

## *“For Safety’s Sake - Do Something”*

# Business Travel Safety Tips



### Driving

**Before you go.** Make sure the car you’re traveling in is in proper working condition (fluids are filled; lights, windshield wipers, etc. work; tire pressure is good.) Review your trip path for weather conditions and construction tie-ups.

**On Your Way.** Wear your seat belt! Maintain a safe following distance at all times. Be courteous to all other drivers and pedestrians. When driving on company time you are expected to follow the laws, and act in a manner that best represents your company. If an accident or moving violation occurs, contact your supervisor immediately.

**When You’re Parked.** Keep your car locked. Keep money and valuables out of sight. Park in a well-lit area, whenever possible.

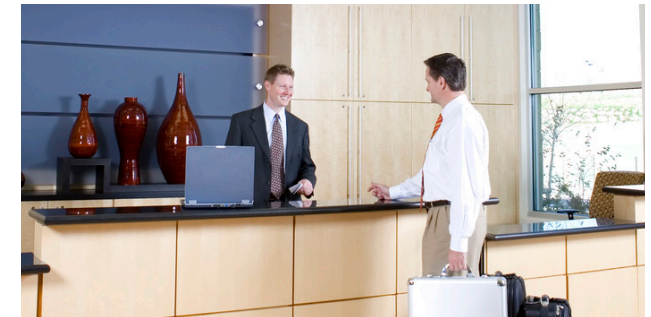


### Flight

**Before You Go.** Pack only what you need (if possible, take carry-on luggage only). Put a tag on your suitcase for easy identification. Ensure your items are allowed on the plane; check the airline hazardous material chart before you go.

**At the Airport.** Arrive early. Get through security as quickly as possible. Be aware of your surroundings.

**In the Air.** Follow in-flight instructions. Make a mental plan of action in case of an emergency. Be patient: ignore unruly passengers (alert a flight attendant if someone becomes too disruptive, but do not get involved after that). Avoid alcoholic beverages; besides, most companies have a no alcohol on the job policy.



### Hotel

**Check In.** Keep your luggage by your side when checking in. On the way to your room be sure to identify the location of fire exits.

**In Your Room.** Make sure the room is empty and always check that door and window locks are operating and close properly. Use the room safe or the hotel safe to protect valuables.

**Out Of Your Room.** When you are away from the room, keep the curtains closed, a light on, and the TV on so that your room would appear to be occupied.