Journey Management Plan Form (Example)

|  |  |  |
| --- | --- | --- |
| Journey Detail:  |  | **Passengers (use back of page if necessary)** |
| Origin: |  | Destination: |  | Vehicle Type: |  |
| Driver Name(s): |  | Unit Number(s): |  |  | **1** |  |
|  |  |  |  | **2** |  |
| Journey Plan: |  | **3** |  |
| **Reason for Journey** |  | **Is trip necessary? Y/N** |  |  | **4** |  |
| **5** |  |
|  |  |  |  |
| Journey Segment: | Date/Time Depart | Date/Time Arrive | Route | Road Type | (8-24) Risk Ranking | **Hazard Description** | **Journey Manager Information** |
|  |  |  |  |  |  |  | Name: |  |
|  |  |  |  |  |  |  | Location: |  |
|  |  |  |  |  |  |  | Phone: |  |
|  |  |  |  |  |  |  | Alternate phone: |  |
|  |  |  |  |  |  |  | Confirmed Plan? Y/N |  |
|  |  |  |  |  |  |
| Risks / Controls / Additional Information |  | Journey Management Plan Review |
|  |  | Approver's Signature: |  |
|  | Date: |  |
| ERP in place? | Nearest Emergency Assistance? | Cargo is compliant? | Route concerns? | Check in frequency: |  | As per Journey Plan (Y/N)? |  |
|  |  |
| Fatigue Controls | Journey Management Acknowledgement |
|  | Risks assessed, reviewed and discussed? |  | IVMS monitored travel? |  |
| Driver fit and rested? |  | **Driver documentation valid?** |  |
| Vehicle appropriate for task? |  | Vehicle inspection performed? |  |
|  |  |
| Driver Details: | Supervisor / Manager approving Journey: |
| Name: |  | Signature: |  | Name: |  | Signature: |  |
| Date: |  | **Phone:** |  | Date: |  | **Phone:** |  |
| **Risk Ranking (by segment) Combine scoring below and record in risk ranking above**  | **1-8 supervisor approval req’d** **9-16 manager approval req’d 17-24 VP approval req’d** |
| Road Type | Weather | Driver Experience | Light | Communications | Traffic volume (i.e. a vehicle comes by at least) every: | Assistance nearby? | Urban / Rural |
| Paved **1** | Clear **1** | > 5 years **1** | Daylight **1** | Monitored tracking **1** | < 30 min **1** | < 30 min **1** | Urban 1 |
| Gravel **2** | Wet **2** | 1 – 5 years **2** | Sunrise / sunset **2** | 2-way / Cell phone **2** | 30 min – 2 hrs **2** | 30 min – 2 hrs **2** | Combination 2 |
| Off – Road **3** | Inclement **3** | < 1 year **3** | Darkness **3** | None **3** | > 2 hrs **3** | > 2 hrs **3** | Rural 3 |
| **If traveling as part of a group, record convoy detail / sequence of the rear of this form.** |