What to do when you are working out of town

Working out of town can sometimes seem like going on a vacation – but its not. It is serious business. If you are picked to work out of town the company obviously feels that you are mature enough – and competent in your work - to handle the responsibility. If you prove to be immature or incompetent, one out of town job can easily mean the end of your career at American Technologies, Inc.

Supervisors

Supervising a crew that is working out of town is a major responsibility. For supervisors, the work day on a remote location does not end in the evening. They must remain vigilant after the shift, to ensure that their crew is well taken care of and that the crew members continue to act like the professionals they are supposed to be.

If you are a supervisor, here are a few tips to keep in mind:

1. **Be a leader – that means leading by example.** A good supervisor won’t down a dozen beers after work, to say the least. Instead, he or she will remind the crew that when they are working out of town they are representing the company, even after hours.

2. **Do not fraternize with the crews – and make sure they get enough sleep.** It is one thing to have dinner with your coworkers. It is quite another to hit the local bar after dinner and stay up until two in the morning. A good supervisor will set and maintain a curfew during the out of town work. Workers need plenty of sleep in order to function well. It is quite reasonable to maintain a 10 p.m. curfew during the work week.

3. **Enforce company rules regarding drugs and alcohol.** American Technologies, Inc. does not allow the use of illicit drugs and alcohol during the work week. Guess what? If your workers are drinking alcohol with the intention of working the next day, drinking more than one beer can in fact mean that the worker will violate the company policy the subsequent day, by showing up to work while still under the influence of alcohol. Working while under the influence can result in dangerous accidents!

4. **Driving safety.** Company vehicles include rental vehicles – and they should not be used to convey workers to bars or other questionable enterprises, such as so-called gentleman’s clubs. Moreover, only licensed drivers should operate company vehicles – and they should do so only after they have been cleared by the company to do so. Needless to say, all driving laws should be obeyed at all times.
Supervisors should know where all the vehicles are at all times. Their use must be approved by the supervisors in advance.

5. **Enforce all company safety and human resources regulations.** A supervisor needs to know how to do the work he or she supervises, but that’s not all. Supervisors must also enforce company and government safety and human resources regulations while they oversee out of town work crews. That includes protecting coed and other legally protected workers from harassment at all times!

**Workers**

While supervisors have a lot of responsibility when crews are working out of town, so do the workers themselves. Their performance on out of town work can make their careers…or end them. Working out of town can be lucrative, due to the hours incurred, but it is certainly not easy. When you accept an out of town assignment, you are agreeing to leave your friends and family for an often unspecified amount of time. And you are agreeing to curtail your personal activities as well.

*Here are a few tips for workers on out of town assignments:*:

1. **Be careful – you are ALWAYS representing the company.** If you act like an out of control college kid on spring break, in the off work hours, you might very well end up without a job. You have been chosen to work out of town because the company believes in you and your abilities. Proving otherwise can be a career disaster!

2. **Alcohol and drug use.** Just because you are working out of town does not mean you have a license to get drunk every night. The exact opposite is true! You are responsible for your off-work behavior. The company policy is that you cannot work under the influence of drugs and alcohol. If you stay up until two in the morning, while drinking ten beers, it is very unlikely that you will be a safe and effective worker the next day. Generally it is best to avoid drinking alcoholic beverages while working out of town. They can dehydrate you and cause you to report to work the next day while still under the influence.

3. **Respect your coworkers.** Working out of town means you will very likely be part of a coed team. Make sure you treat your coed workers respectfully at all times. Some states, such as California, have laws that prevent harassment; there are similar laws at the federal level. Failing to obey these laws can actually expose you to prosecution, in addition to endangering your career!

4. **Obey all company and OSHA safety regulations.** Be sure to talk to your supervisor about the job and the hazards posed by it in advance – and ask questions if you are not sure. Use the personal protective equipment that you have been issued and report any hazards that may develop during your shift.