

# Journey Management Checklist – TripCheck

Driving for work is the riskiest activity that most employees will face. Take a few minutes to confirm you and your vehicle are prepared for the journey, even if it's short trip.

Driver:	Vehicle:	Date:
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**Consider Your Options:** The safest option is to not travel at all. Before you get behind the wheel, consider whether you need to make the trip. If travel is necessary, consider the alternatives to driving.

I have considered the alternatives to travel – online meeting, telephone call, e-mail, video conference – but have determined that it is necessary to travel to attend an in-person meeting.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have considered travel options – air, bus, walk, cycle, public transit – and decided that driving is the optimal way to get to where I need to go.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**The Driver Is Prepared:** Human error is a significant factor in most crashes. Reduce the risk that you could make a costly driving mistake by ensuring you are physically and mentally prepared.

I have had a good night's rest. I am feeling well-rested, have a positive state of mind, and am ready to undertake this journey.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I am fit to drive. I am not under the influence of drugs, alcohol or prescription medications that may impair my ability to operate the vehicle.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have had something to eat, and I have a snack and water with me. If my trip is more than two hours, I have allotted time in my schedule to stop stretch my legs, have a snack and hydrate.	Yes <input type="checkbox"/> No <input type="checkbox"/>
My employer, customers and clients are aware I will be unavailable to answer calls, texts or emails while driving.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**The Vehicle Is Prepared:** A “fit for purpose”, properly equipped, well-maintained vehicle will minimize the likelihood that a mechanical failure will delay your journey, or contribute to a motor vehicle incident.

I have inspected the vehicle and confirm it is in good working order. There are no defects that must be repaired before I can operate the vehicle.	Yes <input type="checkbox"/> No <input type="checkbox"/>
The vehicle is appropriate for the journey, and equipped for the weather and road conditions I may encounter.	Yes <input type="checkbox"/> No <input type="checkbox"/>
The vehicle is ready for me to drive - the seat, head rest, controls and mirrors are adjusted for <i>me</i> .	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have a cell phone, an emergency kit, my driver's licence and appropriate insurance coverage.	Yes <input type="checkbox"/> No <input type="checkbox"/>

**A Journey Plan Is In Place:** Planning ahead reduces your stress level and leaves you free to concentrate on driving.

I know where I am going, and the route I will take. I have identified an alternate route in case I encounter unexpected traffic delays, road closures or poor driving conditions.	Yes <input type="checkbox"/> No <input type="checkbox"/>
My employer (or co-worker) knows my route, my destination and when I will be traveling. I will check in with them to confirm I have safely arrived.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have checked local traffic conditions (e.g. local radio), and road conditions on <a href="http://DriveBC.com">DriveBC</a> .	Yes <input type="checkbox"/> No <input type="checkbox"/>



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