



**Berry Bros. General Contractors, Inc.
Corporate Policy Procedure**

Section # 46

Issue Date: 09-30-2009

**(HSE) Health, Safety & Environmental
Policies and Procedures Manual**

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Approver: Joe Berry

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

When one person will be driving more than 250 miles or 4.5 continuous hours in a company vehicle, or personal vehicle being used for company business, a journey management plan must be filled out. The Form can be found on our website www.bbgci.com.

An employee will need manager approval if he is driving over 12 hours, driving in severe/inclement weather and/or if the employee is driving at night. The employee will have to answer the following questions associated with their upcoming trip.

When planning your trip, please consider the following variables

1. If driving is the only option, and if there are other safer options reconsider driving to your destination.
2. Ensure that the Emergency roadside kit in the vehicle is stocked with warning triangles, flashlights, jumper cables etc.
3. Ensure that the first aid kit in the vehicle is stocked and easily accessible.
4. What route will be taken?
5. Where to make rest stops (every 4.5 hours and drive no more than 12 hours per day without manager approval).



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6. What vehicle will be used?
7. Required driver skills and competence (approved defensive driver training class).
8. Road travel shall be limited whenever possible.
9. Road travel/trips shall be completed during daylight hours whenever possible.
10. Driving during inclement weather will be avoided if possible and whenever practicable.
11. Drivers will be responsible for obtaining driving directions before setting out upon the journey.
12. The driver must also carry a reliable communication device for emergencies and periodically check in if possible.
13. If the driver will be arriving at his/her destination after working hours, the Journey Management Plan must be sent to the dispatcher at the Berwick Office, dispatch@bbgci.com, prior to departure.
14. Upon arrival at his/her destination, a phone call should be made to the dispatcher (after hours), Ethan LeBlanc (during work hours) at the corporate office as well to ensure everyone has arrived safely, 985-384-8770.

SUBPART C – RESPONSIBILITIES

Driver

1. Ensure you have had the required amount of rest prior to your departure.
2. Establish rest periods throughout your trip (every 4.5 hours).
3. Complete the proper vehicle inspection prior to your departure.
4. Complete the Journey Management Plan and send it to the appropriate personnel.
5. Receive proper managerial approval if necessary (see stipulations in Subpart B)
6. Contact either your manager or a Safety personnel at the end of your trip to ensure everyone has arrived at the destination safely.

Journey Manager

1. Review and approve/disapprove Journey Management Plans for trips that are longer than 4.5 hours or 250 miles.
2. Establish check in times with the driver.
3. Confirmation from driver of arrival at destination.
4. Close out Journey Management plans and file the document.



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SUBPART C - CLOSE-OUT OF MANAGEMENT PLAN

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

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8/15/2018

Approved By: Safety Committee



JOURNEY MANAGEMENT PLAN

Driver Name: _____ Date: _____

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

Trip Description: _____

Destination: _____

Phone # at Destination: _____

Origin of Departure: _____

Departure Date: _____ Departure Time: _____

Return Date: _____ Return Time: _____

Business Purpose: _____

Vehicle # _____ Equipment # _____

List Passengers / Approved Co-Drivers:

Briefly Describe Route:

Expected Travel Time: _____

Expected Road Conditions:

Notes:

Defensive Driving Training Completed: _____

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