

Great Western Painting

Journey Management

JOURNEY MANAGEMENT

A Journey Management Plan has been established for those employees who are required to road travel in the performance of company business. A copy of the Journey Management Plan will be readily available at the workplace.

The purpose of the Journey Management Plan is to ensure that travel in the performance of company business is actually required, that the mode of travel is appropriate, and that, if travel is to take place, it is well planned and accomplishes its goals in a safe and efficient manner.

The Journey Management Plan will be reviewed with the road travelers before travel commences and they will keep a copy with them while on the road.

Establishing Need for Travel:

Road journeys should only be taken when necessary. When ever possible, rather than travelling for company business, other more time efficient and cost effective methods of performing company business should be considered. These would include, but not be limited to:

1. Simple telephone contact.
2. Establishing a group call.
3. Computer contact.
4. Establishing a group computer link.

Selection of Mode of Travel:

Consideration should be given to safer and more time efficient means of travel as opposed to road travel. Airplanes, busses, and trains should be considered taking into consideration cost, convenience, destination location, weather hazards, number of employees travelling, parking, destination transportation, etc..

Road Journey Itinerary:

To maximize the value of road journeys for company business, effort be given to accomplishing multiple tasks on any one trip. A written itinerary should be prepared and taken on the trip.

Safety During Road Journeys:

If, in fact, a road journey is necessary, the below safety procedures should be adhered to:

1. Road travelers should carry a copy of the Journey Management Plan.
2. Whether using a company vehicle or privately owned vehicle, the vehicle registration and insurance forms must be with the vehicle.
3. When ever practicable, road travel should be completed during daylight hours. If driving at night, reduce your speed and be aware of the potential for wildlife to be on the road especially when driving at dusk or dawn.
4. Before leaving on a trip, ensure that weather conditions are safe for driving. Ensure the vehicle is adequate for the weather conditions, i.e., tire tread is sufficient, windshield washer fluid is full and wipers are in good condition. Ensure the vehicle is equipped emergency supplies. The vehicle should be equipped with a roadside emergency kit that will assist should trouble develop. These kits include water, booster cables, first aid supplies, warning triangles, flashlights, etc.. If there is a potential for snow and ice, carry sandbags and a shovel.

Note: In particularly harsh conditions, consideration should be given to canceling or rescheduling the trip.

5. Obtain driving directions before travelling to an unfamiliar designation. Printed directions should be readily available -- do not plan to read directions from a smart phone while driving. A GPS device may be used, but printed directions should be kept as a back-up.
6. In addition to a cell phone, which is especially valuable when travelling in rural areas, consider the use of CB radio and even subscribing to an in-vehicle communication/remote diagnostic service (i.e., On-Star) if your vehicle is so equipped.
7. Employees should notify their supervisor or another individual who is not travelling with them of their travel plans. This notification should include where they are going, when they should be getting there, and when they plan to return.
8. When driving long distances, sufficient breaks should be taken to prevent fatigue. If driving alone and having trouble staying awake, pull off the road and get out of the vehicle for fresh air and/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.