WEAR A SEATBELT Park in well lit, busy places Close windows and lock doors on leaving Have keys in hand returning to vehicle Lock doors on entry Open windows no more than 5cm Do not speed Observe local driving regulations Avoid driving at night/alone Avoid letting fuel tank fall below half full Keep spare key in office Don’t carry unauthorized passengers unless threatened Meet incoming staff on arrival Vary regular journey times/routes Have alternate routes planned Avoid criminal areas and chokepoints Consult with other agencies Notify team of travel plans Mark vehicles appropriately Avoid transporting sensitive items through volatile areas Journey considerations Recent incidents Weather Length Communications Checkpoints/ other dangerous points Safe ‘waypoints’ Refuelling stops Food stops Plan in case of breakdown Appropriate vehicle type Ethnicity of driver if dangerous area Checks Tyres Seatbelts Fuel Brakes Oil Steering Loading Keep in vehicle Communication equipment and key telephone numbers Additional fuel & oil Water Maps GPS Spare parts for car Spare wheel (x2) and jack Basic tools Fluorescent warning triangle Tow rope First aid kit Torch Permission to travel, if required Visas Car documents Driver’s licence & insurance Personal ID Organisational ID if possible Medical vaccination certificates Food Water Cold/ hot weather clothing Blankets/ shade structure