## **Carpool Discussion Checklist**

Item	Member 1	Member 2	Member 3
Member name			
Driving responsibilities			
Car available?	☐ Always ☐ Sometimes ☐ No	☐ Always ☐ Sometimes ☐ No	☐ Always ☐ Sometimes ☐ No
Do you want to share driving?	☐ Always ☐ Sometimes ☐ No	☐ Always ☐ Sometimes ☐ No	☐ Always ☐ Sometimes ☐ No
How do you want to share driving?  Driving schedule	☐ Daily rotation ☐ Weekly rotation ☐ Monthly rotation ☐ Other (specify) ☐ Days to drive are:	☐ Daily rotation ☐ Weekly rotation ☐ Monthly rotation ☐ Other (specify) ☐ Days to drive are:	☐ Daily rotation ☐ Weekly rotation ☐ Monthly rotation ☐ Other (specify) ☐ Days to drive are:
Pick-up order and schedule			
Driving expenses			
Driving 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 (no honking!)	☐ 3 minutes ☐ Other (specify)	☐ 3 minutes ☐ Other (specify)	☐ 3 minutes☐ Other (specify)
Other carpool issues (Indicate preferences and special comments)			
Smoking okay?	☐ Yes ☐ No ☐ Sometimes	Yes No Sometimes	☐ Yes ☐ No ☐ Sometimes
Music okay?	☐ Yes ☐ No ☐ Sometimes	☐ Yes ☐ No ☐ Sometimes	☐ Yes ☐ No ☐ Sometimes
Food okay?	☐ Yes ☐ No ☐ Sometimes	Yes No Sometimes	☐ Yes ☐ No ☐ Sometimes
Drinks okay?	Yes No Sometimes	Yes No Sometimes	Yes No Sometimes
Talking okay?	Yes No No Sometimes	Yes No Sometimes	Yes No Sometimes
Coffee drive-thru okay?	Yes No Sometimes	Yes No Sometimes	Yes No Sometimes
Daycare/school stop okay?	Yes No Sometimes	Yes No Sometimes	Yes No Sometimes
Gas station stop okay? Other issues?	Yes No Sometimes	Yes No Sometimes	Yes No Sometimes
Insurance	☐ Need to check policy ☐ Policy covers carpooling Liability limit \$	☐ Need to check policy ☐ Policy covers carpooling Liability limit \$	☐ Need to check policy ☐ Policy covers carpooling Liability limit \$
Carpool communication strategy			
Home address			
Home phone			
Work phone			
Email address Who/when to call			
Other info?			