## 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?	<ul><li>□ Daily rotation</li><li>□ Weekly rotation</li><li>□ Monthly rotation</li><li>□ Other (specify)</li></ul>	<ul><li>□ Daily rotation</li><li>□ Weekly rotation</li><li>□ Monthly rotation</li><li>□ Other (specify)</li></ul>	<ul><li>□ Daily rotation</li><li>□ Weekly rotation</li><li>□ Monthly rotation</li><li>□ Other (specify)</li></ul>
Driving schedule	☐ Days to drive are:	☐ Days to drive are:	☐ 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	<ul><li>□ Per trip</li><li>□ Weekly</li><li>□ Other (specify)</li></ul>	☐ 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 ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter
Music okay?	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter
Food okay?	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter
Drinks okay?	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter
Talking okay?	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter
Coffee drive-thru okay?	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter
Daycare/school stop okay?	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter
Gas station stop okay?	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter	☐ Yes ☐ No ☐ Doesn't matter
Other issues?			
Insurance	<ul><li>□ Need to check policy</li><li>□ Policy covers carpooling Liability limit \$</li></ul>	<ul><li>□ Need to check policy</li><li>□ Policy covers carpooling Liability limit \$</li></ul>	<ul><li>□ Need to check policy</li><li>□ Policy covers carpooling Liability limit \$</li></ul>
Carpool communication strategy			
Home address			
Home phone			
Work phone			
Email address			
Who/when to call			