



Carpooling

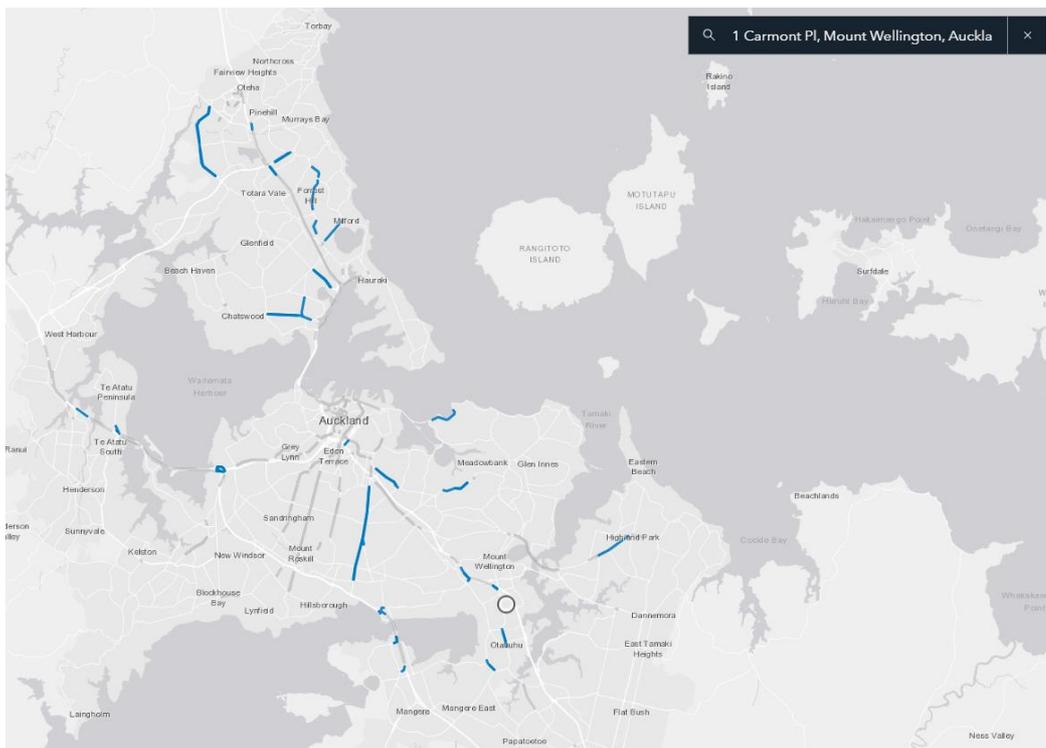
The benefits of car pooling

What is carpooling?

Carpooling is an agreement between two or more people, either formally or informally, to share their regular journey to work using a single car. This can be once a week, once a month or on an ad-hoc basis.

What's in it for employees?

- **Improve wellbeing and reduce stress.** Driving to work can be stressful especially at busy times. Carpooling is a great way to reduce the amount that you drive, by sharing the job with other people across a week or month.
- **Reduce the amount of money** that you spend on fuel or car parking, by sharing the costs with those that you carpool with. Aucklanders are on average spending \$230 a week on transport costs*. If you could find 2 others to drive with, you could reduce that by a third!
- **Potentially faster journeys to work**, depending on where you live. Auckland has several Transit 2 (two-people) and Transit 3 lanes (three people) that can be used by people who carpool.
- **Contribute to a healthier environment.** Did you know the average car trip to work in Auckland emits over 2,000 grams of CO₂?* Over the course of the year, this could add up to 0.8 tonnes! **We all have a part that we can play, big or small, to contribute a healthier environment. Carpooling is a great way to reduce the emission of climate-causing pollutants. It can also contribute to improved air quality and quieter roads.



Transit 2 and Transit 3 lanes are shown to the left. Source: AT Open GIS Portal.

* This is an estimate released as part of the Auckland Council Transport Emissions Reduction Pathway.

