



## Journey Management - Risk-Rated Trip Plan Form

Travel Date		Driver Name		Return Date	
Passengers			Driver mobile phone #		
Vehicle Make		Model or Type	Colour		Licence Plate
Start Location		Destination (provide location addresses)			
Purpose of travel					
Contact Information for Parties at Destination(s)			Name		Phone Number
			Name		Phone Number
<i>Scheduled Check-In Time</i>	<i>Actual Check-In Time</i>	<i>Location of Traveller at Check-In Time</i>		<i>Communication Method</i>	<i>Initials</i>
					<i>Check-In Contact Phone #</i>
					<i>End of Shift Check-In Complete</i>
					Yes <input type="checkbox"/> No <input type="checkbox"/>

**Risk Rank Your Trip** First, separate your trip into Trip Segments. A Trip Segment is an identifiable portion of the trip in which Risk Factors are the same. Delineate segments when, for example, some of your trip is on paved road and some is on gravel, if you will complete some of the trip during daylight and some at night, or if communications are reliable in one section but not others, etc.

Use the Risk Factors table to score each Trip Segment. For each Risk Factor, choose the description that best matches that Trip Segment. Score selections as follows: green = 1, yellow = 2, red = 3. Add the 10 scores together to get the Segment Score. Enter that score beside the corresponding Trip Segment. Review high-scoring Trip Segments and look for ways to adjust your Trip Plan to reduce Segment Scores, and risks. Re-score Trip Segments to reflect improvements. The highest-scoring segment determines the level of approval required. Review your Trip Plan with that person and have them sign the form.

Trip Segment	Segment Score	Route (highway, road name)	Expected hazards, measures to address expected hazards, other notes

### Risk Factors

# of People in Vehicle	Driver Experience	Road Type	Forecast Weather	Lighting / Visibility	Communications	Traffic Volume	Segment Duration	High Risk Locations	Risk of Violence
Driver only	More than 5 years	Paved	Clear	Daylight	Monitored tracking	Light	Less than 2 hours	None	Very unlikely
Driver and 1 passenger	1 to 5 years	Gravel (resource road)	Wet	Sunrise / sunset	Reliable 2-way radio or cell / sat. phone	Moderate	2 to 6 hours	Less than five	Possible, but unlikely
Driver and 2 or more passengers	Less than one year	Off-road (4x4 necessary)	Inclement	Night / dark	Unreliable or none	Heavy	More than 6 hours	Five or more	Quite possible

### Approval Thresholds

Highest segment score is 12 or less = routine trip; supervisor approval required	Highest segment score is 13 to 24 = moderate risk trip; manager approval required	Highest segment score more than 24 = high risk trip; VP or owner approval required
Driver Signature	Approving Supervisor or Manager Signature	
Signature Date	Signature Date	