

Getting back to business travel

Ground transportation: Taxi, chauffeur-drive and ride-hailing

As you resume business travel, information will be at the heart of your defenses against COVID-19. Travel managers can provide you with timely and relevant information, particularly when deploying travel management company (TMC) backed apps like BCD Travel's TripSource®. We've shared some extra advice and tips you can use throughout your trip to support a seamless and safe experience when away from home.

- If using an app to book a trip, check out the **driver's profile** for comments about **adherence to COVID-19** protection
- Consider chauffeur-drive services from a trusted company with **clear cleaning standards**



- **Never share** a ride with people outside your "bubble"
- **Wear a mask** at all times, and ensure the driver wears one too
- **Sanitize** hands, personal items and luggage **after each journey**

- Look for **signs** indicating **pick-up/drop off** locations, which may have changed
- Be aware of all **signage** alerting you to new **rules** and behaviors
- If possible, select **larger vehicles** for the extra space they provide

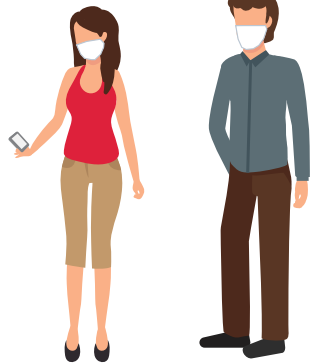


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Ground transportation: Intercity and international rail

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- **Avoid** travel during **peak periods**
- Find out **when to arrive** at the station. Fast track security may be suspended, or boarding times may be staggered
- **Wear a mask** as soon as you arrive at the station and be sure to carry a spare
- **Pre-book** seats where possible; seat reservation is mandatory on many services
- Check out the rail company's **health and safety program** to ensure it meets your needs
- Check train **schedules** before travel, as some companies are not operating a normal service
- Look for train company **apps** that provide up to date journey information and alerts if services may be busy



- Look out for **signage** advising of any changes to normal procedures
- Expect queues and **longer wait times** where pre-boarding health screening is required
- Download **digital tickets** to mobile phones to bypass ticket machines and queues
- Download any **track and trace apps** required at the destination



- Carry **hand sanitizer** with you and avoid touching handles and surfaces
- Select **window seats** to minimize contact with passing passengers
- Once seated, **clean** your immediate area with a sanitizing wipe
- **Wear a mask** at all times; this is mandatory on most services
- Bring **food and drink** on board, as catering may be suspended
- **Stay** seated as much as possible
- **Avoid facing** other passengers when seated
- **Limit** unnecessary **movement** around the carriage



Getting back to business travel

Ground transportation: Bus, commuter trains and subway

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- If possible, **consider alternatives** to public bus or commuter rail travel
- Many bus services no longer allow **tickets** to be bought onboard, so be sure to **buy them beforehand**
- Download the local **transportation app**, a good source of schedule information through which you may also be able to buy tickets
- Familiarize yourself with **local rules** on public transportation use; these may even differ between operating companies within the same country/city



- Use **contactless payment** when buying tickets
- **Wear a mask** as soon as you arrive at the station or boarding queue, and be sure to carry a spare
- Be aware of all **signage** alerting you to new rules and behaviors
- Use **contactless "tickets"**, e.g. bank cards, mobile phone payment, if available



- If possible, select a **window seat** to minimize contact with passing/standing passengers
- **Keep your distance** from other passengers in queues and when on board
- **Wear your mask** throughout the journey, even if the operator's rules allow you to remove it
- **Avoid** travel during **peak periods**, as social distancing is not possible during busy times
- Carry **hand sanitizer** with you and avoid touching handles and surfaces



Getting back to business travel

Ground transportation: Car rental

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- Where it makes sense, consider car rental as an **alternative** to a **short flight**
- At destinations where self-driving is safe, consider car rental **instead of** public transportation, taxis and ride-hailing
- Look for car rental companies backed by the **WTTC Safe Travels** stamp
- Check what the rental company commits to **disinfecting** – keys, steering wheels, steering column, gear stick, seats, seat pockets, seat belts, door handles and more



- Try to **avoid transfer buses** between airport terminals and car pickup locations
- For added confidence and protection, **wipe down** door handles, steering wheels and other touchpoints before entering a vehicle
- Research your **parking** options, if driving to an urban location you'd normally travel to by public transportation
- **Plan for longer journeys** as traffic returns and **listen out** for congestion alerts



- Explore curbside rental transactions or delivery to your door, to **reduce branch visits**