**This is based on an assumed 171 grams of CO₂ emitted per km travelled (source: [Clean Car Import Standard Fact Sheet](#)) and an average work trip length of 12km (source: [Census 2018 analysis](#))

***This is based on an estimate of people driving to and from work on 200 days a year.



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Guidelines for implementing carpooling at your workplace

What is carpooling?

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What's in it for employees?

It can help employees save money from both fuel and parking costs, help the environment by reducing CO2 emissions and reduces the strain on office car parks and the local network.

1 How to match potential carpoolers

Bulletin boards

Place these in prominent location for maximum exposure and regularly check for any sign-ups.

Morning Tea

Ask people to mark their home location on a printed map to get people talking.

Corporate intranet

Make sure it is seen by everybody who logs on.

Spreadsheets

Cost effective but requires a person to manage and therefore can be time consuming.

Carpool software or app

Employees download an app and can be matched with someone in the company. Can be expensive.

Survey of employees

Map home locations and identify clusters of people who are willing to try it out.

2 Incentives

Research shows that providing incentives is the most effective way to encourage behaviour change. Incentives are most effective where there is a clear link to the behaviour (e.g., providing cycling gear as a prize for people to ride a bike to work).



Priority parking - they are potentially sacrificing time and convenience.



Guaranteed ride home or free - reassurance they won't be left home.



Free or discounted car parking.



Raffle prizes, competitions e.g., free vehicle servicing every quarter.



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3 Common concerns that people have or barriers to change

It is important to understand people's concerns about carpooling so that carpooling at your workplace can be designed appropriately and ensure it is successful.

What happens if employees cannot travel with their carpooling group?

Entering into an agreement to carpool means making a commitment to travel with people, whether it is daily or on agreed days. Occasionally, unforeseen incidents occur - someone in the carpool may be unwell, or they had to leave work early for an emergency. In this instance, employees may find themselves without a ride to work or home. A guaranteed journey home is an important component in the success of carpooling schemes. Providing people with comfort and confidence to carpool with a safety net is vital.

I have errands and school pick up/ drop off on some days.

For many people, their personal commitments outside of work influence how they travel. There may be a perception that they are unable to change. It is important to emphasize that people only need to carpool as frequently as is possible and even carpooling one day a week can have wider benefits.

Personal preferences.

Participants may not know anyone at the workplace who live in their area and may be worried about sharing with unknown people. This could lead to initial hesitation that social preferences or etiquette could lead to conflict or resentment.

Is there an insurance or liability risk?

Participants car insurance should not be affected by carpooling, provided they are not making a financial gain from the arrangement. It is recommended that employees contact their insurance company if they have concerns. It is the driver's responsibility to ensure the vehicle to be used is registered and that the driver's license are valid.

There is plenty of car parking available.

It is less likely that people will see a benefit in carpooling if car parking is readily available.

Finding match ups in low density areas.

The Auckland region covers a large geographic area, and it is common for people to travel hundreds of kilometres to get to and from work each week. It is less likely that long distance drivers (who typically travel via the state highway network) will divert to local residential streets to pick up passengers. This in turn limits the likelihood that employees travelling long distances will consider carpooling.



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3 Steps that you can take to address barriers to change

Offering a guaranteed ride home.

An approved taxi service or ride share service is generally provided for employees to get home where necessary. This service is paid for by the organisation that runs the carpool scheme. Approval for the guaranteed ride home will be needed by the employee's manager, with the receipt to be kept and provided. The budget can be capped on a per person to avoid unexpected budget overruns. While this can seem like an expensive procedure to implement, this process provides reassurance to car poolers and evidence consistently shows it is very rarely used. Another option could be to have communal HOP cards available for people to use public transport to get home, if that is an option for them.

Priority parking.

These are typically located close to the workplace and are most effective where parking supply is limited, charged, or where drivers need to walk long distances between car parks and the workplace. Priority parking spaces need to be clearly signed to ensure spaces are not taken up by others. Monitoring will also be required. Ideally, registered car poolers will be allocated a numbered car parking space. An Office, Facilities Manager (or similar) may need to take a role in talking to people who have used a priority parking space when they should not have.

