

Carpooling discussion checklist

You may find it useful to tear this page off and get potential carpool members to fill it in before you start.



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) 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 or email us at info@nzta.govt.nz

NATIONAL OFFICE
Victoria Arcade,
44 Victoria Street
Private Bag 6995,
Wellington 6141
New Zealand
Telephone: +64 4 894 5400
Fax: +64 4 894 6100

**TRANSPORT
REGISTRY CENTRE**
Private Bag 11777,
Palmerston North 4412
New Zealand
Telephone: 0800 108 809
(motor vehicle registrations)
Telephone: 0800 822 422
(driver licensing)
Fax: +64 6 953 6406

Carpooling Information for employees

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





If walking, cycling or using public transport isn't possible, there is another way to commute – by carpool. This is when two or more people share the ride to a similar or nearby destination.

Carpooling is the smarter commute for a number of reasons:

It's kinder on your wallet: Carpooling saves you money in petrol, carparking, insurance, and other vehicle running costs such as wear and tear. The more people you share the ride with, the more money you can expect to save.

It saves you time: You don't have to waste time looking for a parking space, and walking to and from it.

It provides a more sociable commute: Travelling with others can foster new friendships and create stronger social bonds as you chat during your commute.

It makes you more mobile: Carpooling gives non-drivers access to vehicles and therefore provides another transport option.

It reduces your carbon footprint: Carpooling reduces the number of cars on the road, and fewer cars means less traffic congestion and less damage to the environment.

Carpool – and the planet will love you for it.



Ways to make carpooling easier

There are some things you can do to simplify the process:

- Decide who will drive (it can be one person or you can take turns), what route you'll take, where passengers will be picked up and dropped off, and if it's okay to make stops along the way (eg for coffee).
- Start carpooling a couple of days a week. Try it out to see if it works for you.
- Be punctual and decide how long you'll wait for late passengers. If the driver or passenger is going to be late, they should let the others know.
- Decide how you'll share petrol and parking costs.
- Establish some ground rules about whether or not smoking is allowed, if music can be played, and if food and drink can be consumed during the commute.
- Make sure you drive carefully, keep the car clean and in good repair and your insurance up to date.
- Ensure all carpool members have each others' home, work and mobile numbers in case of emergencies.
- Agree on an alternative travel plan, should the driver be unavailable.
- Give your carpool time to run smoothly. It usually takes a few weeks. But once established, you'll find carpooling really is the smarter alternative.



Carpool discussion checklist

You may find it useful to tear this page off and get potential carpool members to fill it in before you start.

Name

Address

Do you have a car available? Yes No

Do you want to share the driving? Yes No

And if so, how – eg a daily, weekly or monthly rotation?

If sharing the driving, which days/weeks/months suit you better?

How are driving and parking expenses to be shared? ie how much per trip and how should this be paid?

The maximum allowable wait times

Is smoking in the car okay? Yes No

Is music okay? Yes No

If so, what type of music – ie which radio station or CDs do you prefer to listen to?

Is eating and drinking during the commute okay? Yes No

Is talking during the commute okay? Yes No

Is stopping for takeaway coffee or for petrol okay? Yes No

Insurance – check if your policy covers carpooling

Your contact details:

Work Home

Mobile

Email

Do you commit to letting the others know when an emergency happens and you can't make it? Yes No

What is Plan B if the driver is suddenly unable to make it?

Any other information?

