



NEXT **STARTS** HERE

2023 TRANSform CONFERENCE

Presented By **HNTB**

Transit's Response to Human Trafficking — A Procedure Template

Moderator: Jodi Godfrey, CUTR

- Jodi Godfrey, CUTR
- Lexi Higgins, Truckers Against Trafficking



TRANSform CONFERENCE

SAFETY INSTRUCTIONS



- **Note the location of the emergency exits; they may be behind you.**
- **In case of emergency, dial x59828 on a house phone or 911, and notify APTA and Convention Center staff.**
- **In an evacuation, calmly head to the nearest exit and meet at the south pond across from the South Lobby.**
- **If you require assistance, wait outside the doorway of your meeting room and call security at x59828 from any house phone or 407.685.9828 from outside line.**
- **Listen for all announcements via the Convention Center's public address system and follow instructions.**
- **Security personnel and defibrillators are onsite.**
- **Notify any Convention Center or APTA staff member if you see something suspicious.**

We All Belong.

APTA is committed to providing a safe, hospitable, and productive environment for all participants. We do not tolerate:

 **Offensive gestures or comments** related to ethnicity, religion, disability, appearance, gender, or sexual orientation

 **Deliberate intimidation**, stalking, following, or harassing photography or recording

 **Sustained disruption** of talks or other events

 **Inappropriate contact**, and unwelcome attention

If you experience or witness harassment, please report it by calling **833-203-6447** or visiting www.apta.com/speakup.



TRANSform CONFERENCE





Human Trafficking: Awareness to Action



UNIVERSITY of
SOUTH FLORIDA

Our Presenters



Jodi Godfrey

- Senior Research Associate at the Center for Urban Transportation Research (CUTR) at USF in Tampa
- Degrees in Civil Engineering
- Volunteer “spare” time to
 - APTA
 - TRB
 - ITE
 - WTS
 - and more



Lexi Higgins

- Director of Busing on the Lookout (BOTL), a program of Truckers Against Trafficking (TAT)
- Lexi holds a Master of Public Administration from the University of Washington, with a concentration in Nonprofit Management
- Experience includes
 - Association of Junior Leagues International
 - University of Washington Women’s Center
 - Peace Corps Volunteer in Guatemala

Read more about all the presenters on the conference app!

Topics to Cover

Busing on the Lookout (BOTL), a program of Truckers Against Trafficking (TAT)

- What is Human Trafficking?
- Why is this a topic you should know about?
- How do we train our employees to recognize potential human trafficking situations?

Center for Urban Transportation Research

- Human Trafficking Response Procedure Template for Transit Agencies



**PUBLIC
TRANSIT**



A bus driver noticed two teenage girls in a restricted area of a New York City bus terminal. They were dirty, disheveled and begging for a free trip to Pennsylvania...

WHAT IS HUMAN TRAFFICKING?

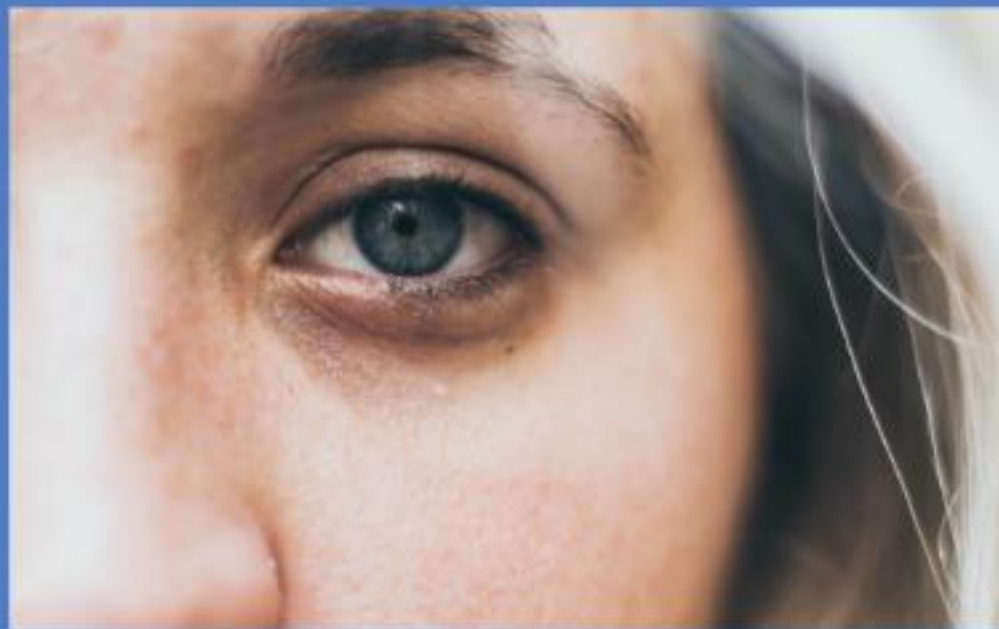
The exploitation of human beings through force, fraud or coercion, for the purposes of commercial sex or forced labor, wherein a third party is making a profit.

Human Trafficking is:
MODERN DAY SLAVERY



THE TRUTH ABOUT HUMAN TRAFFICKING

*Most victims
know their
trafficker.*



*Traffickers
can be
anyone.*



*It's happening
in your
backyard.*



TRANSIT & TRAFFICKING: INTERSECTIONS



Recruitment



Exploitation



Exit



Recovery

BUSING ON THE LOOKOUT

In a 2018 Polaris survivor survey:

42%

shared that their traffickers used local and/or long distance buses in their exploitation.

