

Road Travel Options

The Travel Coordinator should

1. List CRS vehicles and drivers from other offices who are available to rotate into/out of the field location. Perhaps develop a schedule for the next month.
2. Find partner organizations that go back and forth by road (and have CRS-approved security standards for their travel). We might be able to share trips with these groups.
3. Develop a list of pre-approved drivers and vehicles for hire (best to use those whom CRS has contracted before) who will go to/from the field location.
4. Find and list safe places along the route to stop for food, bathrooms, or an overnight stay.
5. Find out how to organize any security escorts needed to, from, or in the field location. Then s/he should make sure the field and office teams know how far in advance they'll have to make their plans to arrange for an escort.

Overnight Stay Required on the Way?

Road travel may require an overnight stay in a city in between the main office and the field. If this is the case, the Travel Coordinator should:

1. Develop a list of reliable hotels in those locations,
2. Make contact with them, and
3. Set up a convenient billing and payment procedure.

See the document on hotel information, also attached to the web page, for more on this.

When S/he has all this information, the Travel Coordinator should:

1. Combine it with any Air Travel & Hotel information,
2. Organize all of it into an easy to read format, and
3. Make it available to both the Field and the Main Office teams.

He or she should update it on a regular basis.