PURPOSE

The purpose of this program is to establish the Company’s written safety practices associated with vehicle hazards and work related road trips.

1. AFFECTED EMPLOYEES

The Journey Management Plan shall be reviewed with all applicable Drivers and Employees before they perform any driving on company business. A copy of the plan must be readily available at the workplace. Drivers shall carry a copy of the plan on each road trip.

1. ROUTING & SCHEDULING

Routing and scheduling procedures are location-specific and should be developed and managed in accordance with the hazards and risks associated with driving and transporting.

1. MODE OF TRAVEL CONSIDERATIONS

When mode-of-travel options exist, the following guidelines should be considered to assess and help decide whether driving or road transport is the best solution for moving people and/or goods and services between two or more points:

* If the distance from origin to destination is over 300 miles, involves a significant amount of night driving, requires more than five hours of driving, then “flying” may be the better alternative.
1. REDUCING RISKS & COST

Road journeys shall be taken only when necessary. Whenever possible, the Company shall try to complete multiple tasks in single trips to reduce the amount of driving for improved safety and efficiency. If the trip is being taken to meet with someone, management shall determine if the meeting can be done over the phone instead. Before leaving on a trip, Drivers shall ensure that weather conditions are safe for driving and the vehicle being used is adequate for the weather conditions. Additionally, Drivers shall conduct a pre-trip inspection to ensure emergency supplies are in the vehicle including, but not limited to water, first-aid kit, warning triangle, flashlight, booster cables, mobile phone and/or a CB Radio. In particularly harsh conditions, management shall consider canceling or rescheduling the trip.

1. PLANNING AHEAD

Before taking a trip to an unfamiliar location, Drivers shall ensure that they have printed driving directions available. Drivers shall not plan to read directions from a mobile phone while driving. A GPS device may be used, but printed directions should be kept as a back-up. Drivers shall notify their Immediate Supervisor or a member of Management who is not traveling with them of their travel plans. This includes where they are going, when they should be getting there, and when they plan to return.

1. SELECT THE BEST ROUTE

Minimizing exposure to roadway-related driving hazards and risks should involve the following types of considerations:

* Maximize time on freeways and major roads, and
* Minimize time on rural roads, congested urban areas and city streets
1. PLANNING REST BREAKS

When driving long distances, sufficient breaks shall be taken to prevent fatigue. When driving alone and having trouble staying awake, pull off the road and get out of the vehicle for fresh air, or take a power nap. If driving late at night, every Company Driver shall consider getting a hotel room and starting fresh the next day. If two licensed drivers are in the vehicle, take turns driving. Drivers shall get plenty of rest before beginning their journey.

1. NIGHT DRIVING

Driving at night is a hazardous activity because of reduced visibility as well as driver fatigue. Whenever possible, driving should be done during daylight hours rather than after dark. Drivers shall follow posted speed limits which include reducing speed when driving at night and should remain aware of the potential for wildlife to be on the road, especially when driving at dusk or dawn.

1. MAXIMUM HOURS OF OPERATION

The Company has established a 11 hour work limitation on Driving and 15 Hour limitation on Production or Standby. In addition, the Operations Manager will be responsible for controlling job rotation schedules in order to control fatigue, allow for sufficient sleep and increase mental fitness. Employees are encouraged to report fatigue/tiredness and lack of mental acuity to their immediate Supervisor. Management must take appropriate actions to prevent loss or risk to personnel.

1. FATIGUE MANAGMENT

The Company will provide equipment such as anti-fatigue mats for standing, lift assist devices for repetitive lifting and other ergonomic devices as deemed appropriate, chairs for workers to sit periodically, and will provide periodic rest breaks for personnel. The Company will also periodically evaluate and improve work tasks to control fatigue. Employees are prohibited from chronically using over-the-counter or prescription drugs to increase mental alertness. Furthermore, Supervisors shall discouraged employees from taking any substance known to increase fatigue in that employee, including fatigue that sets in after the effects of the drug wear off.

1. DRIVER SAFETY REQUIREMENTS & FATIGUE TRAINING PROGRAM
2. Only authorized employees will drive a motor vehicle in the course and scope of work or operate a company- owned vehicle. Drivers shall be appropriately assessed, licensed and trained to operate the vehicle. Minimum driver qualifications shall include but not limited to:
3. Drivers shall not operate a motor vehicle while under the influence of alcohol, illegal drugs, or prescription or over-the counter medications that might impair their driving skills. Authorized drivers will report any collision or traffic violation while driving on Company time to the appropriate personnel.
4. Driver shall ensure all loads are secure prior to departure. Company vehicles shall only be used for business purposes and shall meet load specifications & manufacturer requirements. Vehicles loads shall **not** exceed legal limits and shall be the correct size and design for the intended use.
5. All Company vehicles shall be maintained in safe working order. Seatbelts shall be worn by all occupants at all times whenever a vehicle is in motion. Authorized drivers shall follow safe driving practices.
6. All Company Drivers shall be required to utilize “Back-In / Head-Out Parking”. One of the most common causes of accidents is people backing out of standard parking without being able to see on-coming traffic. Reverse parking and/or pull through parking removes this difficulty as well as improves safety for pedestrians and cyclists. Overall, “Back-In / Head-Out Parking” is a good choice when compared to conventional head-in & back-out parking and parallel parking.
7. Additional safe driving behaviors shall include;
* Hands-free cell phone usage,
* Not exceeding the posted speed limit,
* Maintaining a safe distance between other vehicles, and
* No use of electronic devices or manipulating radio while vehicle is in motion
1. DRIVER & FATIGUE MANAGEMENT TRAINING

The Company’s Driver training program shall address initial skills for new drivers, continuing education for existing drivers and instances where remedial training shall be required. The Company will provide initial and annual training on how to recognize fatigue, how to control fatigue through appropriate work and personal habits, and reporting of fatigue to Supervisors and Management. Training shall also include, but not limited to, the following Safe Driving Practices:

* Load Securement;
* Company Disciplinary Policy;
* Following Posted Speed Limits
* Motor Vehicle Inspections and Maintenance;
* Hours of Service and Log Book Requirements;
* Maintaining A Safe Traveling Distance Between Vehicles;
* Incident reporting and the use of the Incident Investigation Kit;
* Company Policy That Prohibits the Use of Cell Phones and/or Electronic Devices While the Vehicle is In Motion

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| **Reviewed and Approved** |
| Quality Manager or President |   |   |
|   | Date |