



County of Orange
Commuter Assistance Program
Carpool Connection &
Discussion Checklist

What is a carpool and how does it work?

A carpool is two or more people sharing the ride in a car, typically taking turns driving or sharing expenses related to gas, toll and parking fees. Most carpools are formed at the work site; it is just a matter of finding a carpool partner, setting some guidelines and hitting the road. For a carpool discussion checklist, see the reverse side of this form.

Concerned about being stranded without a car?

If you have an emergency on a day that you carpool, vanpool, ride the train or bus, you can use the "Guaranteed Ride Home" service to request a free taxi or rental car. Authorization forms and instructions are available at www.ocgov.com/hr/rideshare, the Commuter Information Display Racks located in many buildings or from your Human Resources Department.

Want help finding a carpool partner?

When possible, commuters like to carpool with co-workers, neighbors, friends or family. However if you are having trouble finding someone who shares the same commuting needs, here are three places to start:

1. Go to the HR Rideshare web pages (www.ocgov.com/hr/rideshare) and select "Carpool Connection" for the basics. You will be instructed on how to locate the "Carpool Classifieds", a list of County employees that are also looking for fellow employees that want to carpool. Contact those commuting from the city where you live, a neighboring city, or a city along your commute route. You should let them know you are a fellow County employee also interested in carpooling or vanpooling.
2. You can also be added to the "Carpool Classifieds." Complete the bottom section of this form and return as directed.
3. For a broader search, you may want to access the regional database that includes commuters from neighboring employers. Go to www.ridematch.info or dial 511 and say, "Orange County Rideshare" to have an agent help you find a carpool or vanpool.

Today's Date:					
First Name:		Initial:		Last Name:	
Your City of Residence:			Your City of Residence Zip Code:		
Work Address:		City:		Zip Code:	
Agency/Dept.		Bldg #:		Work Hours:	
Work Phone:		Email:			

All those registering for the Carpool Classifieds will automatically receive a **Guaranteed Ride Home** Authorization form and instructions. All employees that live in Riverside or San Bernardino Counties will automatically receive applications for incentives (**Advantage/Option Rideshare and/or RidesharePlus**) funded by those counties.

Please submit by Pony Mail to Rideshare, Bldg 10, 1st Floor

Carpool Discussion Checklist

Item	Member 1	Member 2	Member 3
Member name			
Driving responsibilities			
Car available?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No
Do you want to share driving?	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No	<input type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> No
How do you want to share driving?	<input type="checkbox"/> Daily rotation <input type="checkbox"/> Weekly rotation <input type="checkbox"/> Monthly rotation <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Daily rotation <input type="checkbox"/> Weekly rotation <input type="checkbox"/> Monthly rotation <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Daily rotation <input type="checkbox"/> Weekly rotation <input type="checkbox"/> Monthly rotation <input type="checkbox"/> Other (specify)
Driving schedule	<input type="checkbox"/> Days to drive are:	<input type="checkbox"/> Days to drive are:	<input type="checkbox"/> Days to drive are:
Pick-up order and schedule			
Driving expenses			
Driving expenses	<input type="checkbox"/> Share driving equally <input type="checkbox"/> Contribute \$ to driver <input type="checkbox"/> Specify amount \$ _____	<input type="checkbox"/> Share driving equally <input type="checkbox"/> Contribute \$ to driver <input type="checkbox"/> Specify amount \$ _____	<input type="checkbox"/> Share driving equally <input type="checkbox"/> Contribute \$ to driver <input type="checkbox"/> Specify amount \$ _____
Payment schedule	<input type="checkbox"/> Per trip <input type="checkbox"/> Weekly <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Per trip <input type="checkbox"/> Weekly <input type="checkbox"/> Other (specify)	<input type="checkbox"/> Per trip <input type="checkbox"/> Weekly <input type="checkbox"/> Other (specify)
Maximum allowable wait (no honking!)	<input type="checkbox"/> 3 minutes <input type="checkbox"/> Other (specify)	<input type="checkbox"/> 3 minutes <input type="checkbox"/> Other (specify)	<input type="checkbox"/> 3 minutes <input type="checkbox"/> Other (specify)
Other carpool issues (Indicate preferences and special comments)			
Smoking okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
Music okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
Food okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
Drinks okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
Talking okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
Coffee drive-thru okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
Daycare/school stop okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
Gas station stop okay?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Sometimes
Other issues?			
Insurance	<input type="checkbox"/> Need to check policy <input type="checkbox"/> Policy covers carpooling Liability limit \$ _____	<input type="checkbox"/> Need to check policy <input type="checkbox"/> Policy covers carpooling Liability limit \$ _____	<input type="checkbox"/> Need to check policy <input type="checkbox"/> Policy covers carpooling Liability limit \$ _____
Carpool communication strategy			
Home address			
Home phone			
Work phone			
Email address			
Who/when to call			
Other info?			