



# Travel Plan

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	<b>End of Shift Check</b>			

**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
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- 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.