

Create Ride Share Agreements

Envision your Ride Share needs.

Are you a potential rider, driver – or both? Write up an “ad” so you have something clear to communicate.

Sample Rider Ad:

I want a part time job. My job coach told me to think about transportation.

I want to ask family, friends, neighbors, and people at church to help me start a ride share.

Having a job will allow me to chip in up to .50 cents per mile for a ride.

The first few weeks, Vocational Rehabilitation will help with the cost. Once I start making a paycheck, I will pay for my ride share myself.

Sample Driver Ad:

I have worked the day shift at Cooper Manufacturing for five years. With a child in day care, my budget is tight. I can help someone with a ride while sharing my gas expenses.

I can pick up a co-worker near my home or on the way to my child's day care.

Find Participants

Let people know you are starting a Ride Share. You may be able to get ride offers or find passengers quicker than you think. Some methods could be:

Writing a short note to send to friends and family.

Posting a social media message.

Talking to neighbors.

Speaking with connections at your church or organization.

You can also find potential riders or drivers at work. Talk to your boss about making an announcement at a meeting, post a flyer in the break room or restroom, or talk to your human resource officer about sending an email announcement.

Set Ride Share Rules

Developing a list of rules is important for everyone's needs to be met. Make sure to discuss the following topics with your rider or driver before your first Ride Share:

What are the pickup and drop-off locations?

How long will the ride share wait if someone is late?

How will ride share participants notify each other?

Is gas reimbursement done weekly or monthly?

How will cancellations/ sick days be handled?

Map It

Use a mapping tool to: plan the best route, set leave times, and to calculate mileage.

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Set the Ride Share Rates

To consider the payment a Ride Share and not taxable income, the rider fee must fall under the IRS mileage reimbursement rate.

View the current IRS reimbursement rate here: www.irs.gov/tax-professionals/standard-mileage-rates

Ride Share Courtesy

The driver controls the radio and temperature in the car.

Passengers don't make conversation unless the driver initiates it.

Don't eat or drink in the car unless the driver says you may.

Don't give/take a ride if you are sick and contagious.

If you are the driver, don't make extra stops unless the riders agree.

Make a Back-Up Plan

On occasion, things may come up. A driver may be sick, a car may break down, or other conflicts may prevent a driver from being able to provide a ride. A backup plan might include: a family member who can pitch in on occasion, a co-worker who can help out, requesting a day off work, or having money set aside for a taxi.

Make it Official

Drivers and riders may wish to sign a Ride Share agreement so that arrangements and expectations are clear. See our sample Ride Share Agreement for more assistance.