

Journey Management Plan

Instructions

This basic Journey Management Plan should be used in conjunction with your companies policy, procedures and work instructions. A Journey Management Plan should be created whenever a work related journey in a motor vehicle will exceed two hours, the driver will be alone, or when the in remote or potentially hazardous conditions. A copy should be forwarded to the destination contact person.

Item	First Name	Last Name	✓ X
Driver			
Passenger 1			
Passenger 2			
Passenger 3			
Passenger 4			
Vehicle Description			
Vehicle Registration			
Trailer Type & Registration			
Vehicle Pre-Start	Conducted, Fuelled & Fit For Purpose		
Training/Competence	Driver/s Licensed, Trained & Competent		
Tools & Equipment	Checked, Correct & Fit For Purpose		
First Aid	First Aid Kit & Competency Current		
Recovery (4WD)	Equipment Checked & Competency Current		
Departure Point & Time			
Destination & Estimated Arrival Time			
Home Site Supervisor			
Email/Phone			
Destination Contact			
Email/Phone			
Rest Location 1			
Rest Location 2			
Rest Location 3			
Rest Location 4			
Sign-off			
I have conducted a thorough pre-start check of the vehicle above and confirmed the details of this Journey Management Plan with my supervisor and the destination contact.		Signed:	