54%

named access to transportation as a barrier to leaving their trafficking situation.

26%

shared that public/mass transportation played a role in at least one exit attempt.

TRANSIT PROFESSIONALS CAN NOTICE:



A passenger who is not in possession of her/his own ticket or ID.



A passenger who does not know the person who is picking her/him up.



Signs of branding or tattooing (often of trafficker's name).



Restricted or controlled communication; not allowed to speak for self.



Offers to exchange sex for a ride, meal, etc. or any mention of a pimp/quota.



When a concerned parent called about a child he suspected was going to meet an “internet friend,” Sunset Empire Transportation District sprang into action.

“That’s just what we do every day. We take care of our riders, and especially our kids.”

BUSING ON THE LOOKOUT

**Make the Call,
Save Lives.**

1-888-3737-888 (US)
1-833-900-1010 (Canada)
01800-5533-000 (Mexico)
Text INFO or HELP to BeFree (233733)

www.busingonthelookout.org



NOT SURE WHAT YOU'RE WALKING INTO?

Thousands of girls, boys, women and men are forced into prostitution each year, as sex traffickers lure them into the life with promises of work opportunities and romance. You are not alone. You have other options.



Call the National Human Trafficking Hotline
1-888-3737-888 or send a text
Anonymous | Confidential

If you or someone you know is in a situation of forced labor, sex trafficking, or any other activity, call the National Human Trafficking Hotline at 1-888-3737-888 or text INFO or HELP to BeFree (233733).



WHAT TRANSIT NEEDS TO KNOW ABOUT LABOR TRAFFICKING

This document, focusing on labor trafficking, is intended to be a supplementary resource to *Busing on the Lookout's* human trafficking training materials for transit. Learn more here: <https://www.busingonthelookout.org/resources>

WHAT IS LABOR TRAFFICKING?

Human trafficking - or modern-day slavery - is the exploitation of human beings through force, fraud or coercion for the purposes of commercial sex or forced labor. Labor trafficking is often characterized by factors such as:

- Extremely long hours with few or no breaks
- Confiscation of identification documents (e.g. passports, driver's license, etc.)
- Receiving little or no pay, unreasonable sales quotas, wage theft
- Excessive or unexpected fees/deductions taken from paychecks
- Isolation of workers (e.g. withholding information, limiting contact with outsiders, etc.)
- Unsafe or hazardous work conditions
- Housing at the worksite that appears sub-standard and closely monitored, and/or
- Verbal, physical or sexual abuse (or threats of abuse)

VICTIMS OF LABOR TRAFFICKING

Victims are often lured into labor trafficking through false promises about employment and opportunity. Immigrants are highly vulnerable to all forms of human trafficking, though the crime does not require the crossing of an international border. Victims can be of any nationality, gender or age, though certain types of trafficking may ensue higher rates of men, women or children because of the type of labor involved. For example, men are trafficked in construction and agriculture at higher rates, women are trafficked more commonly in domestic work and hospitality, and children are exploited at higher rates in begging schemes and forced peddling.

BUSES & LABOR TRAFFICKING: INTERSECTIONS

Members of the bus industry could be coming into contact with victims of labor

trafficking while looking for work. For example, victims may be looking for work in a transit center as a source of income, or they may be looking for work in a transit center as a source of income.

Victims may ride the bus for work. For example, victims may be looking for work in a transit center as a source of income, or they may be looking for work in a transit center as a source of income.

BUS DRIVERS: BE ON THE LOOKOUT FOR HUMAN TRAFFICKING!

LOOK FOR

- Passengers who are not allowed to speak for self
- Disheveled appearance, agitated, scared/crying
- Minors traveling without adult supervision
- Offers to exchange sex for a ride, meal, etc.
- Does not know the person who is picking them up
- Any acknowledgement of having a pimp or needing to make a quota
- Signs of branding or tattooing (often of trafficker's name)
- Passengers not in possession of own ticket, money or ID

TAKE ACTION

- Watch the BOTL training video
- Spread the word with your colleagues and at home
- Display BOTL materials on buses or in terminals
- Whenever you suspect human trafficking ... make the call, save lives 1-888-3737-888 (US) | 833-900-1010 (Canada)



www.busingonthelookout.org

INTERNAL REPORTING
Report suspected trafficking to:

Report suspected trafficking to:



DISPATCHERS MATTER

IN THE FIGHT AGAINST HUMAN TRAFFICKING.

WHILE YOUR DRIVERS MAY BE ON THE FRONT LINES
OF SEEING POTENTIAL VICTIMS, YOUR ACTIONS CAN
SECURE A SAFE EXIT FOR VICTIMS IN NEED.



POLICY ON HOW TO HANDLE
HUMAN TRAFFICKING.

Busing on the Lookout
B.O.T.L.

Do You Need Help?
1-888-3737-888 (US)
1-833-900-1010 (Canada)
www.busingonthelookout.org

Immediately:
If you're watching a crime in progress, call 911 and then call the hotline. If you're at a truck stop/travel plaza or any other place of business, please notify the manager on-duty of the suspicious activity; she/he needs to be aware of what is taking place on the lot and assist in ending it.

Warning:
Please do not approach traffickers. Allow law enforcement to deal with traffickers and recover victims. Approaching traffickers is not only dangerous for you and their victims but could lead to problems in the eventual prosecution of traffickers.

