



# Carpool Tips:

## Keys to a successful carpool

1. **Communication:** Create a carpool contact information sheet with everyone's phone numbers and email addresses. Communicate all changes in schedule such as illness, vacation days or overtime. Give as much notice as possible. Establish a back-up plan.
2. **Route and schedule:** Set pick-up points and times. Consider meeting at an MTO carpool lot (they're free). If all members of your carpool take turns driving, decide if you want to alternate on a daily, weekly or monthly basis. Note – you don't have to carpool every day!
3. **Punctuality:** Be respectful and be on time, but remember that traffic, car troubles and inclement weather can all drastically affect driving schedules. Decide as a group how long you'll wait for a passenger.
4. **Cost-sharing:** If you don't share the driving equally, decide how the costs will be shared. Agree on frequency of payment dates and how the money is to be collected. Fuel, parking and maintenance are all things to be considered.  
Carpool Cost Calculator: [smartcommute.ca/carpooling/carpool-savings-calculator/](http://smartcommute.ca/carpooling/carpool-savings-calculator/)
5. **In-car preferences:** Discuss what can be done in the car, such as smoking, eating or drinking. Be aware that some passengers may be allergic or sensitive to strong scents. Decide what radio stations are ok and whether or not stops along the way are permitted.
6. **Driving:** Keep the car clean, in good repair, filled with enough gas for each trip and drive carefully and responsibly.
7. **Parking:** Find out if your worksite has preferred carpool parking spaces and if so, do you need a permit?
8. **Insurance:** Check your policy if you will be a driver in the carpool. Your insurance rates may rise or fall if you carpool on a regular basis.
9. **Patience:** Consider a trial period. It may take a few weeks for everyone's routine to come together. Be flexible to figure out what works best for all.
10. **Satisfaction:** Celebrate! You're saving money and wear and tear on your vehicle, reducing stress levels and helping the environment.

*Find your ride match today or post your carpool so others can find you at [explore.smartcommute.ca](http://explore.smartcommute.ca).  
You can save even more money by filling empty seats in your carpool.*