

SAFER

Safe Actions For Employee Returns



Transportation Considerations Return-to-Work Guidance

Providing for safe transportation to, from and at the workplace

Equally important to providing protections and communications around safe places to work is providing guidance around how to get work. Transportation to, from and at the workplace should be given due consideration when preparing workplaces to reopen. Transportation needs to take into account roadway and non-roadway incidents. Employees must feel they have safe and accessible options to get to and from work after being away as well as safe vehicles and environments if driving is an aspect of their job. Workers at risk for roadway and non-roadway incidents need to have assurances that their safety is a priority. Safety in both cases needs to be a logistical concern (how to keep employees safe), but also needs to take into account perceptions of safety as employees leave their homes to establish transportation routines in new environments.

What is covered in this document:

Providing Safe Routes to Work
Transportation Safety on the Job
Prioritizing Roadway Safety



SAFER

Safe Actions For Employee Returns

Providing Safe Routes to Work

As employees return to work, it is possible that previously utilized routes and forms of transportation will no longer be readily available or as reliably scheduled as before the pandemic hit. Employers will need to make efforts to provide clear instructions on transportation options to work as well as guidance on how to communicate with employers if workers find themselves with unexpected transportation delays or disturbances. Employers may want to consider the following:

- Include clear communication about parking services, shuttle schedules and other transportation information in return to work instructions.
- Encourage workers to, if possible, get to work using means that support physical distancing and other recommended preventative measures including wearing masks and regularly washing hands. Offer incentives and support for those who wish to explore new means of transportation or transit.
- Consider providing additional transportation services as able, including increased dedicated parking, shuttle services or rideshare subsidies, and flexible work-from-home policies.
- Provide regular information on public transit schedules and other transportation services as they might change or be updated through phased reopenings.
- Establish clear guidelines and instructions for acceptable late policies or other flexibility necessary to meet transportation challenges employees might face at short notice.
- Encourage workers who choose to drive to take time to re-familiarize themselves with their routes before returning to work and to always obey traffic laws.
- Provide instructions and guidelines on how to use public transit safely and how to take steps to sanitize when arriving at work.
- Include reminders on safe transportation for and with children, including information on not leaving children unattended near or in vehicles as well as proper seat belt usage.

Transportation Safety on the Job

For employers with workers who have transportation-related responsibilities at work, creating practices and policies that promote safety is essential. Employers may want to consider the following:

- Acknowledge that employees might be coming from a place of unusual stress or exhaustion. Have clear policies and guidelines in place to guarantee that workers are only operating vehicles when they are appropriately able to do so. Reminders on the dangers of driving distracted or fatigued, regular and consistent scheduling, and communicating about the importance of managing stress can all help in achieving safety.
- Acknowledge that employees might have fallen out of the practice of operating their vehicle because of shelter in place orders. Schedule time for employees to re-familiarize themselves with company vehicles and machinery before operating.
- Before opening operations, sanitize and check the functionality of all machinery and vehicles to make sure they are clean, safe and running properly.

SAFER

Safe Actions For Employee Returns

- Provide opportunities for new and repeated training on machinery and vehicles.
- Communicate traffic and driver safety concerns as well as trends to drivers to encourage awareness of current environments.
- Provide instructions and opportunities for employees to report unsafe conditions or behaviors in a trusted and confidential manner.
- Adopt a safe driving policy to make it clear that transportation safety is a priority now and in the future.

Prioritizing Roadway Safety

Employers need to take this time to demonstrate to employees and the communities they serve that roadway safety is a priority. Establishing a culture of safety will instill confidence in employees, promote good business and save lives. Reopening plans are an opportunity to emphasize and reiterate the need for safe streets and workplace transportation. Employers may want to consider the following:

- Providing opportunities for training and education around transportation safety.
- Incorporating messages of traffic safety, transportation options and travel expectations in reopening communications with employees.
- Taking a more active part in regular safety and transportation-related work events, such as Bike to Work campaigns, community traffic engagement and seat belt safety campaigns.