

**Appendix H**  
**Travel Training Checklist**

### **Travel Training Checklist**

This checklist serves as a reminder for the designated school personnel to cover the main aspects of the travel training with his or her student.

- Obtain permission from parents/guardians for travel training.
- Ensure that student has a train/bus pass or reduced fare card.
- To map out the best route to and from the travel destinations, consult with parents/guardians, and check the website of the local transportation system in your area.
- Confer with teachers, transition staff, or other designated school personnel about the travel training dates.
- Before first day of training begins, conduct the pre-assessment evaluation.
- Set the schedule for the training with student.
- Check weather report around the day/s of training to ensure that the student wears the appropriate clothing.

#### Review:

- Where and how to purchase fare cards/tokens.
- Transfer tickets and the rules governing its use from train to bus and bus to bus (including its validity period).
- How to check/read train/bus map or flight schedules and itineraries.
- How to use a fare card to enter metro or subway stations.
- How to add money to a fare card.
- Bus stop locations.
- Which direction of the train or bus to take to the destination.
- How to alert the driver of a bus that you want to get off.
- What to be alert about when taking the train/bus to your destination.
- Crossing streets safely; transferring from one train or bus to another.
- Safety tips and precautions when traveling.
- School, home, and travel destination emergency contact information.
- How to find and use the emergency alert systems inside trains, train stations, buses, bus stations and airport terminals.

#### Remember:

- Ask your student questions along the way; engage him/her in conversation about traveling independently.
- Ask another staff member to facilitate the post-assessment test and program evaluation with the student.
- Document student progress.
- Provide feedback to parents, teachers and or other designated school personnel.
- Print certificate of completion and present it to the student (optional).