

Journey Management Plan		Trip High Level Description : <i>Site visit by GM and HSE Advisor and return.</i>				Names of Passengers <i>(for Light Vehicles / Pickups only)</i>		Alternate Driver ? <i>(Tick if Yes)</i>	
Is the trip necessary? Why?		<i>Yes, contractual requirement</i>				1. <i>Mike Smith</i>			
Can it be combined with another trip? If not, why?		<i>No, no other trips today</i>				2.			
Is there a need for night driving? If so, why?		<i>No</i>				3.			
Name of person acting as Journey Manager :		<i>Joe Mitchell</i>		Phone number : <i>12345678</i>		4.			
Departure Date	Departure Time	Vehicle ID	Is the Vehicle fit for the Trip ?	Name of Main Driver (and Company if not Shell)		Is/are the driving licence/s valid for the vehicle and country ?	Is defensive Driving Training for the Driver(s) valid ? <i>(Yes/No/Not Applicable)</i>		
<i>25/04/11</i>	<i>07:30</i>	<i>88-XT-VD</i>	<i>yes</i>	<i>Dave River</i>		<i>yes</i>	<i>Yes (10/10/11)</i>		
Route Destination / Rest Area(s)			Arrival Time	Departure Time	Rest Break ?	Is Contact Required ?	Known hazards to destination / rest area(s) and mitigation measures, specific instructions (e.g. contact notification details, place to stay overnight), etc.		
<i>Smithtown Office - Saltflat</i>			<i>09:15</i>	<i>09:45</i>	<i>yes</i>	<i>yes</i>	<i>Slow for Roadworks at 100 km, Starbucks coffee</i>		
<i>Saltflat - Brownsville site</i>			<i>11:00</i>			<i>yes</i>	<i>Security measures at site gates, passes needed.</i>		
Driving Life Saving Rules						Did the Trip go as expected and if not, why ?		Driver Signature <i>(unless driver is also the journey manager)</i>	
 No alcohol or drugs while working or driving		 Wear your seat belt		<i>No. The trip was delayed due to additional roadworks b/w Saltflat and site. Arrival time was 11:25. Journey manager notified of delay at 10:30.</i>					
 While driving, do not use your phone and do not exceed speed limits		 Follow prescribed Journey Management Plan							

Use this page to detail any overall trip risks and associated mitigation measures

Emergency Response	(e.g. contact details, remote areas with no GSM coverage etc)
<i>Journey manager: 12345678; Security manager - John Wayne: 23456 6789; Site Manager - Rob Keens: 34560987. Full GSM coverage.</i>	
Security	(e.g. hijack, robbery, cases of theft - load, vehicle, etc)
<i>Starbucks in Saltflat renowned for vehicle smash and grab. No personal items to be left in view of public lock vehicle.</i>	
Location and Timing	(e.g. driving times, impact of driving at night with not properly lit roads, driving during Ramadan etc)
<i>Smithtown traffic very slow and heavy between 08:00 - 09:30 and 16:30 - 18:00 Monday to Friday. Plan Journey to avoid these times in Smithtown.</i>	
Local Environment and Circumstances	(e.g. weather, route condition, vehicle roll over risk etc)
<i>Fast moving 3rd party traffic b/w saltflat and site. Road narrows over Smiths Gap. Fog expected in Smiths Gap. Reduce speed and increase following distance to suit.</i>	
Loading / Unloading	(e.g. special risks as a result of the base or customer location lay-out etc)
<i>After entry to site, 1st turn to left has loading dock entry on left. Beware of HGV movement in that area.</i>	