



**Here is sample of a carpool/vanpool agreement that you can use in setting up your own:**

The undersigned parties agree to operation of this carpool/vanpool as set out below:

**The DRIVER agrees to:**

1. Provide a clean car in safe operating conditions for daily commuting by the riders.
2. Drive the car daily to/from work according to the established route and schedule.
3. Provide a backup procedure in case of car breakdown or driver absence.
4. Collect fares and issue receipts on or before the first day of the month.
5. Provide complete insurance coverage for the operation of the carpool/vanpool.

**The RIDER agrees to:**

1. Pay a full fare on or before the first day of each month.
2. Abide by all rules established for the carpool/vanpool.
3. Notify the driver in advance of all anticipated absences.
4. Provide his/her own alternative transportation when carpool is unavailable.

Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rider Signature: \_\_\_\_\_ Date: \_\_\_\_\_