

## Etiquette Tips For a Successful Carpool

Whether you are joining for the first time or adding new members, carpooling can be both rewarding and enjoyable. Being respectful and establishing good communication among your carpool group can help ease the transition of sharing a ride during your work commute. Below is a list of tips that will help guide you toward a successful carpool.

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### COMMUNICATION

- Best method of communicating with group (i.e. phone call, text, email)
- Phone usage during commute
- Creating a phone tree in case of emergency, etc.

### DRIVING

- Discuss with other carpooler(s) who would like to be driver(s) and how often you would rotate the role as the driver
- Establish a method for reimbursing driving expenses if driving responsibilities are not equally rotated
- \*\*Also Consider – Paid parking and tolls (if applicable)

### TIMELINESS

- Create a time schedule and meeting point(s)
- Wait time if someone is running late in meeting the carpool
- Consider synchronizing all watches, phones, and vehicle clocks

### SMOKING

- If the driver is okay with smoking in their car
- Avoid smoking if someone in the carpool does not smoke

### FOOD/BEVERAGE

- Able to eat/drink in the vehicle
- Food allergies

### MUSIC

- Radio station preferences
- Volume

### TEMPERATURE

- Who can adjust the temperature
- Windows up/down

### ALLERGIES/SENSITIVITIES

- Pet/animal allergies
- Perfume/cologne
- Other

### SEATING ARRANGEMENTS

- For ease of commuting, we suggest having no preferential seating unless agreed upon by the carpool
- Factors to consider: Motion sickness, mobility, etc.

### WEATHER

- Create an inclement weather protocol

### DISCUSSION TOPICS

- Consider avoiding discussing sensitive topics such as religion, politics, etc.
- Willingness to add future members to the carpool
- Willingness to ride with children

# Carpool Etiquette—Check Sheet

Use this check sheet as a guide to help identify your commute preferences

NAME: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

## COMMUNICATION

- The best way to reach me is by \_\_\_ Phone call; \_\_\_ Text; \_\_\_ Email
- My phone number is: \_\_\_\_\_
- My email is: \_\_\_\_\_

## DRIVING

- \_\_\_ I would like to be a driver of the carpool; \_\_\_ I would NOT like to be a driver of the carpool
- How many days per week would you like to carpool? \_\_\_\_\_
- Are there certain days you would not like to carpool? \_\_\_\_\_

## TIMELINESS

- I understand that my timeliness affects the entire carpool group
- My carpool decided that we will wait \_\_\_\_\_ minutes after the designated meeting time for late arrivals

## SMOKING

- I am a \_\_\_ smoker; \_\_\_ non-smoker
- And I \_\_\_ allow smoking inside my vehicle; \_\_\_ do NOT allow smoking inside my vehicle
- Please consider that: \_\_\_ I would prefer that others do NOT smoke in the vehicle with me present  
\_\_\_ No preference

## FOOD/BEVERAGE

If I am the driver of the carpool...

- \_\_\_ I will allow food to be consumed in my vehicle; \_\_\_ I will NOT allow food to be consumed in my vehicle  
\* If yes, any conditions?
- \_\_\_ I will allow beverages to be consumed in my vehicle; \_\_\_ I will NOT allow beverages to be consumed in my vehicle  
\* If yes, any conditions?

## MUSIC

- During my work commute, I enjoy listening to these three stations:

\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_

- \_\_\_ No preference
- \_\_\_ No music

## ALLERGIES/SENSITIVITIES

Please list any allergies or sensitivities that might be triggered during your work commute

- \_\_\_ pet/animal allergies
- \_\_\_ perfume/cologne
- \_\_\_ motion sickness
- Other: \_\_\_\_\_

## DISCUSSION

- \_\_\_ I would be willing to discuss adding others to the carpool in the future
- \_\_\_ I would be willing to ride with children for part of the commute
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Remember to share your check sheet with your fellow carpool partners for a more harmonious commute!