

## How it works

Carpooling schemes provide staff with another option to get to and from work when public transport, walking or cycling are not possible. They fit well into most workplace travel plans, but you don't need a travel plan to start carpooling.

**Here's how it works:** Staff who live near each other are picked up by a designated driver either at their home or at a mutually agreed location. It's up to individuals to decide if they'll share the driving or have one designated driver, what the costs and payment schedule will be, and what the backup plan is when the driver is unavailable.

The cornerstone of any workplace carpool scheme is an in-house coordinator who manages the set-up and day-to-day functioning of the scheme, and continually encourages staff participation.

Supportive employers are the key to establishing and maintaining successful workplace carpool schemes. One way to do this is by offering incentives such as priority or low-cost parking spaces; another is by hosting regular morning teas where staff can match up with others from their area. The overseas experience shows it's also a good idea to regularly promote the scheme via internal communications mechanisms (eg the staff newsletter and intranet) and to celebrate successes with social events and awards.



## 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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New Zealand Government

## Carpooling Information for employers

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



NZ TRANSPORT AGENCY  
WAKA KOTAHI

February 2009

## What is it?

When two or more people share a ride to a common or nearby destination, that's a carpool.

The number of passengers may vary, drivers and vehicles can rotate, and a carpool might operate every day or only when it's convenient. While petrol and parking expenses may be shared, the driver isn't paid for their time.

### Carpooling

THE SMARTER COMMUTE



## Who benefits?

**Who doesn't?** Carpooling is the smarter option for both your organisation and your staff for a number of reasons:

### *How your organisation benefits*

**The bottom line:** If you provide staff carparks, carpooling can cut the demand for these, allowing you to reduce the cost of renting or maintaining your current carparks and putting the space to other use.

**A less stressed, more productive workforce:** Fewer cars on the road means a quicker commute and if staff have to spend less time driving to work, looking for a carpark and walking to and from it, they'll arrive at work earlier and in a more relaxed state. Carpooling with colleagues can also be positive for workplace relations.

**Your image:** Fulfilling your commitment to sustainable and environmental targets increases your public perception as an environmentally friendly organisation. This can make you more attractive to customers and shareholders, and assist with staff recruitment and retention as your company is seen as a good place to work.



## How your staff benefit

**Their wallets:** Carpooling saves money in petrol, carparking, insurance and other vehicle running costs such as wear and tear. The more people that share the ride, the more money they can expect to save.

**Their social networks:** Commuting with others helps to create a better social network as staff make new friends and chat about work during their commute, creating stronger social bonds.

**Their mobility:** Carpooling gives non-drivers and those who don't own cars access to vehicles and therefore provides another transport option.

**Their carbon footprint:** Carpooling reduces the number of cars needed to transport the same number of people, and fewer cars means less traffic congestion, air pollution, demand for new roads and car parks. Fewer cars also reduce greenhouse gases, a major contributor to climate change. Carpool and the planet will love you for it.

