

# Crime Prevention Newsletter

BNSF Headquarters Resource Operations Center  
Fort Worth, Texas

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## ATM Safety Tips

An Automatic Teller Machine (ATM) is a tool that many people use every day. The convenience and ease of use makes it a handy alternative to a regular bank visit. However, any transaction involving money can be dangerous if you let your guard down. Follow these safety tips to keep your ATM visits convenient and safe:

### Approaching the ATM

- At a drive-up ATM, keep all vehicle windows closed except the one you are using and all vehicle doors locked. Keep the vehicle running and watch the vehicle's front, rear and sides. If someone approaches your vehicle on foot, cancel the transaction and leave.
- If you drive to the ATM and then exit your vehicle to use the ATM, lock the vehicle doors after exiting. Keep your keys handy so you may re-enter your vehicle quickly after completing the transaction.
- After dark, avoid using an ATM surrounded by shrubbery that prevents a clear view of the area. If the area is not well lighted or the lights are out, don't approach the ATM.

**If you see suspicious person(s) near the ATM call the police at 9-1-1.**

### Using the ATM

- When waiting in line to use an ATM, wait well behind the person ahead of you, and don't approach the ATM until the person is finished.

Have questions or comments? Contact the ROCC Headquarters Crime Prevention Specialist Team: R. Carnes, B. Contreras, J. Edwards, or M. Galindo at 593-7200.

- If someone is standing uncomfortably close to you, politely ask them to step back. If your request is ignored, cancel the transaction and wait inside your locked vehicle or other safe location until that person leaves. If necessary, go to another ATM.
- Memorize your PIN and do not write it on your card or carry it in your purse or wallet. Don't tell anyone your PIN.
- After you complete your transaction, put your card, money, receipts, etc. in your pocket or purse and leave immediately. Be aware of your surroundings. Do not stand and count your money. If the money received was incorrect, tackle the issue later and don't put yourself in danger.

***Don't make it easy for someone to rob you. Stay alert and aware of your surroundings while at the ATM.***