Note:
In the US, there is now a lifetime ban on a COV for any individual who uses their CMV to commit a felony involving a severe form of human trafficking. All 50 states and DC have a law criminalizing sex trafficking. Some states punish sex purchasers the same as sex traffickers, generally with felony level crimes, and 31 states have a buyer-applicable trafficking law that prohibits a mistake-of-age defense in prosecutions for buying a commercial sex act with any minor under 18.

**Make the Call,
Save Lives.**

1-888-3737-888 (US)
1-833-900-1010 (Canada)
01800-5533-000 (Mexico)
Text INFO or HELP to BeFree (233733)

www.busingonthelookout.org



TRANSIT ON THE LOOKOUT TO COMBAT HUMAN TRAFFICKING

A TOOLKIT FOR PUBLIC TRANSIT AGENCIES IN THE
UNITED STATES & CANADA



CREATED BY BUSING ON THE LOOKOUT
A PROGRAM OF TRUCKERS AGAINST TRAFFICKING

BEST PRACTICES



Implement



Adopt



Connect



Launch



Stay in touch!

HUMAN TRAFFICKING RESPONSE PROCEDURE TEMPLATE

Procedure

- 5-page document
 - Administrative information
 - Definitions
 - Roles and responsibilities
 - Resources
 - Procedures for various person types
 - Employee reporting
 - Dispatch reporting
 - Supervisor reporting
- Procedures for various scenarios
 - Victim alone – not seeking help
 - Victim with potential trafficker – not seeking help
 - Victim alone – seeking help
 - Victim with potential trafficker – seeking help
 - Potential trafficking recruiter

<https://ftson.org/human-trafficking-response-procedure-template/>

Effective Date: (date adopted)

Version: (to be increased incrementally for version control and include version effective date)

Approved by: (accountable executive)

Administrators: (may not be appropriate/necessary for smaller agencies)

Editors: (people/titles that are entitled to edit the procedure)

Viewers: All employees

Division: (Likely Safety & Security and/or Operations – may not be necessary for smaller agencies)

Department: (Likely Safety & Security and/or Operations)

Purpose:

To inform stakeholders of the process for reporting and trafficking.

Definitions:

Human trafficking – a modern form of slavery in which a person is forced into involuntary labor, services, debt bondage, or coercion; or in which the person induced to perform such labor, services, debt bondage, or coercion by force, fraud, or coercion.

Human trafficking victim – a person who is exploited or coerced into labor, services, debt bondage, or coercion.

Trafficker – a person who is exploiting a victim for labor, services, debt bondage, or coercion.

Victim-centered approach – a response to a suspected victim that focuses on the wants, needs, and wellbeing of the suspected victim.

Roles and Responsibilities:

This procedure accompanies training that teaches front-line employees how to report suspected human trafficking. All employees have the responsibility to report suspected human trafficking in a prompt manner.

Resources:

National Human Trafficking Hotline: (888) 373-7888

Truckers Against Trafficking Training and Materials:
<https://truckersagainsttrafficking.org/transit-model/>

DHS 'Blue Campaign' to End Human Trafficking:
<https://www.dhs.gov/blue-campaign>

Procedures:

Procedures are defined for frontline employees, dispatchers, and other employees who play a significant role in reporting, documenting, and potentially responding to human trafficking situations.

When (red text is in parentheses), choose the appropriate selection for your agency and delete the alternatives. Red text with no parentheses is optional, for your agency to remove if appropriate.



[Insert agency logo here]

Reporting Suspected Human Trafficking

Procedure #

Effective Date: (date adopted)**Version:** (to be increased incrementally for version control and include version effective date)**Approved by:** (accountable executive)**Administrators:** (may not be appropriate/necessary for smaller agencies)**Editors:** (people/titles that are entitled to edit the procedure)**Viewers:** All employees**Division:** (Likely Safety & Security and/or Operations – may not be necessary for smaller agencies)**Department:** (Likely Safety & Security and/or Operations)**Purpose:**

To inform stakeholders of the process for reporting and documenting cases of suspected human trafficking.

Effective Date: (date adopted)

Version: (to be increased incrementally for version control and include version effective date)

Approved by: (accountable executive)

Administrators: (may not be appropriate/necessary for smaller agencies)

Editors: (people/titles that are entitled to edit the procedure)

Viewers: All employees

Division: (Likely Safety & Security and/or Operations – may not be necessary)

Department: (Likely Safety & Security and/or Operations)

Purpose:

To inform stakeholders of the process for reporting and documenting suspected human trafficking.

Definitions:

Human trafficking – a modern form of slavery involving the exploitation of a person for involuntary labor, services, debt bondage, or commercial sex through the use of force, fraud, or coercion; or in which the person induced to perform such acts has not yet attained 18 years of age.

Human trafficking victim – a person who is exploited under fraudulent pretenses, forced, or coerced into labor, services, debt bondage, or commercial sex.

Trafficker – a person who is exploiting a victim for labor, services, or commercial sex.

Victim-centered approach – a response to a suspected human trafficking event that considers the wants, needs, and wellbeing of the suspected victim in each step of the response.

Roles and Responsibilities:

This procedure accompanies training that teaches front line employees signs to recognize human trafficking. All employees have the responsibility to report suspected human trafficking in a safe and prompt manner.

