



SECTION 2

CHAPTER 4

JOURNEY MANAGEMENT PROGRAM

Purpose

To ensure the planned movement of people and equipment from one place to another including communications, route, scheduled stops, hazards, warnings, provisioning, breakdown or other contingencies.

Scope

This program affects all company employees.

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Journey Management

Objectives

The objectives of this program are:

- to assure the health and safety of travelers and **reduce the risk of exposure**
 - to challenge the need for unnecessary journeys and to undertake only the minimum number of journeys necessary
 - to maximize the efficiency of each journey / monitor journey performance
 - to avoid or minimize the effect of all identified hazards likely to be encountered
 - to be able to recover in a timely manner from any accident
 - to provide formal management of work-related journeys according to procedure
 - to caution drivers and assign responsibility through Journey Plans
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**Journey
planning**

Once the need for a journey has been established then aspects of journey management should be introduced which will assist in reducing the risk of an accident.

Systems must be in place for:

- selecting appropriate vehicle for the task – maximize payload carried to minimize number of journeys
- establishing and controlling maximum speeds
- discriminating between short journeys, convoy and long haul trips
- controlling duty hours - rest periods, driver shift patterns
- establishing optimum time for travel
- route identification and planning, avoiding high risk areas where possible (poor road surface/road works, urban congestion, security)
- setting designated routes for certain categories of vehicles (height, width, length, weight, cargo)
- provision of auxiliary equipment, i.e. tow straps, shovels, appropriate survival kit, extra wheels, extra fuels, spare parts, radios, emergency flares, beacon lights, if necessary
- checking that correct maps, compasses, etc. are carried in vehicles
- establishing safe communication during travel
- setting estimated time at locations, number of people traveling
- establishing agreed stopover points en route and reporting status back to base at regular intervals
- authorizing and recording deviations from the planned route
- implementing changes due to weather conditions
- journey scouting by supervision
- emergency response and provision of resources for search and rescue
- awareness of special hazards associated with the area of transit



Travel considerations

These points should be considered or completed by drivers before travel:

- Do I need to make this trip?
- Is the trip authorized?
- Am I rested and alert?
- Will I be or am I prepared to stop if I become fatigued or incapacitated in any manner?
- Are “check-ins” and arrival times necessary?
- Am I taking the safest route?
- Am I aware of the hazards of the vehicle I am driving and the load I am hauling?

There are many things to consider when traveling. It is the driver’s ultimate responsibility to take all of these points into consideration prior to travel.

Driver responsibilities

The driver is responsible for:

- Personal well-being
 - Preparedness
 - Condition of vehicle
 - Awareness of weather and road conditions
 - Obeying all rules of the road; and
 - following all aspects of the company’s vehicle policy
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Passenger responsibilities

The passenger is responsible for:

- staying alert
 - ensuring the driver is focused on the task of driving
 - watching for signs of driver fatigue; and
 - assisting and watching for hazards while driving, parking, backing, etc.,
 - promoting safe driving practices
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Region/Line of Business Responsibilities

Each Region/Line of Business is responsible for developing a Journey Management Plan specific to the hazards associated with their respective geographical footprint.

Note: Areas in the company that transport hazardous materials shall refer to the company’s “Security Plan” to ensure compliance with the Federal Motor Carrier’s Safety Regulations.
