

Ride-Sharing Checklist

Use this checklist AFTER you have found someone to share a ride with. Discuss the following items with your ride-share partner(s).

- Who will drive?
- Will you alternate driving? (establish your rotation schedule)
- Establish the morning pickup point(s) and designate a place(s) to meet for the trip home.
- Plan your route.
- Maximum allowable wait (no honking!). ____ Minutes
- Prefer silence?
- Music okay? (if yes, style and volume?)
- Talking okay?
- Smoking okay?
- Fragrance (perfume/cologne) okay?
- Food okay?
- Drinks okay?
- Coffee stop okay?
- Daycare stop okay?
- Gas station stop okay?
- Any other issues?

Other Helpful Tips

Establish a cost sharing arrangement: If the members of your ride-share do not share the driving equally, come to an understanding of how the costs will be shared and agree on payment dates. Take note of the "suggested value" calculated for each round trip in our system (based on CAA estimates on vehicles operating costs) - it's a good place to start negotiating.

Communication: Ensure everyone has a copy of home, work or cell numbers in case of illness or a change in plans. Don't forget to give notice of vacation, personal or overtime plans.

Route and schedule: Establish the morning pickup point(s) and designate a place to meet for the trip home.

Waiting times: Decide as a group how long you'll wait for a passenger. The usual waiting time is two to three minutes.

Driving schedule: If all members of your ride-share alternate driving, decide among yourselves if you want to alternate on a daily, weekly or monthly basis.

Ground rules: Discuss what can be done in the car, like smoking, eating or drinking. Some passengers may be sensitive to strong perfumes or colognes, so check if these are okay to wear.

Driving: Keep the car clean, in good repair, filled with enough gas for each trip and drive carefully and responsibly.

Side trips: Do you all want to stop for coffee on the way to work? It's probably best to save side trips for days you don't ride-share, or the weekend.

Insurance: Check your policy if you will be a driver in the ride-share. Your insurance rates may rise or fall if you ride-share on a regular basis.

Fun: Will you discuss work, current events or the newest novel? Decide which radio stations and music types are acceptable, or if riders prefer quiet rides.

Give your ride-share time to work: It usually takes a few weeks for everyone's routine to come together. You don't have to ride-share every day. Find out what works best for you.