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JOURNEY MANAGEMENT PROGRAM		

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SUBPART A - PURPOSE

The purpose of the Journey Management Plan is to provide company personnel with a means of communicating their travel plans with management, dispatching, etc. in the event a problem should arise while traveling. The plan will be reviewed with all affected employees.


SUBPART B - PROCEDURE

The program is split into two categories based on risk:

- High-risk is defined as those areas of operation where communication is limited and areas that are remotely located.
- Medium-risk is defined as those areas that exceed 250 miles or 4.5 hours of driving from the home office. The 250 miles was chosen based on the ability of emergency response within 1 hour.

The plan must demonstrate the following criteria:


1. If and when to drive and specify that no one day of driving exceeds 10 hours with the exception of those drivers that must follow DOT regulations.
2. What route will be taken?
3. Where to make rest stops (every 4.5 hours and drive no more than 10 hours per day).
4. What vehicle will be used?
5. Required driver skills and competence (approved defensive driver training class).
6. Road travel shall be limited whenever possible.

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7. Road travel/trips shall be completed during daylight hours whenever possible.
8. Driving during inclement weather will be avoided if possible and whenever practicable.
9. Drivers will be responsible for obtaining driving directions before setting out upon the journey.
10. Drivers are responsible for executing the plan but others may need to play a role too. For example the plan may include preparations for a "Man Lost" procedure that may need to be initiated by management, dispatchers, clients, etc. So drivers are also responsible for letting others know their trip itinerary as needed.
11. The driver must also carry a reliable communication device for emergencies and periodically check in if possible.

The basic "Journey Management Plan" must include the following information:

1. Trip description
2. Employee's name
3. Department
4. Origin
5. Destination
6. Departure date
7. Departure time
8. Return date
9. Return time
10. Business purpose
11. Vehicle type
12. Vehicle owner
13. Passengers
14. Route (Describe: Hwy, airport, etc.)
15. Return trip
16. Expected travel time
17. Road conditions if known
18. Defensive driving (Yes or No and when)
19. Vehicle equipped with a GPS or other in vehicle monitoring system and road side emergency kits.
20. Driver's cell phone number
21. Phone number at destination
22. Driver's emergency contact number

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SUBPART C - CLOSE-OUT OF MANAGEMENT PLAN

Upon completion of the journey / trip the employee shall notify management, dispatcher, secretary, or client that they are back thus officially closing-out the Journey Management Plan.

Revision Date: 9/30/09, 6/26/12, 11/18/14

Approved By: Safety Committee

Attachment: Journey Management Form

JOURNEY MANAGEMENT FORM

Employee Name: _____ **Date:** _____

Driver's Cell Phone #: _____ **Emergency Contact #:** _____

Trip Description: _____

Destination: _____

Phone # at Destination: _____

Departure Date: _____ **Departure Time:** _____

Return Date: _____ **Return Time:** _____

Business Purpose: _____

Vehicle Type: _____ **Vehicle Owner:** _____

Vehicle Monitoring System: _____
(What type of System?)

List Passengers:

Briefly Describe Route:

Return Trip Date: _____ **Expected Travel Time:** _____

Expected Road Conditions:

Defensive Driving Training Completed: _____

Manager, Client, etc. close-out Signature: _____