**Journey Management Checklist – TripCheck**

For many workers, driving is the riskiest activity they face. Before you drive, decide if the trip is really necessary. If you need to drive, take a few minutes to confirm you have done your best to prepare for the journey, even if it’s short trip.

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| --- | --- | --- | --- | --- | --- |
| Driver: |  | Vehicle: |  | Date: |  |

***Is this trip necessary?* The safest option is not to travel. Before you get behind the wheel, consider whether you need to make the trip. If travel is necessary, consider alternatives to driving.**

|  |  |
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| I have considered the alternatives to travel – an online meeting, phone call, e-mail or video conference – but have determined that it is necessary to travel to get this work done. | Yes [ ]  No [ ]  |
| I have weighed the options I might use to avoid driving - plane, public transit, walking or cycling - but driving is the most practical and efficient way to get to where I need to go. | Yes [ ]  No [ ]  |

***The driver is prepared.* Human error is a significant factor in most crashes. Reduce the likelihood of making costly driving mistakes by ensuring you are physically and mentally prepared.**

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| --- | --- |
| I have received the instruction and training I need to safely operate the vehicle in the conditions I may encounter on this trip. | Yes [ ]  No [ ]  |
| I am fit to drive, well-rested and alert, not under the influence of drugs, alcohol or medications that may impair my ability to drive, and ready to focus on the driving tasks ahead. | Yes [ ]  No [ ]  |
| I am hydrated and recently had a healthy meal or snack to keep me alert. If my journey is more than two hours, I have included time to stop, stretch my legs, have a snack and re-hydrate. | Yes [ ]  No [ ]  |

***I have a trip plan in place.* Planning reduces your stress and leaves you free to concentrate on driving.**

|  |  |
| --- | --- |
| I know the route I will follow to reach my destination. I have an alternate route in case I encounter unexpected road closures or delays. | Yes [ ]  No [ ]  |
| I have checked road, weather and traffic conditions for the duration of my trip. | Yes [ ]  No [ ]  |
| I have allowed enough time to complete this trip. The arrival and departure times in my trip plan use realistic travel times, plus a small buffer for unexpected delays. | Yes [ ]  No [ ]  |
| I have initiated a check-in procedure for this trip. My check-in contact knows where I am going and when I expect to return. They will be available to complete check-ins for the duration of my trip. | Yes [ ]  No [ ]  |

***The vehicle is prepared.* A “fit for purpose”, properly equipped, well-maintained vehicle will minimize the likelihood that a mechanical failure will delay your journey, or contribute to a motor vehicle incident.**

|  |  |
| --- | --- |
| My vehicle is configured and equipped to handle the weather and road conditions I may encounter. | Yes [ ]  No [ ]  |
| I have inspected the vehicle and found no defects or conditions that will affect its safe operation. The vehicle is regularly maintained. Necessary repairs are complete. | Yes [ ]  No [ ]  |
| My vehicle is ready for me - the seat, headrest and mirrors are adjusted for *me*. I have properly stowed and secured items in and on the vehicle. The cab is tidy and free of clutter. | Yes [ ]  No [ ]  |
| I have along a fully charged cell phone or other means of communication. There is a vehicle emergency kit and a basic first aid on-board in case of an incident or emergency. | Yes [ ]  No [ ]  |



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