

## Carpool Tips and Etiquette

### Call or email the people on your ridematch list.

Reach out to potential carpool partners. Let them know you received their name through iCommute's RideMatcher service, (<http://www.icommutesd.com/Commuters/RideMatcher.aspx>).

**Cover the basics.** When planning your carpool, be sure to ask some key questions, such as:

- How often will you carpool?
- Who will do the driving and on what days?
- Do all the potential drivers have full insurance coverage?
- Where will you meet? (Carpoolers can pick each other up at home, or meet at a mutually convenient location, such as a Park & Ride lot.)
- What time will you meet? (Work schedules are often more flexible than you'd think.)

**Figure out how to share the costs.** If commuters rotate the driving equally, money doesn't have to change hands, but if only one person drives, passengers generally chip in to cover the costs of gas and parking. You can calculate driving costs with our Commute Calculator: (<http://www.icommutesd.com/Commuters/Calculator.aspx>).

### Get acquainted with your fellow carpoolers.

Carpoolers sometimes feel more comfortable meeting potential carpool partners in a neutral, public place before driving together for the first time. Meet for lunch, coffee, or talk on the phone.

**Exchange important info.** Just in case, share emergency contact and insurance information when you start your carpool.

**Sign up for Guaranteed Ride Home.** Be sure to sign up all your carpoolers for the SANDAG Guaranteed Ride Home program before you start carpooling. In case of an emergency or unscheduled overtime, you or your fellow carpoolers can always get home for just a \$3 co-pay! (<http://www.icommutesd.com/Commuters/GuaranteedRideHome.aspx>).

**Establish "rules of the road."** Each carpool is unique, but in all successful carpools, members have discussed food, coffee,



smoking, and perfume; radios and/or MP3 players; cell phones and calls; a plan and waiting limitations for late comers; and who to notify if someone is sick or going on vacation. Establish a carpool policy agreement between riders—the last page of this tip sheet is a sample

**Give it a trial run.** Many commuters start carpooling on a trial basis. Try it for a month or two and see if it's right for you.

**Communicate with your fellow carpoolers.** Make sure you have appropriate contact information. If you're running a few minutes late, call your carpool partners and let them know. If you cannot carpool on a particular day due to a schedule conflict, give them ample notice so they can make other arrangements.

**Drive safely at all times.** Always make your passengers feel like they are in good hands. Keep your vehicle clean and in good condition. Do the same when riding in your partner's vehicle. Respect any other restrictions the carpool has agreed upon, such as smoking, eating, drinking, or talking on a cell phone. Whether you are the driver or a passenger, make an effort to be on time.

**Refrain from making extra stops** along the way to take care of personal errands. The carpool is meant to help everyone with their commute.

# Sample Individual Carpool or Vanpool Policy

Here are suggested items to negotiate up front. Please include the items you decide are important to your participants.

**Meeting place(s) and time(s):** \_\_\_\_\_

**Route:** \_\_\_\_\_

**Driver schedule (For example, will you switch drivers weekly? Monthly?):**

\_\_\_\_\_

\_\_\_\_\_

- Smoking?  Yes  No
- Food allowed?  Yes  No
- Drinks allowed?  Yes  No
- Perfume and cologne?  Yes  No
- Laptops, DVDs, or video games?  Yes  No
- Electronic games allowed?  Yes  No
- Cell phone conversations?  Yes  No  Time Limit?
- Cursing?  Occasional  Never

**We have discussed:**

- Payment arrangements
- Temperature in the car, a/c, and windows
- Preferred or assigned seating
- Quiet time and talking
- Absences
- How long to wait at a meeting point
- Music preferences, volume, who adjusts
- Shared costs: Gasoline, parking, car wash, etc.
- Side trips such as a coffee stop in the morning
- Car maintenance
- Other items agreed upon include: \_\_\_\_\_

**Driver(s) shows proof of automobile insurance, as required by California law?**

Yes  \_\_\_\_\_ initial

**Be willing to make an exception.** For example, even if you have agreed to listen to the news on the ride home, if someone has a headache and asks for quiet time please respect his or her needs.

**I acknowledge that I have read and agreed to these policies.**

**Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Organizational and communication skills come in handy when working with a group of individuals. Set ground rules.**