



# JOURNEY MANAGEMENT FORM

Date	Destination	Name of Journey Manager
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Vehicle(s)	Driver(s)	Passengers	# in Convey	Departure time	Arrival time

<b>A</b>	Security Escort Requirements	No escort needed	0	Single manned patrol	10	<b>B</b>	Security Situation	Not known problems	0
		Police escort needed	2	Dual manned patrol	20			Known possible problems	20

C		D		E		Trip Evaluation
Distance from Base	Pts	Weather	Pts	Number of vehicles and passengers	Pts	
Less than 50 km	1	Dry	1	2 or + vehicles and 2 or + pax per vehicle	1	A:
Less than 100 km	2	Windy	2	2 or + vehicles, no pax	2	B:
Less than 200 km	5	Rain/Snow	4	1 vehicle and 2 or + pax	3	C:
More than 200 km	8	Fog dust	8	1 vehicle, no pax	6	D:

<b>F</b>	Driving Contractors Usage		Permanent Contractor vehicles/drivers used		0
	Occasional Contractor vehicle/driver used-Valid Vehicle	5	Occasional Contractor vehicle/driver used-No valid Vehicle	20	G:

G		H		I		Total
Road conditions	Pts	Communication	Pts	Driver Hours on duty + trip duration	Pts	
Paved	1	Mobile or satellite phone/radio	0	Driver slept more than 8 consecutive hours	1	<14
Paved (50% no pav)	2	No communication but in convoy	2	Hours on duty + hours planned for trip < 12 hours	3	15 to 20
Unpaved	4	No communication, single vehicle	4	Hours on duty + hours planned for trip < 14 hours	6	>21
				Hours on duty + hours planned for trip < 16 hours	2	
				Hours on duty + hours planned for trip < 14 hours	5	
				Hours on duty + hours planned for trip < 16 hours	8	
				Hours on duty + trip > 16 hours	Must Rest	

Location Authority Limits: Segment Managers Names	
Level 1	No authority needed
Level 2	
Level 3	
Night Driving Requires Approval from Concern Authority	

- Notes:**
- Driving is the greatest risk faced by our employees. know and understand the location JM & Driving standard
  - The "Journey Manager" can not be part of the journey. He/She should be contacted at every stop point and after reaching the final destination.
  - The 3 levels are defined to set authority approval limits only, not to quantify if the journey risk in low, medium or high.
  - A journey Evaluation form is to be completed for all legs of the journey.
  - Night Driving is automatically classified as Risk Level 3. All Risk Level > 2 must have extra mitigation measure on place before approval.
  - The use of mobile phone while driving is forbidden.

Level 1	21 points or more, or Night Driving:
Level 2	Between 15 and 20 points:
Level 3	14 points or less, Location:

<b>Level -1</b> Local Site Manager/Manager	<b>Level 2</b> General Manager	<b>Level 3</b> Director/Managing Director
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Convoy Leader			
Route to Follow			
Meeting Points/Stops			

Engine and tires	Cabin	Auxiliary equipment	Safety equipment	Documentation
Oil and Cooling System	Brakes & clutch	Jack	Toolbox	Vehicle documents (blue book)
Engine fan belts	Instruments	Wheel Wrench	Fire extinguisher	Insurance documents
Windshield washer	Horn	Radio/Phone	First aid kit	Fitness Certificate
Tire pressure	Windshield/mirrors	Jumper Cables	Accident kit	Tax Token
Tire lug-nuts	High/Low lights	Chock blocks	Flash light	Driving License
Spare tire	Indicators	Tow Rope/Tow Bar	Vehicle Monitor	

**Comments:**      \*\* Use comments to describe the measures taken to mitigate the risk in case location authority limit is >or=15

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Authorizing Manager's Signature & Name

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Driver's Signature & Name

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Authorizing Manager's Signature & Name