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.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |