

# Top Tips for Travel Trainers



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# Travel Trainers Checklist

## Plan ahead the day before

- Tell your staff if you need to get up early
- Set an alarm to get up on time
- Make sure you have your travel trainer phone from the office, make sure it is charged and has credit before going out
- Dress for the weather. Bring a jacket if you are going to be back late and it might be cold
- Make sure you have some money
- Make sure you have bus pass

**Remember you can only use your bus pass between 9.30am and 11pm.** This means you will need money any other time. You can use your bus pass at anytime at weekends and Bank Holidays.

## Top Tips for Travel Trainers

- Make sure you are safe on the bus. If you are asked to do something risky don't do it, phone for help
- Work with your volunteer supporter to solve any problems. Phone the office if something cannot be solved with your volunteer supporter
- Follow "Your Guide for using the Bus"
- Wear your Travel Trainer ID badge
- Make sure you have your Travel Trainer pack and clipboard
- Make sure there is a backup plan. For example, phone the office for help