Carpool Coordination Playbook

This playbook outlines the steps for organizing a sustainable carpooling system. It covers finding partners, scheduling, and setting ground rules to ensure an effective and efficient carpooling experience.

Step 1: **Partners Search**

Seek out individuals interested in carpooling by using internal company boards, social media groups, or carpooling apps. Consider proximity to each participant's home, compatibility of schedules, and similar routes to the destination.

Step 2: **Route Planning**

Plan the carpool route by identifying the most efficient path that accommodates the pickup and drop-off locations of all participants.

Step 3: **Schedule Setup**

Create a carpooling schedule that includes each participant's pick-up and drop-off times as well as the days of the week when the carpool is active. Use shared digital calendars for easy updates and synchronization.

Step 4: **Driver Rotation**

Establish a fair driver rotation system to ensure that the driving responsibilities are evenly distributed among the participants. This

can be on a weekly or monthly rotation, depending on the preferences of the group.

Step 5: **Ground Rules**

Discuss and set ground rules with all participants. Topics should include punctuality, gas contributions, radio preferences, food and drink policies in the vehicle, and handling absences or changes in schedule.

Step 6: **Emergency Plan**

Create an emergency plan addressing how to deal with unexpected events such as car breakdowns, participant illness, or severe weather conditions. Make sure everyone has access to a contact list of all participants.

Step 7: **Feedback Loop**

Implement a feedback system for participants to share their thoughts on how to improve the carpooling experience. Consider regular meetings or a digital survey to collect and discuss opinions.

General Notes

Legal Considerations

Ensure to check local regulations regarding carpooling to avoid any legal issues, such as necessary carpooling permits or insurance requirements.

Environmental Impact

Keep records of the carpool's mileage and fuel consumption to track the environmental impact and savings compared to individual commuting.