

Staff Travel

Your daily travel schedule – the day succeeds or fails on this! You can be calm or stressed – organisation is the key! Let us help you....

- ✓ Always plan in advance.
- ✓ Research your journey in advance – even regular journeys can be subject to change due to engineering works. Check the daily travel information on line for via local radio/TV.
- ✓ Print out your route & location maps – give yourself an alternative option in case you encounter any problems, delays or difficulties along the way. Have a “Plan B” in your pocket!
- ✓ Carry an A-Z – your Smart Phone is great but does not currently work on the Underground!
- ✓ Keep copies of maps for bus routes, tube maps and National Rail maps handy – you never know when you may need them!
- ✓ Keep information on the London Airports to hand – we have fulfilled bookings at these locations and they are vast and confusing!
- ✓ Keep your Oyster Card handy and well topped up. Keep your receipts & print outs; send them to the Office for speedy reimbursement.
- ✓ Always carry a little extra cash – you may need to get a taxi in an emergency. Make sure you get a receipt from the cab driver – if we ask you to get a cab we will reimburse upon receipt.
- ✓ Always have the Office switchboard **020 844 264 0887** and mobile numbers **07786 965 998** in your 'phone.
- ✓ Always keep us updated on any delays to your schedule – we may be able to help!



Keep safe – Tourists attract pick-pockets – keep your personal belongings and valuables safe!

Be Smart – Plan – Be one step ahead!

Deaf Umbrella Ltd. www.deafumbrella.com

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Information to assist you plan;

- ✓ TFL website for journey planning journeyplanner.tfl.gov.uk



- ✓ Information on exceptional difficulties in regards to travel will be sent via text to you from Deaf Umbrella.

- ✓ National Rail website to check timetables
<http://www.nationalrail.co.uk>

08457 48 49 50



(N.b choose the train before the one you really need to ensure punctuality.)

- ✓ Any known difficulties or setbacks in travel please inform the office as early as possible; we may be able to help



Important! – Don't swap numbers with or contact the client in any way to let them know about your travel difficulties; leave that job to the office. 😊

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