

# Carpool Discussion Checklist



	Member 1	Member 2	Member 3	Member 4
<b>Member Details</b>				
Member name				
Home address				
Home phone				
Work phone				
Mobile phone				
Email address				
Best time to contact				
Other information				
<b>Member Responsibilities</b>				
Car available? <i>(yes, no, sometimes)</i>				
Carpool preference <i>(driver, passenger, both)</i>				
How to share driving? <i>(daily, weekly, monthly, other)</i>				
Driving schedule <i>(specify days to drive)</i>				
Pick up schedule				
<b>Driving Responsibilities</b>				
Driving expenses <i>(share driving equally, \$ to driver – specify amount)</i>				
Payment schedule <i>(per trip, weekly, monthly, other)</i>				
Maximum wait time <i>(2 minutes, 5 minutes, other)</i>				
<b>Carpool Preferences <i>(yes, no, or does not matter)</i></b>				
Smoking okay?				
Food okay?				
Drinks okay?				
Music okay?				
Talking okay?				
Child care/ school stops?				
Coffee stops?				
Petrol stops?				
Other issues?				