ◆ Decide if you are going to alternate driving, drive every day or ride every day.
- ◆ If it is not a share driving arrangement, agree on a payment schedule.
- ◆ Set up a line of communication. If someone can't make it on a given day, let the driver know in advance. Don't forget to give notice of vacation, personal or overtime plans.
- ◆ Establish a time schedule and pick-up points. BE PROMPT.
- ◆ Establish a rule for latecomers. Decide how long the carpool will wait for a passenger (usually no more than 5 minutes).
- ◆ Avoid side trips on the way home.
- ◆ Keep the car clean, well maintained and filled with enough gas for each trip.
- ◆ Decide on radio use, smoking policies and other similar concerns before you start carpooling.
- ◆ Have a back-up plan for emergency situations, i.e. if your carpool driver must leave early because of a family emergency or stay late for unexpected overtime.

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