Resources:

National Human Trafficking Hotline: (888) 373-7888

Truckers Against Trafficking Training and Materials:
<https://truckersagainstrafficking.org/transit-motorcoach/>

DHS 'Blue Campaign' to End Human Trafficking: <https://www.dhs.gov/blue-campaign>

Procedures:

Procedures are defined for frontline employees, dispatch, and safety supervisors. Each of these types of employees plays a significant role in reporting, documenting, and potentially responding to human trafficking situations.

When **(red text is in parentheses)**, choose the appropriate selection for your agency and delete the alternatives. **Red text** with no parentheses is optional, for your agency to remove if appropriate.

Definitions:

Human trafficking – a modern form of slavery involving the exploitation of a person for involuntary labor, services, debt bondage, or commercial sex through the use of force, fraud, or coercion; or in which the person induced to perform such acts has not yet attained 18 years of age.

Human trafficking victim – a person who is exploited under fraudulent pretenses, forced, or coerced into labor, services, debt bondage, or commercial sex.

Trafficker – a person who is exploiting a victim for labor, services, or commercial sex.

Victim-centered approach – a response to a suspected human trafficking event that considers the wants, needs, and wellbeing of the suspected victim in each step of the response.

Roles and Responsibilities:

This procedure accompanies training that teaches front line employees signs to recognize human trafficking. All employees have the responsibility to report suspected human trafficking in a safe and prompt manner.



Effective Date: (date adopted)

Version: (to be increased incrementally for version control and include version effective date)

Approved by: (accountable executive)

Administrators: (may not be appropriate/necessary for smaller agencies)

Editors: (people/titles that are entitled to edit the procedure)

Viewers: All employees

Division: (Likely Safety & Security and/or Operations – may

Department: (Likely Safety & Security and/or Operations)

Purpose:

To inform stakeholders of the process for reporting and documenting human trafficking.

Definitions:

Human trafficking – a modern form of slavery involving involuntary labor, services, debt bondage, or commercial sex; or in which the person induced to perform such act by force, fraud, or coercion.

Human trafficking victim – a person who is exploited or coerced into labor, services, debt bondage, or commercial sex.

Trafficker – a person who is exploiting a victim for labor or commercial sex.

Victim-centered approach – a response to a suspected victim that focuses on the wants, needs, and wellbeing of the suspected victim.

Roles and Responsibilities:

This procedure accompanies training that teaches front line employees how to report suspected human trafficking. All employees have the responsibility to report suspected human trafficking in a prompt manner.

Resources:

National Human Trafficking Hotline: (888) 373-7888

Truckers Against Trafficking Training and Materials:
<https://truckersagainsttrafficking.org/transit-motorcoach/>

DHS ‘Blue Campaign’ to End Human Trafficking: <https://www.dhs.gov/blue-campaign>

Procedures:

Procedures are defined for frontline employees, dispatch, and safety supervisors. Each of these types of employees plays a significant role in reporting, documenting, and potentially responding to human trafficking situations.

When **(red text is in parentheses)**, choose the appropriate selection for your agency and delete the alternatives. **Red text** with no parentheses is optional, for your agency to remove if appropriate.

Resources:

National Human Trafficking Hotline: (888) 373-7888

Truckers Against Trafficking Training and Materials:

<https://truckersagainsttrafficking.org/transit-motorcoach/>

DHS ‘Blue Campaign’ to End Human Trafficking: <https://www.dhs.gov/blue-campaign>

Procedures:

Procedures are defined for frontline employees, dispatch, and safety supervisors. Each of these types of employees plays a significant role in reporting, documenting, and potentially responding to human trafficking situations.

When **(red text is in parentheses)**, choose the appropriate selection for your agency and delete the alternatives. **Red text** with no parentheses is optional, for your agency to remove if appropriate.



Employee reporting protocol

All employees should make every effort to avoid causing harm to themselves and others when dealing with suspected cases of human trafficking. Many victims of human trafficking are unlikely to use the term **human trafficking**. Reference your training and wallet cards to help to identify potential needs.

When any type of human trafficking situation is suspected, employees should make note of:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color/style, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number, etc.)

If you assess a situation and suspect any of the following human trafficking scenarios, use a victim centered approach that considers passenger safety, and take the following steps to report and/or respond to the situation:

A human trafficking **victim** is **alone** and **not asking for help**

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- If apparent minor, **(call 911/insert your local police number)** to report to **(transit/local)** police
- If apparent adult, engage them in conversation if safe to do so, asking simple questions such as “are you okay?” or “do you want me to call someone for you?”
- Share the national human trafficking hotline number 888-373-7888 as a resource

A human trafficking **victim** is **with a potential trafficker** and **not asking for help**

- Report details to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **(Call 911/insert your local police number)** to report to **(transit/local)** police if immediate danger is suspected
- Do not approach suspected traffickers or attempt to intervene physically when a suspected victim is not seeking assistance
- **Do not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger**

A human trafficking **victim** that is **alone** and **asking for help**

- Ask simple questions such as “are you okay?” or “do you want me to call someone for you?” to assess whether the individual wants assistance.
- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **Follow dispatch guidance to provide information for service provider (if partnership is already in place)**
- Contact the hotline to arrange victim services 888-373-7888
 - Transportation assistance
 - Social services
 - Connect with law enforcement

A human trafficking **victim** that is **with a potential trafficker** and discretely **asking for help**

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **(Call 911/insert your local police number)** to report to **(transit/local)** police – when imminent danger is suspected
 - Employees should never attempt to intervene physically in a human trafficking situation
 - Employees should never indicate to a potential trafficker that authorities are being notified
 - Employees should not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger

A human trafficking **recruiter** loitering and approaching people, or posting suspicious advertisements

- Report to **(dispatch/security/immediate supervisor)** immediately as soon as safe to do so

Employee reporting protocol

All employees should make every effort to avoid causing harm to themselves and others when dealing with suspected cases of human trafficking. Many victims of human trafficking are unlikely to use the term **human trafficking**. Reference your training and wallet cards to help to identify potential needs.

