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| --- | --- |
| **Name:** **Trip Overview :** **Dates of travel to Location(s)/Project –** | **Your check in person:** Please give a copy of this plan to your check in person. They must monitor and record your travel progress.  |
| **Your personal safety has the highest priority.**A Council representative must refuse to ride in any vehicle which raises doubt as to its safety.**All workers have the right to refuse unsafe work**. |
| Personal FA kit | [ ]  Yes.  | Travel Policy reviewed [ ]  Yes | OFA1 [ ]  Yes |
| Emergency Travel Kit |  Yes | Hazards/Risk assess/review [ ]  Yes | Drivers abstract on file [ ]  Yes |
| ERP reviewed: | Council [ ]  Yes Client [ ]  Yes | Vehicle Pre-trip inspection [ ]  Yes |
| Travel Plan  | [ ]  Yes – complete and submitted |
| Comments |  |

If travelling on resource roads: Have appropriate radio and frequencies?

Radio Frequencies: \_\_\_\_\_\_\_\_\_\_\_\_ RR #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM**  |  | **TO**  |  |
| **DATE**  |  |
| **DEPART TIME**  |  | **ETA**  |  |
| **DESTINATION** |  |
| **PURPOSE** |  |
|  |  |
| **CONTACT PERSON/AGENCY** |  |
| **CONTACT PHONE** |  |

|  |  |  |
| --- | --- | --- |
| **ACCOMMODATIONS:**  |  | Phone: |
| **VEHICLE Make:** | Model  | Colour  | Plate  |

**CHECK IN INTERVALS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day/Time** | **Location** | **Communication Method** | **Check in –** **record actual time** | **Initial** |
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|  | **End of Shift Check** |  |  |  |

**IN THE EVENT OF LATE CHECK IN (2 hours)** *(check in interval is based on risk assessment)***:**

**1. Call cell or see company phone numbers.**

**2. Check next destination for arrival**

**3. Call worker supervisor or other Council contact**

**4. Call police – give last known location, destination, expected arrival time, description of vehicle**

* **Add additional pages as necessary. Your complete plan must be reviewed with your check in person.**
* **Consider a secondary means of communication in case of lack of cell coverage, or other potentially unforeseen issues.**