

TripCheck Trip Planning Checklist

Even if it's a short trip, driving always involves risks. Use this checklist to help plan and prepare for trips with less risk.

Driver:	Vehicle:	Date:
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Is this trip necessary? Whenever you avoid making a trip, you eliminate the associated risks. Instead of automatically driving, consider whether you need to make the trip, and if there are safer alternatives.

I have considered using an email, phone call, or online meeting to get this work done but have determined that travel is necessary.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have weighed the alternatives to driving (e.g., plane, bus, taxi, ride-share, walk, cycle) 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 your likelihood of making costly driving mistakes by ensuring you are physically and mentally prepared for the trip ahead.

I am fit to drive, well-rested, alert, and ready to focus on driving tasks. My ability to drive safely is not impaired by fatigue, drugs, alcohol, medications or any other means.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have the knowledge, skills, and behaviours I need to safely operate the vehicle in the conditions I expect to encounter. I will obey traffic laws and follow our organization's policies and procedures.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I am hydrated and recently had a healthy meal or snack to keep me alert. If this trip is more than 2 hours, I will stop in a safe location, get out, stretch my legs, eat a snack and re-hydrate.	Yes <input type="checkbox"/> No <input type="checkbox"/>

I have a trip plan. Find ways to manage journey-related risks and include them on your [trip plan form](#).

I have checked current road conditions and the weather forecast along my intended route. Conditions are good so it is safe to make the trip.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I know the preferred route I will use to reach my destination. I also have an alternate route in case I encounter unexpected delays, poor road conditions, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have allowed a realistic length of time to safely make this trip, plus a buffer for known and unexpected delays.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I have initiated a check-in for this trip. My check-in contact knows where I'm going and when I expect to return. We're both familiar with our emergency procedures and how to activate them.	Yes <input type="checkbox"/> No <input type="checkbox"/>

The vehicle is prepared. A vehicle that's fit for purpose, properly equipped, and well-maintained will minimize the likelihood that a mechanical failure will delay your journey or contribute to a crash.

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 have been completed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
My vehicle is ready for me. The seat, head restraint 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 a fully charged cell phone or other means of communication. There is an emergency kit and a first aid on-board.	Yes <input type="checkbox"/> No <input type="checkbox"/>