

Journey Management Checklist – TripCheck

For many workers, driving is the riskiest activity they face. Before you drive, decide if the trip is really necessary. If you need to drive, take a few minutes to confirm you have done your best to prepare for the journey, even if it's short trip.

Driver:	Vehicle:	Date:
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Is this trip necessary? The safest option is not to travel. Before you get behind the wheel, consider whether you need to make the trip. If travel is necessary, consider alternatives to driving.

I have considered the alternatives to travel – an online meeting, phone call, e-mail or video conference – but have determined that it is necessary to travel to get this work done.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have weighed the options I might use to avoid driving - plane, public transit, walking or cycling - but driving is the most practical and efficient 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 likelihood of making costly driving mistakes by ensuring you are physically and mentally prepared.

I have received the instruction and training I need to safely operate the vehicle in the conditions I may encounter on this trip.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I am fit to drive, well-rested and alert, not under the influence of drugs, alcohol or medications that may impair my ability to drive, and ready to focus on the driving tasks ahead.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I am hydrated and recently had a healthy meal or snack to keep me alert. If my journey is more than two hours, I have included time to stop, stretch my legs, have a snack and re-hydrate.	Yes <input type="checkbox"/> No <input type="checkbox"/>

I have a trip plan in place. Planning reduces your stress and leaves you free to concentrate on driving.

I know the route I will follow to reach my destination. I have an alternate route in case I encounter unexpected road closures or delays.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have checked road, weather and traffic conditions for the duration of my trip.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have allowed enough time to complete this trip. The arrival and departure times in my trip plan use realistic travel times, plus a small buffer for unexpected delays.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have initiated a check-in procedure for this trip. My check-in contact knows where I am going and when I expect to return. They will be available to complete check-ins for the duration of my trip.	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.

My vehicle is configured and equipped to handle the weather and road conditions I may encounter.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have inspected the vehicle and found no defects or conditions that will affect its safe operation. The vehicle is regularly maintained. Necessary repairs are complete.	Yes <input type="checkbox"/> No <input type="checkbox"/>
My vehicle is ready for me - the seat, headrest and mirrors are adjusted for <i>me</i> . I have properly stowed and secured items in and on the vehicle. The cab is tidy and free of clutter.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have along a fully charged cell phone or other means of communication. There is a vehicle emergency kit and a basic first aid on-board in case of an incident or emergency.	Yes <input type="checkbox"/> No <input type="checkbox"/>



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