When any type of human trafficking situation is suspected, employees should make note of:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color/style, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number, etc.)

If you assess a situation and suspect any of the following human trafficking scenarios, use a victim centered approach that considers passenger safety, and take the following steps to report and/or respond to the situation:

Employee reporting protocol

All employees should make every effort to avoid causing harm to themselves and others when dealing with suspected cases of human trafficking. Many victims of human trafficking are unlikely to use the term **human trafficking**. Reference your training and wallet cards to help to identify potential needs.

When any type of human trafficking situation is suspected, employees should make note of:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number)

If you assess a situation and suspect any of the following human trafficking scenarios, use a victim-centered approach that considers passenger safety, and take the following steps to respond to the situation:

A human trafficking **victim** is **alone** and **not asking for help**

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- If apparent minor, **(call 911/insert your local police number)** to report to **(transit/local)** police
- If apparent adult, engage them in conversation if safe to do so, asking simple questions such as “are you okay?” or “do you want me to call someone for you?”
- Share the national human trafficking hotline number 888-373-7888 as a resource

A human trafficking **victim** is **with a potential trafficker** and **not asking for help**

- Report details to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **(Call 911/insert your local police number)** to report to **(transit/local)** police if immediate danger is suspected
- Do not approach suspected traffickers or attempt to intervene physically with a victim if the victim is not seeking assistance
- **Do not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger**

A human trafficking **victim** that is **alone** and **asking for help**

- Ask simple questions such as “are you okay?” or “do you want me to call someone for you?” to assess whether the individual wants assistance.
- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **Follow dispatch guidance to provide information for service provider (if possible)**
- Contact the hotline to arrange victim services 888-373-7888
 - Transportation assistance
 - Social services
 - Connect with law enforcement

A human trafficking **victim** that is **with a potential trafficker** and discretely **asking for help**

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **(Call 911/insert your local police number)** to report to **(transit/local)** police – when imminent danger is suspected
 - Employees should never attempt to intervene physically in a human trafficking situation
 - Employees should never indicate to a potential trafficker that authorities are being notified
 - Employees should not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger

A human trafficking **recruiter** loitering and approaching people, or posting suspicious advertisements

- Report to **(dispatch/security/immediate supervisor)** immediately as soon as safe to do so

A human trafficking victim is alone and not asking for help

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- If apparent minor, **(call 911/insert your local police number)** to report to **(transit/local)** police
- If apparent adult, engage them in conversation if safe to do so, asking simple questions such as “are you okay?” or “do you want me to call someone for you?”
- Share the national human trafficking hotline number 888-373-7888 as a resource

A human trafficking victim is with a potential trafficker and not asking for help

- Report details to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **(Call 911/insert your local police number)** to report to **(transit/local)** police if immediate danger is suspected
- Do not approach suspected traffickers or attempt to intervene physically when a suspected victim is not seeking assistance
- **Do not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger**

Employee reporting protocol

All employees should make every effort to avoid causing harm to themselves and others when dealing with suspected cases of human trafficking. Many victims of human trafficking are fearful and may not identify themselves as such. Reference your training and wallet cards to help to identify the term **human trafficking**.

When any type of human trafficking situation is suspected, employees should make the following report:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number)

If you assess a situation and suspect any of the following human trafficking scenarios, take a victim-centered approach that considers passenger safety, and take the following steps to respond to the situation:

A human trafficking victim is alone and not asking for help

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- If apparent minor, **(call 911/insert your local police number)** to report to police
- If apparent adult, engage them in conversation if safe to do so, asking simple questions such as “are you okay?” or “do you want me to call someone for you?”
- Share the national human trafficking hotline number 888-373-7888 as a resource

A human trafficking victim is with a potential trafficker and not asking for help

- Report details to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **(Call 911/insert your local police number)** to report to **(transit/local)** police if imminent danger is suspected
- Do not approach suspected traffickers or attempt to intervene physically if victim is not seeking assistance
- **Do not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger**

A human trafficking victim that is alone and asking for help

- Ask simple questions such as “are you okay?” or “do you want me to call someone for you?” to assess whether the individual wants assistance.
- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **Follow dispatch guidance to provide information for service provider (if applicable)**
- Contact the hotline to arrange victim services 888-373-7888
 - Transportation assistance
 - Social services
 - Connect with law enforcement

A human trafficking victim that is with a potential trafficker and discretely asking for help

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **(Call 911/insert your local police number)** to report to **(transit/local)** police – when imminent danger is suspected
 - Employees should never attempt to intervene physically in a human trafficking situation
 - Employees should never indicate to a potential trafficker that authorities are being notified
 - Employees should not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger

A human trafficking recruiter loitering and approaching people, or posting suspicious advertisements

- Report to **(dispatch/security/immediate supervisor)** immediately as soon as safe to do so

A human trafficking victim that is alone and asking for help

- Ask simple questions such as “are you okay?” or “do you want me to call someone for you?” to assess whether the individual wants assistance.
- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **Follow dispatch guidance to provide information for service provider (if partnership is already in place)**
- Contact the hotline to arrange victim services 888-373-7888
 - Transportation assistance
 - Social services
 - Connect with law enforcement

A human trafficking victim that is with a potential trafficker and discretely asking for help

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **(Call 911/insert your local police number)** to report to **(transit/local)** police – when imminent danger is suspected
 - Employees should never attempt to intervene physically in a human trafficking situation
 - Employees should never indicate to a potential trafficker that authorities are being notified
 - Employees should not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger

Employee reporting protocol

All employees should make every effort to avoid causing harm to themselves and others when dealing with suspected cases of human trafficking. Many victims of human trafficking are unlikely to use the term **human trafficking**. Reference your training and wallet cards to help to identify potential needs.

