**Policy / procedure template**

**Check-in procedures**

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**Instructions**

This template is intended to help you build a procedure that’s right for your organization. Save the template to your device. Think about the situations and risks your employees encounter when they are driving or riding in a work vehicle. Edit the template so it explains what your organization expects its employees to do / not do. Replace items **written in orange** with your own information. Delete the disclaimer and these instructions when done.

***[Organization]*** **check-in procedures**

**Why we have this procedure**

***[Organization]*** is committed to ensuring the health and safety of our employees when they’re driving or riding in a vehicle used for work. This procedure explains the steps employees will take to minimize the risks associated with working or driving alone.

**Who needs to follow this procedure**

This check-in procedure applies to all ***[Organization]*** employees if they are working or driving in circumstances or situations where:

* Help may not be readily available in there’s an emergency (crash, vehicle failure, etc.)
* Phone or radio communications are not reliable (e.g., remote work sites)
* The employee is at risk of violence from passengers or others
* An employee is driving alone and plans to be away from the office for 2 or more hours
* Travel includes staying out of town overnight for work

In all cases, employees will develop a trip plan and initiate this check-in procedure.

**Employer responsibilities**

As part of our responsibilities to ensure the health and safety of our employees, *[****Organization****]* will support all our employees to implement this procedure and help reduce road safety risks.

**Supervisor responsibilities**

Your supervisor is responsible to provide you with a copy of this procedure, explain and/or demonstrate it to you, and answer your questions so that you understand what you’re required to do. Your supervisor will periodically check to see that you continue to correctly apply this procedure.

**Employee responsibilities**

Employees are responsible to know and follow these procedures whenever they are driving or riding in a work vehicle.

**Safe check-in procedures**

**Check-in contact**

Before travelling, the employee must identify a check-in contact who:

1. Works for **[*Organization*]**
2. Understands the check-in procedures
3. Has a copy of and is familiar with the trip plan (see below)
4. Acknowledges with the employee that they will be available to receive all pre-arranged check-ins
5. Has and applies a system to remind them when the next check-in call is due
6. Is willing and able to implement our procedures, including emergency response procedures, if necessary

Normally, employees will use one of our employees for check-in contacts.For trips outside business hours (e.g., overnight), the check-in contact person may be an approved third party (e.g., a spouse) who meets the criteria in points 2 through 6 (above).

**Creating a trip plan**

The travelling employee must make a trip plan that contains the following information and communicate it to their check-in contact before departure:

* Date of travel
* Name of traveller
* Route(s)
* Destination(s) and contact info
* Check-in method (e.g., phone, email, text)
* Check-in frequency and times
* The vehicle make, model, colour, year and licence plate number

**Check-in intervals**

To decide on the best check-in interval, consider the hazards you might encounter – route, road and weather conditions, how long you will be driving, how many travellers in the party (i.e., working alone or not), the availability of assistance should an emergency occur, etc. The guidelines are:

**Driving in the city**

* Normal conditions: Every 4 hours and at trip completion.
* Moderate to high-risk conditions (e.g., poor visibility due to heavy rain or fog, slippery due to ice or snow, driving in dangerous areas or after hours): Every 2 hours and at trip completion

**Driving outside municipality/between communities**

* Normal conditions: Every 2 hours and at trip completion
* Moderate to high-risk conditions: Every 1 hour and at trip completion

**Check-in mechanisms**

Employees can use any of 3 tools to check-in: phone, text, or email. If working alone, the driver must pull over before sending or responding to a check-in. Otherwise, a passenger will conduct check-ins.

In all cases, the travelling employee is responsible to initiate scheduled check-ins.

When they receive each check-in call, the check-in contact will note the time of the check-in, and confirm time of next scheduled check-in with the traveller.

**Responding to missed check-ins**

If no check-in occurs within 15 minutes of the scheduled time, the check-in contact will try to contact the traveller.

If contact is not made within 2 attempts in the next 5 minutes, the check-in contact will phone the traveller’s destination contact and ask if they know of the traveller’s whereabouts. If that’s not successful, the check-in may contact others who might know of the traveller’s whereabouts.

If all reasonable efforts to determine the traveller’s whereabouts have not been successful within 30 minutes of the scheduled check-in, the check-in contact will immediately notify the supervisor. Working with the check-in contact, the supervisor will initiate appropriate emergency response measures. See emergency response procedures for specific steps to follow*.*

**Employee acknowledgment**

Your signature below certifies that you agree to comply with this policy / procedure. Non-compliance is a serious matter and may subject you to disciplinary action.

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Employee signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee name (print)

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Supervisor signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor name (print)