

Journey management policy and procedures

[Company Name] employee travel policy

[Company Name] is committed to providing safe work environments for our employees and minimizing the extent to which they are exposed to hazards during their work, including hazards with any work-related travel.

Key strategies to achieve that goal include:

1. Avoid unnecessary work-related travel.
2. For travel that is necessary, preferentially use alternatives such as public transit, walking, cycling and other means, rather than driving.
3. When driving is necessary, have and use a reliable process to keep track of employee whereabouts, verify their well-being and enable **[Company Name]** to provide or mobilize prompt emergency assistance, as required.

[Company Name] will develop, apply and periodically evaluate and improve its journey management procedure.

[Company Name] journey management process

Avoid unnecessary travel

All employees are responsible to implement measures to avoid unnecessary work-related travel.

To determine if work-related travel is necessary, consider the question, "Can we achieve desired work outcomes as effectively without having an employee travel?" When the answer to that question is "yes", that work-related travel is unnecessary.

For work-related travel that is necessary, **[Company Name]** managers, supervisors and employees are responsible to ensure that it is planned and carried out in ways that minimize exposure to hazards.

Before submitting trip plans that involve driving, all employees must be confident that:

- The trip is necessary, and
- Driving is the best way for the employee(s) to complete that trip.

Approval for work-related travel

All work-related travel that involves one or more **[company Name]** employees driving or riding in a motor vehicle requires prior approval by a manager. Managers may delegate approval authority to their supervisor(s).

Routine and non-routine trips

[Company Name] recognizes two types of work-related motor vehicle travel. They are:

A. Routine trips

B. Non-routine trips

A. Routine trips

In order to qualify as a routine trip, it must satisfy all of the following criteria:

1. The employee is familiar with the intended travel route(s) and destination(s) because they have completed the trip. The employee can stipulate the number of times they have completed the trip

during a specific timeline (e.g., three times in the past year) in similar road, weather and traffic conditions.

2. The trip will have a duration of not more than half of a work day.

3. The trip involves no high-risk driving circumstances (e.g., severe weather, poor road conditions, no reliable means of communications).

Planning and approving routine trips

Employees may submit trip information

1. verbally during discussion with their supervisor, or
2. on a completed trip plan form submitted to their supervisor or check-in contact.

Using either format, the employee will submit the following information:

1. name of driver (and passengers, if any)
2. date of travel
3. route - highway, road name(s)
4. vehicle information - make, colour, licence
5. employee cell phone number
6. destination address and contact phone number
7. departure time
8. check-in frequency
9. expected time of return

After reviewing trip information with the employee, the supervisor will:

- a. Approve the trip or
- b. Make recommendations to change the plan to reduce risks (e.g., delay until better road conditions, use a different route, etc.) and approve the trip when changes are made, or
- c. Decline to approve the trip.

If the supervisor approves the trip verbally, the supervisor will record such approval in their daily journal, calendar or other permanent method. If the supervisor approves the trip presented on the trip plan form, the supervisor and the employee will sign the completed form.

Check-in procedure

Travelling employees must carry a working cell phone and charger while they are travelling.

Check-ins are optional for routine trips, but will be implemented when the employee or their supervisor feels they are warranted. When check-ins are implemented, the supervisor and the travelling employee will agree on the frequency and/or designate specific check-in times.

Late check-in response action

If a travelling employee does not check-in within [time] or frequency of the planned check-in time, the supervisor or designated check-in contact will do the following:

1. Try to contact the employee using the cell phone number provided.
2. If unsuccessful, try to determine the whereabouts of the employee by contacting a client or co-worker who may have had recent contact with the employee during the trip.
3. If those attempts are unsuccessful, wait [time] and repeat step one.
4. If unable to successfully contact the travelling employee or otherwise confirm their well-being and location, the check-in contact will immediately:
 - notify the supervisor and,
 - initiate internal emergency response

B. Non-routine trips

Work-related trips that do not meet all of the criteria for a routine trip are non-routine trips and will be planned and managed as follows.

Planning and approving routine trips

Employees will submit trip information to their supervisor on a completed trip plan form.

The employee planning to travel will submit their trip plan to their supervisor at least two days before the intended travel date. This will enable the supervisor to review the planned trip, make timely recommendations for adjustments and accommodate potential scheduling adjustments.

On the trip plan form, the employee will indicate:

1. Name of driver (and passengers, if any)
2. Date of travel
3. Route - highway, road name(s)
4. Vehicle information - make, colour, licence
5. Employee cell phone number
6. Destination address and contact phone number
7. Departure time
8. Check-in frequency
9. Expected time of return

After reviewing trip information with the employee, the supervisor will:

- a. Approve the trip, or
- b. Make recommendations to change the plan to reduce risks (e.g., delay until better road conditions, use a different route, etc.), and approve the trip when changes are made, or
- c. Conditionally approve the trip plan (e.g., pending weather or road conditions, etc.), or
- d. Decline to approve the trip and identify another way to get the work done.

If the supervisor approves a trip presented on the trip plan form, the supervisor and the employee will sign the completed form.

Check-in procedure

The travelling employee is responsible to initiate check-in calls at, or as near as possible to, the pre-arranged check-in time. If a co-worker is in the vehicle, the co-worker should make the call. If the driver must make check-in calls, they must pull safely off the road before doing so.

When the check-in contact receives the call, they will record the time and employee location on the trip plan form.

Check-in frequency

Employees are required to check-in:

1. At the start of the day to confirm the travelling employee has a cell phone, and it is working.
2. At the end of the shift if the employee is not returning to the office that day, or when the employee completes the trip.
3. At least once [time] hours during the work day.
4. **[Recommended: hourly]** when driving in moderate **[define moderate]** hazard conditions.

Important: Employees should not plan, and supervisors should not approve, travel plans that include driving in high hazard **[define high hazard]** conditions. If it is imperative that an employee must drive in high hazard conditions for emergency or other imperative reasons, they must get their supervisor's approval and check-in at a high frequency designated by the supervisor.

Late check-in response action

If a travelling employee does not check-in within [time] of the planned check-in time, the supervisor or designated check-in contact will do the following.

1. Try to contact the employee using the cell phone number provided.
2. If unsuccessful, try to determine the whereabouts of the employee by contacting a client or co-worker who may have had recent contact with the employee during the trip.
3. If those attempts are unsuccessful, wait [time], and repeat step one.
4. If unable to successfully contact the travelling employee or otherwise confirm their wellbeing and location, the check-in contact will immediately:
 - notify the supervisor and,
 - initiate internal emergency response.

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