When any type of human trafficking situation is suspected, employees should make note of:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color/style, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number, etc.)

If you assess a situation and suspect any of the following human trafficking scenarios, use a victim centered approach that considers passenger safety, and take the following steps to report and/or respond to the situation:

A human trafficking **victim** is **alone** and **not asking for help**

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- If apparent minor, **(call 911/insert your local police number)** to report to **(transit/local)** police
- If apparent adult, engage them in conversation if safe to do so, asking simple questions such as “are you okay?” or “do you want me to call someone for you?”
- Share the national human trafficking hotline number 888-373-7888 as a resource

A human trafficking **victim** is **with a potential trafficker** and **not asking for help**

- Report details to (
- **(Call 911/insert your local police number)** if
- Do not approach s
- victim is not seeki
- **Do not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger**

A human trafficking recruiter loitering and approaching people, or posting suspicious advertisements

- Report to **(dispatch/security/immediate supervisor)** immediately as soon as safe to do so

A human trafficking **victim** that is **alone** and **asking for help**

- Ask simple questions such as “are you okay?” or “do you want me to call someone for you?” to assess whether the individual wants assistance.
- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **Follow dispatch guidance to provide information for service provider (if partnership is already in place)**
- Contact the hotline to arrange victim services 888-373-7888
 - Transportation assistance
 - Social services
 - Connect with law enforcement

A human trafficking **victim** that is **with a potential trafficker** and discretely **asking for help**

- Report to **(dispatch/security/immediate supervisor)** as soon as safe to do so
- **(Call 911/insert your local police number)** to report to **(transit/local)** police – when imminent danger is suspected
 - Employees should never attempt to intervene physically in a human trafficking situation
 - Employees should never indicate to a potential trafficker that authorities are being notified
 - Employees should not stop the bus to wait for a supervisor to assess the situation for you. A long wait may make a potential trafficker nervous and cause them to leave the scene or put a victim in more danger

A human trafficking **recruiter** loitering and approaching people, or posting suspicious advertisements

- Report to **(dispatch/security/immediate supervisor)** immediately as soon as safe to do so

Dispatch response/recording protocol

If an employee reports a suspected human trafficking situation, dispatch should record the information and respond appropriately

When any type of human trafficking situation is suspected, ask employees about details of:

- Date, time, and location of suspected incident
- Description of people involved (include approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number, etc.)

If an employee reports any of the following human trafficking scenarios, the following steps should be taken to report and record the situation:

A human trafficking **victim** is **alone** or **with a**

- Log information into safety reporting system including location information for hotspot mapping

A human trafficking **victim** is **alone** and **asking**

- Dispatch a supervisor to assist the operator on scene
- If the operator has not already done so, call the National Human Trafficking Hotline at 888-373-7888.
- Provide the operator with information:
 - Transportation assistance
 - Social services
 - Connection with law enforcement
- Log information into safety reporting system including location information for hotspot mapping

A human trafficking **victim** that is **with their potential trafficker** and discretely **asking for help**

- Contact **(transit/local)** police to assist on scene
- Dispatch a supervisor to assist the operator on scene
- Log information into safety reporting system including location information for hotspot mapping

A human trafficking **recruiter** loitering and approaching people, or posting suspicious advertisements

- Contact **(transit/local)** police using non-emergency number
- Log information into safety reporting system including location information for hotspot mapping

Dispatch response/recording protocol

If an employee reports a suspected human trafficking situation, dispatch should record the information and respond appropriately

When any type of human trafficking situation is suspected, ask employees about details of:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color/style, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number, etc.)

If an employee reports any of the following human trafficking scenarios, the following steps should be taken to report and record the situation:

Safety Supervisor response/review protocol

When any type of human trafficking situation is suspected, employees are asked to report details of:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color/style, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable

All of these details should be recorded in your agency safety reporting system. The data in the safety reporting system should be analyzed on a regularly scheduled recurring basis to look for trends, patterns, or other details that may be useful to predict potential future situations, and proactively implement strategic mitigation measures that are specific to the patterns witnessed.

If dispatch receives a report of a suspected human trafficking situation, and assistance is appropriate, it is important to ensure the safety of all passengers while taking the following actions:

A human trafficking **victim** that is **alone**:

- Contact hotline 888-373-7888, if available
- If direct relationships with service providers are established, provide information for:
 - Transportation assistance
 - Social services
 - Connect with law enforcement – according to victim comfort level
- Log information into safety reporting system including location information for hotspot mapping

A human trafficking **victim** that is **with the driver**:

- Prior to arriving on the scene, contact the hotline if available
- Upon arriving on the scene:
 - Contact hotline, if employee is available
 - **If direct relationships with service providers are established**, provide information for:
 - Transportation assistance
 - Social services
 - Connect with law enforcement – according to victim comfort level
- Log information into safety reporting system including location information for hotspot mapping

If you determine it is safe and appropriate given the circumstances, share a summary of the incident report with Truckers Against Trafficking (TAT) to contribute to their efforts to track data on human trafficking, as well as to help them update and improve their training with the transit industry and law enforcement. It is also possible that a transit employee who assists a suspected victim or reports a suspected trafficking situation could be eligible for TAT's prestigious Harriet Tubman Award. Contact info@truckersagainsttrafficking.org.

