# Preparing to travel to work

## key messages

Travel training involves a lot of skills including:

* Being ready and on time
* Bringing your phone charged and with credit, keep your phone on.
* Planning the location of the stations or tram/bus stop
* Purchasing your myki before boarding
* Knowing how to use your myki touch on and touch off the transport
* Keeping personal items in safe place
* Being aware of your safety
* Being aware of landmarks along the route
* Identifying the button to signal for the driver to stop on bus/tram/train
* Understanding of timetable, TV information screens, announcements and information button
* Asking for assistance if needed from a Metro employee or another passenger
* Having a backup plan

##  Activity 1 - Practice - Travelling to work safely

### Phones

Ensure you have your mobile switched on, not on silent and that important numbers are keyed in.

1. Who is your In Case of Emergency contact? (ICE)

Make sure the number is on your phone contact list under ICE

* Ask your teacher to check if this is done and tick the box when completed
1. What is the phone number for the Public Transport Customer Information Line?

Make sure the number is on your phone contact list under Public Transport Information line

* Ask your teacher to check if this is done and tick the box when completed
1. What is the phone number of your back up person when you are traveling alone?

Make sure the number is on your phone contact list under back up person

* Ask your teacher to check if this is done and tick the box when completed

### Timetables

Think about places you would like to go and gather current and local area train, bus, tram timetables.

<https://www.ptv.vic.gov.au/journey>

### How I will get there

1. What is the address of the workplace you are going?

|  |
| --- |
|  |
|  |

* How will you get there? ( Tick your travel choice)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * Train
 | * Tram
 | * Bus
 | * Taxi
 | * Bike
 | * Car
 | * Walk
 |

* Explain

|  |
| --- |
|  |
|  |

If you are using public transport look up travel timetables to find out how long it will take

<https://www.ptv.vic.gov.au/timetables/standard>

1. What is the name of the place where you will catch the train, bus or tram?

Example: Upfield Train Station

1. What is the name of the place you will arrive at after your journey?

Example: Southern Cross Train Station

1. What is the name of the train line tram or bus number you are catching?
2. Write the time for each part of your journey

What time will you leave home?

*Example*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Departure time:* | *7:30 am* | *From:* | *Frankston Station* | *To:* | *Moorabbin Station* |
| *Arrival Time* | *8.00 am* |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Departure time: |  | From: |  | To: |  |
| Arrival Time: |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Departure time: |  | From: |  | To: |  |
| Arrival Time: |  |  |  |  |  |

What time will you get home?

Find your workplace using google maps

<https://www.google.com/maps/>

Draw or place a picture of a map showing the route you will go from your home to your work:

|  |
| --- |
|  |

## My backup plan

It is important to have a backup plan when you start traveling independently. Make sure you have a backup person to call until you are confident to do it alone. When catching public transport, it is very common for some of the following things to happen;

1. The bus drives straight past.

Don’t worry, it usually means another one is close behind.

What should you do?

* Just wait where you are
* Do not ever accept lifts with people you do not know
* If another bus doesn’t come in a few minutes call the Public Transport Information Line and tell them what happened, they will be able to tell you when the next bus is coming
* If you think it will make you late, call your supervisor and let them know
1. The train is running late or has been cancelled

Don’t worry, there will be another one

What should you do?

* Just wait where you are
* You can call the Public Transport Information Line and tell them what happened, they will be able to tell you when the next train is coming
* Listen for announcements about the next train
* Look at the screen or timetable for the next train
* If you think it will make you late, call your supervisor and let them know
1. The bus didn’t stop where I get off

Don’t worry, ask the bus driver to stop if it is not too far away.

What should you do?

* Tell the bus driver that you have missed your stop
* Tell the bus driver the name of the street that you get off the bus so he can tell you if you have gone too far
* Ask the bus driver to help by telling you where you are now and call your back up person to help
* If you think it will make you late, call your supervisor and let them know
1. I got off at the wrong stop

Don’t worry

What should you do?

* If you get off the bus, tram or train too early wait for the next one
* If you get off the bus, tram or train too late, find out where you are, the name of the station or the street
* Call your back up person to help
* If you think it will make you late, call the person you are meeting and let them know

## Using public transport

When you are using public transport there are several steps.

### Before you get on public transport:

1. Locate your station or tram/bus stop
2. Purchase your myki or add more money at the machine/teller
3. Give money to the teller or put money into the machine and wait for change
4. Put your wallet/purse in a safe place
5. Use your concession card correctly
6. Validate your myki correctly
7. Keep your myki in a safe place
8. Find the correct bus or tram stop / train platform
9. Board and alight from bus/tram/train independently and carefully

### While on public transport:

1. Make sure to touch on with your myki at the myki reader
2. Sit in the front carriage or as close to driver of tram/bus as possible
3. Sit in a seat facing the direction that the bus/train/tram is travelling
4. Be aware of the landmarks along the route
5. Identify the stop activate signal for the driver to stop on bus/tram/train
6. Pay attention to the timetable, TV information screens, announcements and information button

### Arriving at your destination:

1. Pay attention to your organised destination
2. Ask a Metro employee or another passenger for assistance if you need help
3. Make sure you touch off with your myki at the myki reader before leaving the bus/tram/train
4. Put your myki in a safe place
5. Ensure that you take all your belongings when you leave the bus/tram/train