

## Carpool or Vanpool Policies

### *Sample*

*These are suggested items to negotiate up front. Please include the items you decide are important to your participants.*

Meeting place(s) and time(s) \_\_\_\_\_

Route: \_\_\_\_\_

Driver Schedule (For example, will you switch drivers weekly? Monthly?)

Smoking	Yes	No	
Food allowed?	Yes	No	
Drinks allowed?	Yes	No	
Perfume and cologne?	Yes	No	
Laptop computer during the commute?	Yes	No	
Electronic games allowed?	Yes	No	
Cell phone conversations:	Yes	No	Time Limit?
Cursing	Occasional	Never	

We have discussed: temperature in the car, air conditioning, and windows? Yes No

We have discussed: Quiet time and talking

We have discussed: Absences (call ahead, expenses)

We have discussed: Music preferences, volume, who adjusts?

We have discussed: Shared costs  
Gasoline, parking, car wash, other?  
How much?  
How often?  
Cash, check, gas card?

We have discussed: Car maintenance

Other items agreed upon include:

Driver(s) shows proof of automobile insurance, as required by California law?  
Yes \_\_\_\_\_ *initial*

***Be willing to make an exception.*** For example, even if you've agreed to listen to the news on the ride home, if someone has a headache and asks for quiet time, please respect his or her needs.

I acknowledge that I have read and agree to these policies.

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Name

Date