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| --- | --- | --- | --- | --- |
| Journey Management Plan | Trip High Level Description : |  | Names of Passengers( for Light Vehicles / Pickups only ) | Alternate Driver ?(Tick if Yes) |
| Is the trip necessary? Why? |  | 1. |  |  |
| Can it be combined with another trip? If not, why? |  | 2. |  |  |
| Is there a need for night driving? If so, why? |  | 3. |  |  |
| Name of person acting as Journey Manager : |  | Phone number : |  | 4. |  |  |
| DepartureDate | DepartureTime | Vehicle ID | Is the Vehicle fit for the Trip ? | Name of Main Driver( and Company if not Shell ) | Is/are the driving licence/s valid for the vehicle and country ? | Is defensive Driving Training for the Driver(s) valid ?(Yes/No/Not Applicable) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Route Destination / Rest Area(s) | ArrivalTime | DepartureTime | Rest Break ? | Is Contact Required ? | Known hazards to destination / rest area(s) and mitigation measures, specific instructions (e.g. contact notification details, place to stay overnight), etc. |
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| Driving Life Saving Rules | Did the Trip go as expected and if not, why ? | Driver Signature(unless driver is also the journey manager) |
| http://sww.shell.com/hse/goal_zero/LSR/1608203-1608202-1-image008.jpg | No alcohol or drugs while working or driving | http://sww.shell.com/hse/goal_zero/LSR/1608203-1608202-1-image012.jpg | Wear your seat belt |  |  |
| http://sww.shell.com/hse/goal_zero/LSR/1608203-1608202-1-image010.jpg | While driving, do not use your phone and do not exceed speed limits | http://sww.shell.com/hse/goal_zero/LSR/1608203-1608202-1-image014.jpg | Follow prescribed Journey Management Plan |

Use this page to detail any overall trip risks and associated mitigation measures

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| --- | --- |
| Emergency Response | ( e.g. contact details, remote areas with no GSM coverage etc ) |
|   |
| Security  | ( e.g. hijack, robbery, cases of theft - load, vehicle, etc ) |
|   |
| Location and Timing  | ( e.g. driving times, impact of driving at night with not properly lit roads, driving during Ramadan etc ) |
|  |
| Local Environment and Circumstances | ( e.g. weather, route condition, vehicle roll over risk etc ) |
|  |
| Loading / Unloading | ( e.g. special risks as a result of the base or customer location lay-out etc ) |
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