

CARPOOLING TIPS

TIPS FOR GETTING STARTED

When you contact other individuals to discuss possible rideshare arrangements consider the following:

- What days will you carpool and who will be the driver?
- How will driving responsibilities be rotated (i.e. daily or weekly)?
- Where and when will riders be picked up?
- How long should the driver wait, if a rider is not at the designated pickup point?
- What are the best routes to designated pickup points?
- Identify alternative routes to avoid congested roads.
- How will rideshare schedules be adjusted during inclement weather?
- Share home and work phone numbers.
- If members do not share the driving, how will driving costs be divided?
- Will eating and/or smoking be allowed in the car?

TIPS FOR A SUCCESSFUL CARPOOL

- Be courteous to others in your carpool.
- Always be on time.
- Call other members if you are sick or running late.
- Let other member know when you have to stay late or leave early.
- Let members know when you will be away on business or vacation.
- If one person does the driving, share the commuting costs.
- Fill your gas tank before you leave.
- Give yourself extra time when driving in bad weather and adjust pickup schedules accordingly.

WHEN YOU DON'T HAVE YOUR CAR AT WORK

- Give yourself extra time if you plan to walk to meetings.
- Share a ride with someone else that is attending a meeting.
- Call extension 2714 to use the [BNL Courtesy Van](#) for on-site trips between the hours of 8:30 a.m. and 4:15 p.m.
- For short on-site trips, use a Dept./Div. assigned bicycle when weather permits.
- If possible, try not to schedule meetings late in the day.
- If you are attending a late day meeting, inform others attending the meeting that you may need to leave early.
- Use on-site banking, dry cleaning, [food delivery](#), postal and cafeteria services to reduce the need for midday off-site trips.
- Use the refrigerators and microwaves that many buildings have and bring your lunch to work.