



## A Smarter Way

**Congratulations! You're a smart commuter. Before you begin a carpool arrangement, we suggest that you read over the following tips for carpoolers. They will help you develop a plan for your pool and get the group started on the right foot.**

- 1) Meet a potential carpool partner** for lunch or after work before beginning a carpool arrangement. A personal meeting is more revealing and helpful than a phone conversation when establishing carpool policies.
- 2) Draw up a driving schedule.** If you decide to share driving duties, assign a particular day (or days) of the week to each driver. This way others in your family can use the car regularly. Many carpoolers find rotating drivers weekly or monthly to be the most practical carpool arrangement.
- 3) Agree upon a regular route and pick-up schedule.** Each pooler should know when and where to meet the carpool every day. Agree to wait five to ten minutes for all poolers to arrive; give them a cushion for possible traffic, weather or construction delays.
- 4) Keep your fellow carpoolers' home and work phone numbers handy** so that you can notify them when you won't be going to work, or in case of emergency. Let your carpool partners know if you will miss a day's ride.
- 5) Be punctual.** Even two minutes is a long wait when you are on your way to work. Be sure to call your poolers if you are running late.
- 6) Keep your car in good mechanical condition.** Make sure you have enough gas for the daily round trip on days that you drive.
- 7) Consult your own insurance agent** to see whether your company offers lower rates to carpoolers or requires increased coverage for higher liability limits. Policies vary among companies; you may even want to shop for a company that offers discounts to carpoolers. Talk to other drivers and find out if they have proper coverage. Use this opportunity to address safety & driving records.
- 8) Plan to run errands on your own time.** Your carpool is for commuting to work.
- 9) Decide on policies** for smoking and other preferences such as radio station and volume. Attention to small details can make carpooling a pleasant experience for everyone.
- 10) Establish a policy for driver reimbursement.** Carpools work best when everyone contributes to the carpool's operation and receives equal benefit. Agree upon a cost per mile for gas, add parking fees and divide by the number of riders in your pool. It is also helpful to schedule payments on a weekly or monthly basis. If everyone takes turns driving, you may not need to calculate expenses.

