TRAVEL ALONE

<Organization Name> will provide the following safeguards for employees who are required to travel alone:

* A <Organization Name> employee who is required to travel alone must follow the Check-In Procedures to maintain contact with <Organization Name>
* Communication devices (e.g., cellular telephone, GPS, two-way radio, etc.) will be given to guarantee that the employee can check in at suitable intervals
* Each time an employee travels, a travel plan will be established. It will contain the desired location, projected arrival time, return time or date, contact information, mode of transport, and contingency measures in the event of inclement weather, traffic problems, etc.
* Training and instruction to guarantee that an employee travelling alone has the ability to assess and avoid potential dangers or hazards.
* Examine the vehicle (as appropriate):
  + Ensure it is in good working order (e.g., maintenance is current, fuel levels are adequate, etc.),
  + Check if it is properly insured,
  + Examine if it is equipped with emergency supplies (e.g., spare tire with tools, first-aid kit, etc.,
  + Confirm if it has a means of communication (e.g., cellular phone, GPS, etc.) and that it has roadside assistance available.