

Resources can be downloaded from the Drive Safely Work Week web site: [trafficsafety.org/dsww2015/](http://trafficsafety.org/dsww2015/)

## LONG-TERM PLANNING RESOURCES

### INTERNATIONAL ROAD TRAVEL

If employees will be traveling out of the country—for business or pleasure—it is important they understand the destination country’s transportation options and driving conditions to put a safe transit plan in place in advance of arrival. The U.S. Department of State’s website is a great place to start.

Motor vehicle crashes—not terrorism, crime, or infectious disease—are the leading cause of death of Americans abroad according to the U.S. Department of State. The risks travelers are exposed to depend on local driving customs, quality of vehicles and roads and levels of enforcement in the country of travel.\* Typically, the safest option for driving in a foreign country is to let someone familiar with driving in that country drive—providing their credentials have been vetted.

A PowerPoint addressing international travel safety and security considerations is included in the resource section.

- Resources: Travel Safety and Security PowerPoint

\* FIA Foundation and Make Roads Safe, 2010, Bad Trips International Tourism and Road Safety, p 6

The Association for Safe International Road Travel (ASIRT) collects, analyzes and produces comprehensive road safety information for travelers in the form of country-specific Road Travel Reports (RTRs) for more than 150 countries. Visit [www.asirt.org](http://www.asirt.org).



# Driving Outside Your Comfort Zone

It’s day two of Drive Safely Work Week and today’s focus is on the importance of planning ahead when driving in unfamiliar areas. Advance planning is important when you get out of your normal routine or comfort zone—be it driving in a new location, unfamiliar conditions or in a different vehicle.

From a management perspective, it’s important to consider that once employees rent vehicles to travel on business, whether or not they are considered fleet drivers, they are driving on behalf of the company and all of the same risks, safety and liability factors apply.

## REMEMBER THE “INCIDENTAL” DRIVER

Make sure your organization doesn’t have a “blind spot” in employee safety efforts when it comes to *hired and non-owned autos or incidental fleet drivers*.

If you have employees who travel on behalf of the company, review safe driving policies and guidelines your organization has in place for fleet drivers. Ideally, policies extend to **all** employees driving on company business. Any employee considered part of the incidental fleet (see right) or traveling in a hired auto (i.e., cab or car service) would fall under the policies your fleet drivers use. Is there a process in place to ensure the employees who occasionally travel for business are aware of the policies?



Hired Auto and non-owned Auto: **Vehicles the organization leases, hires, rents or borrows.**

Incidental Fleet Drivers: **Any employee who rents a vehicle or uses a personal vehicle in the course of business, or is provided a vehicle as part of compensation or as a company perk but are not part of the company fleet.**



## DOES YOUR ORGANIZATION USE A TRAVEL MANAGEMENT COMPANY?

Some Travel Management Companies have services to remind travelers about company policy specifics when making travel arrangements. For example, if it is company policy to hire a car service after a long flight instead of renting a car, a text message on arrival can remind the traveler to do so. The same for employees renting a vehicle for business purposes: along with the rental confirmation, employees could get reminders of company policies on seat belt use or use of mobile devices while driving.

## DOMESTIC OR INTERNATIONAL TRAVEL

Fatigue is a major concern when driving after a long flight. Encourage managers and employees to discuss available options and ensure team members feel empowered to adjust plans if travel needs to be altered due to unexpected delays or cancellations. For example, is the employee empowered to stay over an extra night near the airport or hire a car service should he or she be too tired to drive following a rescheduled flight?

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# Day 2 Activities

Encourage employees to #PlanAhead when they drive outside of familiar areas and in unfamiliar vehicles using the DSWW resources.

## SHORT-TERM PLANNING: WHAT YOU CAN DO TO RECOGNIZE DSWW TODAY

### TWEET/POST

- Driving a rental? #PlanAhead and rent a car 'like a boss.' #DSWW2015 (Add Infographic as photo)
- Taking a cab? Never let safety take a back seat. #BuckleUp and be sure your driver buckles up, too. #PlanAhead #DSWW2015



### EMAIL BLAST

#### Rent a Car Like a Boss

Before driving off the lot:

- ✓ Check for a fully inflated spare tire, jack and lug wrench
- ✓ Stow luggage in the trunk
- ✓ Check under vehicle for leaks
- ✓ Check floor mats for bumps or tears and make sure they are in proper position
- ✓ Adjust seat, steering wheel and head restraint and buckle up
- ✓ Start engine and make sure no caution lights come on
- ✓ Get familiar with dashboard, steering wheel and steering column controls
- ✓ Check if headlights are automatic or manual
- ✓ Load destination into the GPS and set for voice directions. Consult a paper map in case GPS fails.
- ✓ Silence and stow cell phone

• Resource: Email Blast Word file

### EMPLOYEE ENGAGEMENT PLAN

1. Distribute the *Driving Outside Your Comfort Zone* employee handouts.
  2. Choose from additional employee engagement activities.
- Resources: *Driving Outside Your Comfort Zone* employee handouts



## FATIGUE AND THE DRIVE HOME FROM THE AIRPORT

Use this short PowerPoint presentation to drive home the message that when planning for travel, plans should carefully consider the options for the drive home from the airport—particularly when several time zones have been crossed, making jet lag a factor.

- Resources: *The Last Leg of the Trip—Airport to Home* PowerPoint

## “TEACHABLE TRAVEL MOMENTS”

Invite employees to submit their worst travel experience. Select two or three scenarios to kick off a meeting and then invite discussion, or have the employee who submitted the story talk about what they would do differently to avert the situation. Encourage participation by holding a drawing or offering a prize to the person who survived the worst experience.

## POLICY REVIEW

If you employ company drivers or employees who use their vehicles for business-related travel, conduct an overview of or redistribute company policies regarding travel-related procedures and invite employee Q&A.



- Resources: *Sample Seat Belt policy.*
- For more information and additional sample policies, download the free NETS' *Comprehensive Guide to Road Safety™* (available in 21 languages) at [www.trafficsafety.org](http://www.trafficsafety.org).

