# Student worksheet - Travel training for public transport

## Key messages

### Travel training requires a range of knowledge:

* The different modes of transport and different models of vehicles and carriages
* The different passes available for students (access travel pass, companion pass, scooter and wheelchair pass, vision impaired travel pass, multipurpose taxi program)
* Understanding which myki to buy and how to manage your myki (e.g. buy a myki, top-up your myki, how to use the myki, how to register the myki etc.) Purchase your ticket before boarding – Touch on/off
* Where to stand/sit at the bus/tram stop or on the train platform
* Where to sit/stand in the vehicle/carriage
* Placement of bags and other items being carried
* Learning the layout of vehicles or carriages (e.g. entrances/exits, emergency exits, journey information on board, stop requests, emergency stop button)
* Navigating online/printed timetables, TV information screens, announcements and information button
* Learning about services for passengers with special needs
* Reading information displays.

### Travel training involves a range of skills including:

* Organisation and punctuality
	+ Being ready and on time
	+ Carrying money as needed
	+ Preparing and using a mobile phone for travel
	+ Practising pre-approved route between home and work
	+ Having a backup plan.
* Communication
	+ Asking for assistance if needed from a Metro employee
	+ Interacting with the driver
	+ Interacting with other passengers
	+ Responding to anti-social behaviour.
* Attention to detail
	+ Awareness of their/others safety
	+ Awareness of landmarks along route.
	+ Identifying the stop activate signal for driver to stop on bus/tram/train
	+ Identifying bus and tram stops and train stations
	+ Efficient and safe boarding/alighting.

##  Activity 1: Planning to travel 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 an Emergency** contact? (ICE)

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1. 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?

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1. 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?

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1. 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

Use the link for [Public Transport Victoria](https://www.ptv.vic.gov.au/journey) and locate a train, tram or bus timetable for your location.

Plan a route to a place you would like to visit using public transport.

For example: A day trip to Frankston or a trip to Federation Square in the city.

Write out your travel timetable using one or more types of public transport.

### Travelling to a work experience placement

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

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

 Train  Tram  Bus  Taxi Bike  Car  Walk

Why is this travel choice best for you?

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If you are using public transport look up [travel timetables](https://www.ptv.vic.gov.au/timetables/standard) to find out how long it will take to get to your work experience placement.

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

*For example: Upfield Train Station*

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

*For example: Southern Cross Train Station*

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1. What is the name of the train line tram or bus number you are catching?

For *example*: V/Line or Bus Route 716

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1. Write the time for each part of your journey

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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 after work experience?

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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:

##  Activity 2: 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 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 tell you how long it will be until the next bus.
* 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. Trains run all day.

### What should you do?

* Just wait where you are.
* You can call the Public Transport Information Line and tell them what happened or 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 too early wait for the next bus tram or train.
* If you get off 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.

##  Activity 3: Practice – Travel training

Now that you have discussed preparing to travel safely and your back up plan, it’s time to practice travelling safely. Your teacher will arrange a day and time for you and your classmates to practice travelling on public transport.

### Checklist – Using public transport

When you use public transport there are several steps you need to follow. During your travel training practice tick off all the skills you have developed.

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| I Can…. | ✓ |
| Locate station or tram/bus stop  |  |
| Purchase tickets at machine/teller |  |
| Give money to teller or put into machine and wait for change |  |
| Put wallet/purse in safe place |  |
| Use concession card correctly  |  |
| Validate my myki correctly |  |
| Keep my myki in a safe place |  |
| Find the correct bus or tram stop/train platform  |  |
| Board and leave the bus/tram/train independently |  |
| Sit in the front carriage or as close to driver of tram/bus as possible |  |
| Name landmarks along the route |  |
| Identify and use the stop activate signal for the driver to stopThe bus/tram/train  |  |
| Locate timetable, information screens, announcements and information button |  |
| Arrive at the organised destination  |  |
| Politely ask for assistance from a PTV employee  |  |
| Take all belongings when I leave the bus/tram/train  |  |
| Use a journey planner  |  |

##  Activity 4: What to do when…

Work with a partner and discuss ‘What should I do when’ experiences. Fill in each box with your ideas about what to do when something goes wrong.

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| What should I do when…? | Answer |
| My mobile phone battery is low |  |
| My mobile phone credit runs out |  |
| I think I am lost and don’t recognise the place I am in  |  |
| I miss my train or bus |  |
| I leave my money at home |  |
| I can’t find my myki card  |  |
| I know I am going to be late for work |  |
| I get confused while travelling by myself |  |