



## Rules

Your carpool or vanpool will operate smoothly when a few rules are established in advance. For example, decide on policies about smoking, the radio, waiting times, and riving rotation. Agree on vacation plans and illness notification. A few minutes spent in setting some basic rules now will save time and headaches later.

## Records

You may want to keep specific records. A list which includes each carpool/vanpool participant's name, address, home phone, and work phone comes in handy in case of emergencies. A record of mileage, gasoline purchases, and fares eliminates conflicts at a later date.

## Here is sample of some carpool/vanpool rules that you can use to create your own agreement:

Each rider and driver is expected to abide by the rules of this carpool/vanpool.

1. The fare per rider is \$\_\_\_\_\_ per month and shall be paid before the first day of the month.
2. Seating will be first come, first served.
3. Pick-up points and times are \_\_\_\_\_.
4. Drip-off points and times are \_\_\_\_\_.
5. Maximum waiting times at each pick-up point is \_\_\_\_\_.
6. Smoking in carpool/vanpool is not allowed.
7. The radio will be set on \_\_\_\_\_ FM in the morning and on \_\_\_\_\_ FM in the afternoon.
8. Rules may be change by a majority vote.