Safety Supervisor response/review protocol

When any type of human trafficking situation is suspected, employees are asked to report details of:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color/style, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number, etc.)

All of these details should be recorded in your agency safety reporting system. The data in the safety reporting system should be analyzed on a regularly scheduled recurring basis to look for trends, patterns, or other details that may be useful to predict potential future situations, and proactively implement strategic mitigation measures that are specific to the patterns witnessed.

Safety Supervisor response/review protocol

When any type of human trafficking situation is suspected, employees are asked to report details of:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color/style, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number, etc.)

All of these details should be reported in the safety reporting system should be used to identify patterns, or other details to implement strategic mitigation.

If dispatch receives a report of a suspected human trafficking situation, and assesses that supervisor assistance is appropriate, it is important to use a victim centered approach, and maintain the safety of all passengers while taking the following steps depending on the situation:

A human trafficking victim that is alone and asking for help

- Contact hotline 888-373-7888, if employee did not already, to help arrange services,
- If direct relationships with service providers are established, provide information for
 - Transportation assistance
 - Social services
 - Connect with law enforcement – according to victim comfort level
- Log information into safety reporting system including location information for hotspot mapping

A human trafficking victim that is not alone and asking for help

- Prior to arriving on scene, contact hotline 888-373-7888, if employee did not already, to help arrange services,
- Upon arriving on scene, provide information for
 - Contact hotline 888-373-7888, if employee did not already, to help arrange services,
 - **If direct relationships with service providers are established, provide information for**
 - Transportation assistance
 - Social services
 - Connect with law enforcement – according to victim comfort level
- Log information into safety reporting system including location information for hotspot mapping

If you determine it is safe and appropriate given the circumstances, share a summary of the incident report with Truckers Against Trafficking (TAT) to contribute to their efforts to track data on human trafficking, as well as to help them update and improve their training with the transit industry and law enforcement. It is also possible that a transit employee who assists a suspected victim or reports a suspected trafficking situation could be eligible for TAT's prestigious Harriet Tubman Award. Contact

info@truckersagainstrafficking.org.

If dispatch receives a report of a suspected human trafficking situation, and assesses that supervisor assistance is appropriate, it is important to use a victim centered approach, and maintain the safety of all passengers while taking the following steps depending on the situation:

A human trafficking victim that is alone and asking for help

- Contact hotline 888-373-7888, if employee did not already, to help arrange services,
- If direct relationships with service providers are established, provide information for
 - Transportation assistance
 - Social services
 - Connect with law enforcement – according to victim comfort level
- Log information into safety reporting system including location information for hotspot mapping

Safety Supervisor response/review protocol

When any type of human trafficking situation is suspected, employees are asked to report details of:

- Date, time, and location of suspected incident
- Description of people involved (include tattoos, physical identifiers, hair color/style, approximate age, any overheard nicknames, etc.)
- A summary of the situation that prompted the report
- Any vehicle information if applicable (color, make, model, license plate number, etc.)

All of these details should be recorded in your agency safety reporting system. The data in the safety reporting system should be analyzed on a regularly scheduled recurring basis to look for trends, patterns, or other details that may be useful to predict potential future situations, and proactively implement strategic mitigation measures that are specific to the patterns witnessed.

If dispatch receives a report of a suspected human trafficking situation, and assesses that supervisor assistance is appropriate, all passengers while

A human trafficking

- Contact hotline
- If direct relationships with service providers are established
 - Transportation assistance
 - Social services
 - Connect with law enforcement
- Log information

If you determine it is safe and appropriate given the circumstances, share a summary of the incident report with Truckers Against Trafficking (TAT) to contribute to their efforts to track data on human trafficking, as well as to help them update and improve their training with the transit industry and law enforcement. It is also possible that a transit employee who assists a suspected victim or reports a suspected trafficking situation could be eligible for TAT's prestigious Harriet Tubman Award. Contact info@truckersagainsttrafficking.org.

A human trafficking victim that is with their potential trafficker and discretely asking for help

- Prior to arriving on the scene, contact (transit/local) police to assist on scene
- Upon arriving on the scene
 - Contact hotline, if employee did not already, 888-373-7888 to help arrange services
 - If direct relationships with service providers are established, provide information for
 - Transportation assistance
 - Social services
 - Connect with law enforcement – according to victim comfort level
- Log information into safety reporting system including location information for hotspot mapping

If you determine it is safe and appropriate given the circumstances, share a summary of the incident report with Truckers Against Trafficking (TAT) to contribute to their efforts to track data on human trafficking, as well as to help them update and improve their training with the transit industry and law enforcement. It is also possible that a transit employee who assists a suspected victim or reports a suspected trafficking situation could be eligible for TAT's prestigious Harriet Tubman Award. Contact info@truckersagainsttrafficking.org.

