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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. |  | | |  |
| Departure  Date | | Departure  Time | 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) | | | | | | Arrival  Time | | Departure  Time | | | 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 ) |
|  | |