Assistance in finding a carpool partner.

Low-cost options that do not require a website or app:

- Breakfast / lunch matching events. A map (or series of maps) could be posted on the wall in the lunchroom and interested employees are invited to put a dot to show where they approximately live and are encouraged to make their own connections.
- Spreadsheet database. A registration form could be set-up, either as a hard copy in the staff room, or via an online survey. Users provide their details, and these are put into a spreadsheet or database, maintained by an Office, Facilities Manager or similar. People who are suitable would be linked together. This could also be followed up by a breakfast or lunch event to introduce people and reduce people's anxiety about carpooling with someone they are unfamiliar with. It is essential to manage people's personal information in accordance with the Privacy Act 2020.

Establishing ground rules prior to beginning carpooling.

This is an important way of allaying any concerns employees may have about carpooling:

- Preferred method for contacting each other (e.g., phone call, text message, WhatsApp)
- Participants preferred days they would like to drive (e.g., if they need car during the day).
- Location and time that the carpool group will meet.
- Preferred notice period if people cannot make the carpool ride (excluding emergency situations).
- Maximum time that the driver will wait for passengers.
- Agreement among carpool group how fuel and parking costs and driving duties will be shared.
- Rules for the car ride itself (e.g., no smoking or vaping, no food and water only, no pets, cleanliness of the vehicle, use of the radio/music, making phone calls, preferred travel routes, whether you will make detours for personal errands).



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4 Examples of what other organisations are doing



Carpool Facilitator for F&P Employees

Thanks for your interest in carpooling at Fisher & Paykel Healthcare.

This is a system to connect like-minded F&P employees, so that they can form carpool groups and save the planet.

Sign in to Google to save your progress. [Learn more](#)

* Required

2. Name *

Your answer

Please select one of the following:

- Select here to REGISTER for the Carpool Facilitator!
- Select here to REMOVE your details from the carpooling app
- Select here to UPDATE your address

Next

Clear form

Fisher and Paykel Healthcare have set-up a Microsoft Forms survey for people to register for carpooling. The Microsoft Form is maintained by one employee. Microsoft Form is one of the Microsoft 365 packages and should be free for anyone with a Microsoft 365 account.



An example poster from a Wellington business promoting an upcoming carpool matching event, themed around Valentine's Day.

Carpooling parks

Several car parks are reserved for staff or students carpooling together. You will need to display a carpooling sticker in your car to use the carpooling parks (as well as pay the parking fee). To get a carpooling sticker, email the Sustainability Team at oneplanet@unitec.ac.nz and provide the following:

1. Your name and your student or staff ID number, and
2. The name and ID number of everyone you are carpooling with.

If you do not have a carpooling buddy, get in touch anyway. Please include detail about your commute (what suburb you travel from and what days and times you need to be on campus), and our Sustainability team will put you in touch with some possible matches.

Unitec (Tertiary institute in Auckland) provides priority car pool parking spaces which people can register for by emailing a general account.



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An example of what a carpool registration form could look like is shown below. Fields in asterisk are recommended to be required locations. Asking for a postcode (rather than address) is one way to mitigate people's concerns about providing personal information via a digital form, noting some post codes are larger in size than others.

Please enter your details below (fields with an asterisk* are required)					
General Details					
first Name*					
Surname*					
gender*					
email address*					
department					
workplace location*					
contact number*					
departure postcode*					
Driver Details (leave blank if registering as a passenger)					
car registration					
second car reg					
vehicle is safe/insured*	Y				N
priority parking space	Y				N
Carpool Preferences					
gender preference*	no preference		own gender		
smoking*	no-preference		non-smoking		
days you wish to carpool*	M	T	W	T	F
typical travel times*	Arrive: 0:00AM		Depart: 0:00PM		
how do you wish to travel?*	driver		passenger		either
any other information					
please confirm*	SUBMIT				