

# Carpooling discussion checklist

You may find it useful to tear this page off and get potential carpool members to fill it in before you start.



## Raring to go?

Workplace carpool schemes are easy to establish and operate and, as you've seen here, can benefit both the company and staff.

For more information about carpooling, visit the NZ Transport Agency's website ([www.nzta.govt.nz](http://www.nzta.govt.nz)) which features more detailed information and guidelines on setting up and maintaining a carpool scheme.

Alternatively, you can contact your local authority for further information.



## Our contact details

For general enquiries and contact information for the NZ Transport Agency please check our website [www.nzta.govt.nz](http://www.nzta.govt.nz) or email us at [info@nzta.govt.nz](mailto:info@nzta.govt.nz)

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## Carpooling Information for employees

Looking for a cheaper, stress-free and more environmentally friendly way to get to work?



If walking, cycling or using public transport isn't possible, there is another way to commute - by carpool. This is when two or more people share the ride to a similar or nearby destination.

Carpooling is the smarter commute for a number of reasons:

**It's kinder on your wallet:** Carpooling saves you money in petrol, carparking, insurance, and other vehicle running costs such as wear and tear. The more people you share the ride with, the more money you can expect to save.

**It saves you time:** You don't have to waste time looking for a parking space, and walking to and from it.

**It provides a more sociable commute:** Travelling with others can foster new friendships and create stronger social bonds as you chat during your commute.

**It makes you more mobile:** Carpooling gives non-drivers access to vehicles and therefore provides another transport option.

**It reduces your carbon footprint:** Carpooling reduces the number of cars on the road, and fewer cars means less traffic congestion and less damage to the environment.

## Carpool - and the planet will love you for it.



## Ways to make carpooling easier

There are some things you can do to simplify the process:

- Decide who will drive (it can be one person or you can take turns), what route you'll take, where passengers will be picked up and dropped off, and if it's okay to make stops along the way (eg for coffee).
- Start carpooling a couple of days a week. Try it out to see if it works for you.
- Be punctual and decide how long you'll wait for late passengers. If the driver or passenger is going to be late, they should let the others know.
- Decide how you'll share petrol and parking costs.
- Establish some ground rules about whether or not smoking is allowed, if music can be played, and if food and drink can be consumed during the commute.
- Make sure you drive carefully, keep the car clean and in good repair and your insurance up to date.
- Ensure all carpool members have each others' home, work and mobile numbers in case of emergencies.
- Agree on an alternative travel plan, should the driver be unavailable.
- Give your carpool time to run smoothly. It usually takes a few weeks. But once established, you'll find carpooling really is the smarter alternative.



## Carpool discussion checklist

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Name

Address

Do you have a car available? Yes  No

Do you want to share the driving? Yes  No

And if so, how - eg a daily, weekly or monthly rotation?

If sharing the driving, which days/weeks/months suit you better?

How are driving and parking expenses to be shared? ie how much per trip and how should this be paid?

The maximum allowable wait times

Is smoking in the car okay? Yes  No

Is music okay? Yes  No

If so, what type of music - ie which radio station or CDs do you prefer to listen to?

Is eating and drinking during the commute okay? Yes  No

Is talking during the commute okay? Yes  No

Is stopping for takeaway coffee or for petrol okay? Yes  No

Insurance - check if your policy covers carpooling

Your contact details:

Work  Home

Mobile

Email

Do you commit to letting the others know when an emergency happens and you can't make it? Yes  No

What is Plan B if the driver is suddenly unable to make it?

Any other information?