## Journey Management

1. **Purpose**

The purpose of this program is to provide guidelines for safe operations by all employees driving on company business while operating owned, leased or borrowed vehicles.

1. **Responsibility**

The Safety Manager Shall:

* Develop and maintain the journey management program.

The Supervisor Shall:

* Implement the journey management program and ensure all assets are available for compliance with the program.

The Employee Shall:

* Be familiar with the journey management program.
* Notify another individual who is not traveling with them of their travel plans to include where they are going, when they should arrive at their destination, and when they plan to return.
* Carry a reliable method of communication (cell phone, CB radio, etc.) in case of an emergency.
* Obtain driving directions before traveling to an unfamiliar destination. A GPS device (not a smartphone) may be used, but printed directions should be kept as a back-up.

1. **Journey Management Plan**

The Journey Management Plan should be reviewed with road travelers before they perform any driving on company business. A copy of the plan must be readily available at the workplace. Road travelers should carry a copy of the plan.

Potential journeys involving driving and road transport should be assessed and completed relative to hazards, risk and costs such as the following:

* Road travel should be limited whenever practicable. Road journey should only be taken when necessary.
* Try to complete multiple tasks in single trips to reduce the amount of driving for improved safety and efficiency.
* If the trip is being taken to meet with someone, determine if the meeting can be done over the phone instead.
* Consider safer methods of travel (air, train, etc) where practicable.
* Consider if the business requirement for potential journey can be combined with a later trip. Share or combine the journey with others employees.
* Driving during adverse weather conditions should be avoided, whenever practicable. Before leaving on a trip, ensure that weather conditions are safe for driving. Ensure the vehicle being used is adequate for the weather conditions.
* Driving should be done during daylight hours rather than after dark whenever possible. Reduce speed when driving at night. Be aware of the potential for wildlife to be on the road, especially when driving at dusk or dawn.
* When driving long distances, sufficient breaks should be taken to prevent fatigue. When driving alone and having trouble staying awake, pull off the road and get out of the vehicle for fresh air, or take a power nap. If driving late at night, consider getting a hotel room and starting fresh the next day. If two licensed drivers are in the vehicle, take turns driving. Get plenty of rest before beginning your journey.
* Roadside emergency kits should be kept in all vehicles used for highway travel. These kits shall include equipment to assist in a roadside emergency such as water, booster cables, first aid supplies, warning triangles, flashlights, etc. If there is a potential for snow and ice, carry sandbags and a shovel.