

JOURNEY MANAGEMENT



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Section:	42	Revision Number:	01
Status:	Issued	Last Revised:	3/2/2018

1. Scope

- a. This procedure provides basic guidelines for **H2 Enterprises, LLC (H2)**, Journey Management Plan. It is the objective of this program to help ensure that every employee traveling cross country in a vehicle arrives safely. This program outlines best practices for Journey Management. At the minimum, all employees must comply with Department of Transportation, Federal Motor Carrier Safety Administration and Federal Highway rules and regulation, as well as comply with provisions of the Occupational Safety and Health Act and other federal, state and applicable safety codes.

2. Purpose

- a. Travel to the site can generally be carried out safely as long as employees travel safety.
- b. **Safe work practices and procedures must be followed at all times.** A culture of safe behavior will be reinforced by Management and Project Leaders. A commitment to a safe work environment will be established at the start of each day.
- c. Drive **SMART**. **S**earch the Horizon. **M**aintain space and visibility. **A**lways move your eyes. **R**ecognize hazards. **T**ake control.

3. Procedure

- a. The Journey Management Plan is reviewed with affected employees. The JMP should be reviewed with road travelers before they perform any cross country driving on company business. A copy of the plan must be readily available at the workplace.
- b. Driving Directions shall be obtained before traveling to an unfamiliar destination. Before taking a trip to an unfamiliar location each employee will ensure they have driving directions available. Do not plan to read directions from cell phones, or personal data devices while driving. A GPS device may be used.
- c. A number of details should be addressed in a pre-trip meeting including: destination, routes (preferred and alternates), weather conditions, timing considerations, communications devices & emergency contacts, and emergency response procedures.
- d. Road travel should be completed during daylight hours rather than after dark whenever possible. Reduce speed when driving at night. Be aware of the potential for wildlife to be on the road, especially driving at dusk or dawn.
- e. All vehicles should be fitted for expected routes and purpose
- f. Drivers shall notify supervisor or JMP contact of travel plans, destination, timelines, etc. before and after travel.

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- g. Rest breaks should be taken to reduce fatigue. According to DOT/ HOS rules a half an hour rest break during 8 continuous hours of driving.
- h. Drivers should slow down around construction areas, large vehicles, wildlife, fog, rain, snow, or anything else that adds hazard to driving
- i. Alcohol and illegal drugs are not allowed to be in company, client or leased vehicles at any time.
- j. Drivers shall not operate a vehicle while under the influence of alcohol, illegal drugs, or prescription or over the counter medications that may impair driving skills
- k. Road travel should be limited whenever adverse weather exists and should only be taken when necessary. Ensure the vehicle is prepared and properly equipped for adverse weather conditions. Vehicles should contain emergency supplies such as chains, extra blankets, and other warm clothing as necessary.
- l. Tire type and pattern is to be recommended by the vehicle or tire manufacturer for use on the vehicle in the area of operation.
- m. Drivers must carry reliable methods of communications such as radios, CB, Cell Phones.
- n. Road travel should be limited whenever practicable.

4. Journey Management Plans

- a. Potential journeys should be screened and assessed relative to hazards, risks and costs with the following questions:

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Road Condition	<ul style="list-style-type: none"> • Is the road surface hard surfaced (e.g. bitumen, concrete) or gravel? • How many lanes are there? • How well is it maintained?
Road Shoulder	<ul style="list-style-type: none"> • Is it ample width? • Is it hard or soft? • Are safety guards/railings installed where appropriate?
Journey Timing and Duration	<ul style="list-style-type: none"> • Is the route unsafe at particular hours of the day (e.g. night time or during peak hours)? • Is there appropriate access to off the road rest stops or overnight lodging? • Is it a holiday? (particularly in countries where fasting is practiced) • Has sufficient time been allowed to complete the journey within the required hours, at safe speeds and with appropriate rest breaks?
Terrain	<ul style="list-style-type: none"> • Is it flat, hilly or mountainous?
Climate	<ul style="list-style-type: none"> • What are the effects of rain, snow/ice or fog on the route? • Is the route prone to flooding?
Visibility	<ul style="list-style-type: none"> • Is it good or bad? • Is it reduced by the sun rising or setting? • Are hazard warning signs used appropriately? • Can intersecting roads and rail crossings be identified within adequate reaction time? • Is there adequate street lighting?
Security	<ul style="list-style-type: none"> • Is there a threat of hijacking or terrorism? • Does any portion of the route fall in sensitive security zones, where additional measures need to be taken?
Traffic Density	<ul style="list-style-type: none"> • Is it light, medium or heavy? • Is it mostly light vehicles or trucks?
Animal Control	<ul style="list-style-type: none"> • Is wildlife or livestock likely to wander onto the road?

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Population Density	<ul style="list-style-type: none">• Is there adequate separation from people?• Does the route go past a school or other places where people congregate?• Is pedestrian traffic controlled?
Accident frequency	<ul style="list-style-type: none">• Does the route have a high accident frequency rate?
Environment	<ul style="list-style-type: none">• Does the route run close to sensitive areas or waterways?
Communications	<ul style="list-style-type: none">• Is there a requirement for periodic communication from the vehicle during stopovers on long routes?• Are there areas from where the communication is not possible?
Emergency Support	<ul style="list-style-type: none">• Are there Emergency Support Facilities available along the entire route length and are they well known to drivers/support staff?

5. Training and Documentation

- a. Training on Journey Management Plans will be conducted as needed.
- b. Noncompliance by any employee with any part of this described program will result in appropriate disciplinary action as outlined in Section 16-Corrective Actions and Discipline Procedure.