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This guide will help you when you are out and about and need to use a bus, train or taxi. It explains some of the things that you need to know to travel safely by yourself.

When we made this guide we found out everything we could about travelling safely. We read other guides, we looked things up on the internet, we talked to the police and to road safety officers. We also talked to people with intellectual disability and their families to find out what they felt people needed to know.

Then we put all the information together in a series of video clips and this book.

To make the book easy to read together with the films we took pictures from the videos we filmed, of the things you will see when you are travelling.

We hope that these resources help you to get out and about and travel safely.

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Many thanks to the team at the Irish Department for Regional Development for sharing their original Travel Safe guide and allowing us to use it as a basis for our own. We modified it to suit our environment, signage and regulations – and it was very useful to have this copy as a starting point. Please see www.nidirect.gov.uk/travel-safe from the Department for Regional Development, Governance Policy and Resources Group, Sustainable Transport Branch, 3rd Floor Clarence Court, 10-18 Adelaide Street, Belfast, BT2 8GB.

We’d also like to express our deepest appreciation to the IHC Foundation who funded and supported this project in many ways (www.ihcfoundation.org.nz).

Travel Safe Blog: http://tinyurl.com/Travel-Safe-Programme
Travel Safe YouTube List: http://tinyurl.com/Travel-safe-videos
Section 1

My Safety

Remember:
Before you go out tell someone:

Where you are going.

How you will get there and back.

What time you will be back.

Who are you going with.
When you go out take:

- Your keys.
- Money, but only enough for your trip, plus a little extra for emergencies.
- Bus or taxi card.
- Phone number of a taxi company you use. Phone number of home. When out at night, consider taking a taxi home.
When you are out:

Look confident. Look like you know what you are doing. Look like you know where you are going.

Watch and listen to what is happening around you.

Headphones stop you from hearing what is happening.

Keep valuables such as your phone safe and out of sight.
When you are out:

Keep jewelry hidden or leave them at home.

Keep bags closed and in sight.

Carry keys in your pocket just in case you loose your bag. A pocket with a zip is best.

Stay on main roads, and avoid alleyways or deserted areas.
When you are out:

Stop and find a safe place to use your mobile phone.

Keep money in a wallet or purse.

Keep wallet or purse out of sight in a safe place.

Put your money away before leaving a counter.
Put your money away before leaving a shop or bank.

Be extra careful at an ATM and make sure no one can see you entering your pin.

Remember:
When you feel scared or in danger:

Ask for help in a shop or public building.

Ask someone in a uniform for help.

Remember:
Section 2
Road Skills

Remember:
Using a pedestrian crossing with lights:

When the light is red stop, push the button, and wait for a green light.

When the light is green, make sure all traffic has stopped before crossing. Walk quickly across the road.

Keep looking and listening for traffic as you cross.

When the red light flashes it is too late to cross, so wait for the next green light.
Using a pedestrian crossing with a zebra:

Stop at the kerb or edge of the sidewalk.

Look right, left and right again to make sure traffic from both directions has stopped.

Cross over the zebra and keep looking and listening for traffic until you reach the other side.

Remember:
Using a pedestrian crossing with a traffic island:

A traffic island divides one road into two halves to make crossing easier.

Cross each half as if it is a separate road, so one half at a time.

While crossing one half, traffic on the other half does not need to stop.

Remember:
Crossing roads with no pedestrian crossing:

Find a safe place to cross where you can clearly see traffic coming from all directions.

Do not cross near a bend as it is hard to see traffic from all directions.

Stop at the kerb. Look right, left and right as well as listen for any traffic.

If there is traffic coming, let it pass first.
Crossing roads with no pedestrian crossing:

When the road is clear walk straight across, but do not run. Keep looking and listening for any traffic.

It is better to cross away from parked cars as other road users may find it hard to see you.

If you need to cross near parked cars make sure that they are not moving. Stand by cars until the road is clear.

Then cross as you would normally.
Using a pedestrian bridge or tunnel:

Use a pedestrian over bridge if there is one.

Use a pedestrian tunnel if there is one, but make sure it is safe to enter. If you don’t feel safe, wait until people that you trust enter the tunnel.

