

MANAGING TRAVEL RISK: KEEPING TRAVELERS SAFE

USING GROUND TRANSPORTATION

When it comes to your personal safety, the pandemic is likely to be at the forefront of your thinking as you return to regular business travel. But you'll also need to be mindful of the other risks you faced before the pandemic. As it may have been some time since you last traveled regularly, now might be the right time for a reminder of some of the things you can do to keep yourself safe.

© 2022 BCD Travel N.V. All rights reserved.

When using public transportation

Check that it is **safe and reliable**.

Ensure services are **operating** from the airport at **time of arrival**, and that it's safe to use them at this time.

Avoid using it during **peak** travel hours when services may be **overcrowded** or full.

When using a rental car

Use company-approved car rental, paying with a corporate charge card. Both should provide **insurance** and protection negotiated by your company.

Inspect the vehicle for its **safety** features, correct tire inflation, tread and spare wheel, adequate fuel level, and tools.

Confirm the **fuel** type and how to refuel the car.

Check the vehicle conforms to the latest **health & safety and cleanliness** standards.

Ensure the car rental agency provides an **emergency contact** number.

Consider **local weather** conditions, which may warrant extra safety features, such as wheel chains or snow tires.

When using a taxi or ride-hailing

Pre-arrange chauffeured services with a trusted company with clear security and cleanliness standards.

Only enter a vehicle after **confirming** it is the **pre-arranged** vehicle, by verifying the license plate, driver name, etc.

Never share a ride with a stranger.

When taking the train

Check in online and use **electronic tickets**.

Use **self-service** kiosks to minimize staff contact at the station.

Pack hand **sanitizer** and **disinfectant** wipes to clean frequently-touched surfaces, and **minimize movement** around the train.

Check and comply with any local rules on face **masks** and **social distancing**.

Use **contactless** payment or have the right amount ready when paying by cash.

Have a **valet** park the car to reduce the risks of the walk from the parking area to the hotel entrance.

Rent cars online and pick up from select locations without having to enter rental offices.

Familiarize yourself with **local traffic laws** before getting behind the wheel.

Always wear a **seatbelt**, and **never drive** under the influence of alcohol or drugs.

Confirm your existing driving license permits international car rentals.

Put your **luggage** in the taxi trunk **yourself** to make sure it doesn't get stolen.

Avoid putting **valuables** on the seat, placing them instead **on the floor** near your feet.

Keep windows up and doors **locked** to avoid theft and always use **seatbelts**.

Consider bringing your **own food and beverages** for long trips.

Store your **luggage within sight**, if possible.

Select a **window seat** if possible, to minimize contact with passing passengers.

