**Travel Planning Checklist**

The following are some risk factors that should be considered before undertaking car travel. Go through the list, and document how you have planned to manage those factors. Staff are encouraged to review this checklist with their manager prior to travel should there be any concerns.

Travelling from: Travelling to: Estimated Travel time:

Travel Date: Time of Day:

|  |  |  |
| --- | --- | --- |
| **Risk Factors** | **Yes/No** | **Risk Management Actions /Comments** |
| 1. Do have the required licence to operate the vehicle? |  |  |
| 1. Have you planned the route you will take on the journey? |  |  |
| 1. Is the route appropriate for the vehicle undertaking the journey? Is the quality of the road a factor in the journey? Is a 4WD or AWD vehicle required to undertake the journey? |  |  |
| 1. Is the schedule realistic? Do journey times take account of road types and condition, weather, allow for rest breaks? |  |  |
| 1. Have periods when drivers are most likely to feel fatigue been considered when planning work schedules? e.g. early morning, late evening or hours when normally asleep. |  |  |
| 1. Can long journeys be eliminated or reduced with other methods of transport or virtual/online meetings? |  |  |
| 1. Has the length of work day been considered in relation to this trip? Remember that sometimes employees will start a journey from home. |  |  |
| 1. Can you make an overnight stay rather than complete a long road journey at the end of the day? |  |  |
| 1. Are you fit to drive? Remember some prescription medications can affect your ability to drive. |  |  |

Name: Signature: