

DAS employees must engage in a daily commute to our workplaces. Some employees also are required to travel to serve our customers and accomplish job responsibilities. Whether on your daily commute or on active travel status, please be mindful of the following safety guidelines:

Individual Transportation – personal or state-owned vehicle

- Always know where you are – know your surroundings.
- Always be aware of what is going on around you.
- If you are attacked, do something to draw attention to yourself.
- After normal working hours, Building Security may be able to escort you a partial way or to your vehicle. (This may depend on the location.)
- When you get into your vehicle, lock your doors.
- Keep your doors locked and windows rolled up.
- If you stop, and someone walks up to your vehicle and it makes you feel uncomfortable draw attention to your vehicle and yourself. Lay on the horn and then leave the area and call the police immediately.
- Always remember to get a good description of the suspect and remember where and at what time the incident occurred.

Upon witnessing a carjacking and/or kidnapping:

1. Do not draw attention to yourself.
2. Call 9-1-1.
3. Do not attempt to intervene.
4. Get descriptions of the suspect(s), victim(s), weapons(s), vehicle(s).
5. Remember direction of travel.
6. Give detailed information to security over the phone or in person.
7. Wait in the vicinity for police assistance to arrive.

Public/Mass Transportation

- Have your exact fare ready before you leave. This way you won't have to fumble for your money at the fare box or display extra cash.
- Use a busy and well-lighted bus stop to get on and off a bus. If you must wait, stay near the attendant's stand or in a well-lighted area.
- Find a seat on the aisle if possible. This allows you to observe everything around you, and to avoid getting "boxed in" against the window.
- Sit near the driver or operator, but avoid sitting right next to the door. Thieves may try to snatch jewelry or personal belongings from people near the door and then exit quickly.
- Don't doze off on a bus or become too engrossed in a book. It can make you an easy target.
- Keep your belongings in your lap, on your arm, or between your feet. Do not leave them on an empty seat.
- Avoid displaying expensive-looking watches, rings, necklaces or other jewelry. Don't invite trouble.
- Be wary of noisy passengers arguing or causing a commotion. This could be staged to distract you while others are trying to steal your valuables.
- Observe the behavior of those around you. If you feel uneasy or threatened, change your seat or alert the driver.
- Minimize the chances of losing your property by avoiding crowded buses.