Carpool Checklist

Use this checklist as a guide to help set up
rules and commute preferences for your group.

✓ Communication
- Best method of communicating with group (phone, text, email)
- Phone usage during commute
- Create a phone tree in case of an emergency or inclement weather

✓ Driving
- Discuss who would like to be drivers and how often you would rotate the role
- Establish a method for reimbursing driving expenses; including parking costs and/or tolls

✓ Timeliness
- Create a time schedule and meeting point(s)
- Wait time if someone is running late to meet group

✓ Smoking
- Is the driver okay with smoking in their car
- Avoid smoking if someone in the group doesn't smoke

✓ Food/Beverage
- Able to eat and/or drink in the car
- Advise of any allergies

✓ Music
- Radio station preferences
- Volume

✓ Allergies/Sensitivies
- Pet/animal allergies
- Perfume/cologne
- Other

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