Remember:
Using roads without sidewalks:

Walk facing oncoming traffic.

When there are two or more people walking together, walk behind each other, not next to each other and let the person with the brightest clothes walk in front.

Remember:
Things to watch out for:

Ambulances.

Police cars.

Fire engines.

Let emergency vehicles with flashing lights and sirens pass.
Things to watch out for:

Watch out for cyclists as they can be very quiet and surprise you.

Look out near bus lanes as busses can travel faster than usual. Cyclists and motorbikes can also use bus lanes.

Other road users can see you better when you wear bright clothes, especially at night.

Remember:
Section 3
Travelling by Bus

Remember:
Plan your journey by bus before you go:

Which bus do you need?
What is its number?
What is it going?

What time do you need to catch the bus to get on time at your destination?

Where do you get on and off?

How will you pay, cash or travel card?
Do you have the right change?
At the bus stop:

A bus stop always has a sign saying: ‘bus stop’.

Some bus stops have paper time tables.

Some bus stops have digital signs telling you when the next bus will come.

Some bus stops have shelters. Sit or stand where the driver can see you and where you can see the driver.
Have your travel card or money ready.

Sometimes buses run a little late, this can happen so don’t worry. If a bus does not show up, wait for the next one. Call home if you are unsure.

When the bus is coming signal the driver with your arm that you want to get on.

Remember:
Getting on the bus:

If the bus is too high to get on or off you can ask the driver to lower the bus.

If you are not sure if this is the right bus, ask the driver before getting on.

Tag on with your card or

Tell the driver where you are going, pay the fare and take the receipt.
Getting off the bus:

Push the stop button once to let the driver know you need to get off at the next stop.

If the bus has a ‘bus stopping’ sign it should light up. Stay in your seat until the bus has stopped. Once the bus has stopped you can get off.

Remember tag off as you get off if you used a travel card to pay for your fare.

You can ask the driver for help if you have any questions or concerns or anyone is bothering you on the bus. Try to sit at the front of the bus.
Section 4

Travelling by Train

Remember:
Planning your journey by train before you go:

**Where are you going?**

**Which train will get you there?**

**What time the train will depart and from which platform?**

**Check if the train will be stopping where you want to get off, as some trains stop at all stations and others don’t.**

**Which train you will get home and at what time will it depart?**
Buying your ticket:

At some stations you can buy a ticket at the ticket office.

When there is no ticket office you can buy a ticket on the train. The conductor will come by and sell you a ticket.

Tag on with your card or

Tell the driver where you are going, pay the fare and take the receipt.
On the platform:

Always stand well back from the edge of the platform behind the yellow lines.

Listen carefully for announcements. These might be about delays or changes to your train.

Some train stations may have electronic signs. These will tell you when the next train is going to arrive and where it is going to.

If you need help, speak to a member of staff at the station.
On the train:

At some stations you can buy a ticket at the ticket office.

When there is no ticket office you can buy a ticket on the train. The conductor will come by and sell you a ticket.

Remember:
Getting off the train:

Listen for announcements about where the train will be stopping next.

Sometimes screens in the train will show this information too.

Make sure you take all your belongings with you when you get off the train.

Follow the ‘exit’ signs to get out of the train station.
Section 5

Travelling by Taxi

Remember:
When you call a taxi company, tell them where you want to picked up, at what time, and where you will be going.

A licensed taxi driver must have an identification badge showing their photograph and badge number. Do not use a taxi if the driver does not have one.

Always sit in the back of the taxi. Always wear your seatbelt. If you want to chat keep it to things like the weather rather than personal things.

Taxis use taximeters to work out the fare.
It is a good idea to check what the minimum fare or ‘flag fall’ is and make sure the taximeter shows this amount before you set off.

Tell the driver where you want to go.

At the end of your ride the meter will tell you how much you need to pay. You should never be charged more than is shown on the taximeter.

The taxi driver will give you a receipt once you have paid.
I learnt that...

To keep safe I need to ...

To improve my road skills, I need to...
When travelling by bus, I need to...

When travelling by train, I need to...

When travelling by taxi, I need to...
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