



HANDS in Autism®
Interdisciplinary Training & Resource Center

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Also, check out...

How-To Series
Kid's Corner Series
Life with ASD Series
Academia Series
Strategy in Practice
e-Learning Options
Practical Pointers for Families,
Educators, or Medical
Professionals


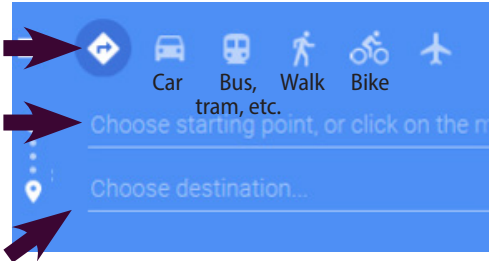
Stay in touch via our listserv
and Learning Connection!



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Once you accept a job, people will count on you to be responsible. Part of being responsible means getting to work on time. Arriving to work late will not be acceptable and may result in getting fired. To avoid getting to work late, you need to determine what time you need to leave your house or apartment. You can either have your parents, grandparents, siblings, or friends help you with this, or you can look online at *Google Maps* or use *Google Map app* on your phone.

GETTING DIRECTIONS:

1. Install and open the *Google Map* app on your phone or go to www.maps.google.com in your browser
2. Click on the *Get Directions* symbol 
3. Select your method of travel 
4. In the top row, where it may say "Choose starting point," type in your address or select "Your location" on your phone
5. In the bottom row, where it says "Choose destination," type in your work address.
6. Under "Suggested Routes," you'll see a few different ways to get to work. Look at the top route and see how many minutes it will take.
7. Subtract the time from step #6 from the time your work shift begins. This is the time you need to leave. Subtract 15 more minutes in case there is traffic or a bus is late.

What time does my shift start? _____

How long does it take to get there? _____


$$\underline{\hspace{2cm}} \text{ Shift start} \quad - \quad \underline{\hspace{2cm}} \text{ Time to Travel} \quad - \quad 15 \text{ min} \quad = \quad \underline{\hspace{2cm}} \text{ Time to Leave}$$

Reminder: This is only one example.

This template may need to be individualized to meet the particular needs of a person with ASD!

IF YOU ARE GOING TO BE LATE:


Although you have planned appropriately to ensure you get to work on time, there may be times that you may be late because of a car crash, bad weather, the bus is delayed, etc. If this happens, you must call your supervisor immediately and let them know you are running late and tell them why. Below on this page, you will find templates to write down your supervisor's phone number. One copy of the card should be placed in your wallet and the other should be placed on the refrigerator. Also included on these cards is what you need to say to your supervisor when you call to explain why you're running late.

 **Supervisor's name:** _____

Supervisor's phone number: _____

Me: Hi, _____. This is _____ (your name). I am calling to let you know that I'm running late because _____.


I'm sorry and I'll be there as soon as I can.

 **Supervisor's name:** _____

Supervisor's phone number: _____

Me: Hi, _____. This is _____ (your name). I am calling to let you know that I'm running late because _____.


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