



Document Title	Journey Management – Guidance material			
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22/6/2009	3.4	Application of document control header and change from draft status.	Phil Rees	Mike Watson
13/7/2009	3.5	Clarified role of Supervisor	Phil Rees	Mike Watson

## Purpose

Describe the significant aspects of Journey Management process and provide examples of the essential elements of a Journey Management Plan (JMP). This document is a guide for Shell and Contract staff involved in Journey Management. This includes Authorizing Persons<sup>1</sup>, Contract Holders, Dispatchers, HSSE staff, Journey Managers, Supervisors of Drivers and Schedulers. Drivers and Professional Drivers that drive on Shell business can also refer to this guide.

## What is Journey Management?

Journey Management is a process for planning and executing necessary land transport journeys in compliance with all HSSE requirements. Journey Management can be broken into three phases:

### 1. Plan the Journey

The aspects that are addressed in the planning of the journey include (amongst others):

- Determine if the trip is necessary and when to drive, including rest breaks, driving and duty hours;
- What vehicle to use and is it suitable and in proper condition;
- Required driver skills and competence;
- What route to take and where to make rest stops.

A key deliverable of the journey management process is the JMP. Typically a Dispatcher, a Journey Manager or a Driver compiles the JMP. Prior to executing the journey the Driver should be fully briefed (or aware) about the journey and the associated risks, including mitigating measures as documented in the JMP.

### 2. Execute the Journey

Drivers are responsible for executing journeys in line with the agreed JMP, but others may need to play a role as well. For example the JMP may include preparations for a 'Man Lost' procedure that may need to be started by the Journey Managers. This is relevant when driving through deserted or hostile areas, including areas without mobile phone coverage.

### 3. Close-out of the Journey

Closing-out the journey ensures that the objectives of the journey were met and enables the capture of lessons that can help improving the journey management process and/or plan for future journeys.

<sup>1</sup> Authorizing Person is an EP specific term used in the EP2005 series.

## Why Journey Management?

Journey Management is used to prevent undesired HSSE consequences of land transport journeys. Supervisors responsible for individuals driving on company business are accountable for ensuring a JMP is prepared when required. Anyone driving a company vehicle or driving on company business is responsible for meeting the requirements of a JMP when needed.

## When is a Journey Management Plan needed?

JMP requirements are summarised below:

	When is a JMP required?	Role of the Supervisor*	Role of Driver
<b>All drivers</b>	If total driving time (trip) is more than 4.5 hours or a security assessment or local risk assessment determines a JMP is needed.	When required, ensure a JMP is prepared which includes driving and rest schedule.	Check with Supervisor or the authorized delegate if a JMP is required before starting the journey.  Discuss the JMP with the Supervisor or the authorized delegate
<b>Professional Drivers</b>	As above	Conduct security assessment and local risk assessment.  Where identified necessary, prepare a JMP that includes (at a minimum) loading and discharge site (where applicable), authorized route, identification of route hazards and communication requirements during the journey.  Review changes reported by driver and decide whether to update the JMP.	Comply with the control measures as documented in the JMP (e.g. duty, driving and rest hours, authorised route).  Advise the Supervisor or authorized delegate if changes occurred in the journey in order to update the JMP.

\* Supervisor may delegate to an authorized delegate/s including the preparation of JMP

## How to implement Journey Management?

Guidance on how to implement JMP, including examples of Journey Management Plans, sample forms and best practices are available through the [Road Safety Expertise Centre](#).

Some considerations for a journey management plan include:

1. Loading and discharge site (where applicable)
  - Loading and unloading at site, including site assessment and site hazards register
  - Loading of the vehicle (passengers, product stability for bulk and cargo, hazards of the load)
  - Type of vehicle necessary for the journey and vehicle roadworthiness.
2. Driver preparedness
  - Driving duty and rest periods
  - Competence and fitness of the driver, including fatigue considerations
3. Authorized Route
  - Route plan (can be longer than the fastest or shortest route to avoid hazards)
  - Enables compliance with the duty driving and rest hours
4. Identification of route hazards and controls
  - General safety hazards including country infrastructure, environment, seasons, weather conditions (dust, snow, ice, rain, fog), driving at night (reduced visibility), etc.
  - Route specific hazards (black spots) and mitigation. Includes items such as road repair closures, dangerous intersections, speed limits, road conditions, bridges, overhead clearance, etc.
  - Route specific security hazards
  - Local driving practices, time of day and day of week effects, holidays, national and religious events, pedestrians and large animals on the road
5. Communication Process
  - Communications process (route planning and changes, emergency response preparedness, deviations and arrival)