	Implementation
	Last Reviewed/
	Approval Date:
Department/Division: Safety & Security Department	Approver's Name
SOP Title: Reporting Suspected Human Trafficking	Approver's Signature

Purpose:

To inform bus operators and administration employees of the process documenting cases of suspected human trafficking.

Definitions:

Human trafficking – a modern form of slavery involving the exploitation of a person for labor, services, or commercial sex through the use of force, fraud, or coercion, in which the person induced to perform such acts has not yet attained 18 years of age.

Human trafficking victim – a person that is under fraudulent pretenses, forced, or coerced into labor, services, or commercial sex.

Trafficker – a person that is exploiting a victim for labor, services, or commercial sex.

Victim-centered approach – a response to a suspected human trafficking event that considers the wants and needs of the human trafficking victim in each step of the response.

Roles and Responsibilities:

All employees have the responsibility to report suspected human trafficking in a safe and prompt manner.

Resources:

National Human Trafficking Hotline: (888) 373-7888
Truckers Against Trafficking Training and Materials:
<https://truckersagainstafficking.org/transit-motorcoach/>

Procedures:

Procedures are defined for frontline employees, dispatch, and safety supervisors. Each of these types of employees plays a significant role in reporting, documenting, and potentially responding to human trafficking situations.

Effective Date: (date adopted)

Version: (to be increased incrementally for version control and include version effective date)

Approved by: (accountable executive)

Administrators: (may not be appropriate/necessary for smaller agencies)

Editors: (people/titles that are entitled to edit the procedure)

Viewers: All employees

Division: (Likely Safety & Security and/or Operations – may not be necessary for smaller agencies)

Department: (Likely Safety & Security and/or Operations)

Purpose:

To inform stakeholders of the process for reporting and documenting cases of suspected human trafficking.

Definitions:

Human trafficking – a modern form of slavery involving the exploitation of a person for labor, services, debt bondage, or commercial sex through the use of force, fraud, or coercion; or in which the person induced to perform such acts has not yet attained 18 years of age.

Human trafficking victim – a person that is exploited under fraudulent pretenses, forced, or coerced into labor, services, debt bondage, or commercial sex.

Trafficker – a person that is exploiting a victim for labor, services, or commercial sex.

Victim-centered approach – a response to a suspected human trafficking event that considers the wants and needs of the human trafficking victim in each step of the response.

Roles and Responsibilities:

All employees have the responsibility to report suspected human trafficking in a safe and prompt manner.

Resources:

National Human Trafficking Hotline: (888) 373-7888
Truckers Against Trafficking Training and Materials:
<https://truckersagainstafficking.org/transit-motorcoach/>
DHS 'Blue Campaign' to End Human Trafficking: <https://www.dhs.gov/blue-campaign>

Procedures:

Procedures are defined for frontline employees, dispatch, and safety supervisors. Each of these types of employees plays a significant role in reporting, documenting, and potentially responding to human trafficking situations.



Effective Date: (date adopted)

Version: (to be increased incrementally for version control and include version effective date)

Approved by: (accountable executive)

Administrators: (may not be appropriate/necessary for smaller agencies)

Editors: (people/titles that are entitled to edit the procedure)

Viewers: All employees

Division: (Likely Safety & Security and/or Operations – may not be necessary for smaller agencies)

Department: (Likely Safety & Security and/or Operations)

Purpose:

To inform stakeholders of the process for reporting and documenting cases of suspected human trafficking.

Definitions:

Human trafficking – a modern form of slavery involving the exploitation of a person for labor, services, or commercial sex through the use of force, fraud, or coercion, or in which the person induced to perform such acts has not yet attained 18 years of age.

Human trafficking victim – a person that is under fraudulent pretenses, forced, or coerced into labor, services, or commercial sex.

Trafficker – a person that is exploiting a victim for labor, services, or commercial sex.

Victim-centered approach – a response to a suspected human trafficking event that considers the wants and needs of the human trafficking victim in each step of the response.

Roles and Responsibilities:

All employees have the responsibility to report suspected human trafficking in a safe and prompt manner.

Resources:

National Human Trafficking Hotline: (888) 373-7888

Truckers Against Trafficking Training and Materials:
<https://truckersagainstafficking.org/transit-motorcoach/>

Procedures:

Procedures are defined for frontline employees, dispatch, and safety supervisors. Each of these types of employees plays a significant role in reporting, documenting, and potentially responding to human trafficking situations.



<https://ftson.org/human-trafficking-response-procedure-template/>



The Florida Department of Transportation's Statewide Transit Training and Technical Assistance (STTAT) Program in partnership with Truckers Against Trafficking supported the development of the human trafficking response procedure template to provide transit agency representatives a tool that can be adapted to and adopted at their agency to ensure front line employees, dispatch, and safety supervisors know the appropriate responses if they suspect a human trafficking situation. The development of the procedure template included input from Florida transit agency representatives to ensure the language was clear, concise, and similar to other procedures in their agency. The template is designed to easily incorporate the agency logo for ease of adoption. The use of this procedure template may potentially lead to many saved lives in our local communities.

[Download the Template](#)



**PUBLIC
TRANSIT**



Jodi Godfrey

Senior Research Associate

Center for Urban Transportation Research
University of South Florida - Tampa Campus

Jodis@usf.edu (813) 974-9771

LEXI HIGGINS

BOTL DIRECTOR

206-697-0886

lhiggins@truckersagainsttrafficking.org

www.busingonthelookout.org



@truckersagainsttrafficking