

Journey assessment and approval

Name of Journey Manager	# in convoy	Is trip necessary?		Was pre-planning meeting held?	
		Yes	No	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Departure			Arrival			
Place	Date	Time	Place	Est. dist.	Est. date	Est. time

Driver name	Date of last...		Vehicle type/plate	# passengers
	defensive driving course	driver assessment		

Trip evaluation

A	B	C	D	E	F	G	H	I	J	Total
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Level 1 – low risk	Level 2 – medium risk	Level 3 – high risk
14 points or less, requires <identify management level of approval>	Between 15 & 24 points, requires <identify management level of approval>	25 points or more, requires <identify management level of approval>

Trip evaluation points information

A Security escort requirements	Pts
No escort needed	0
Police escort in company vehicle with 1 or 2 officers	2
Single manned patrol	10
Dual manned patrol	20
B Security situation	Pts
No known problems	0
Known possible problems (pre-trip question 1)	20
C Number of vehicles & passengers	Pts
2+ vehicles, 1+ passengers per vehicle	1
1+ vehicles, 1 passenger	2
1 heavy vehicle, 1 passenger	3
1 light vehicle with no passengers	3
1 heavy vehicle with no passenger	6
D Distance from base	Pts
Less than 50km	1
Less than 100km	2
Less than 200km	5
More than 200km	11
E Road conditions	Pts
Paved	1
Mixed (less than 50% paved)	2
Unpaved	4
Mountain	8

F Day/night driving	Pts
Between 6am & 7pm, < 35km	0
Between 6am & 7pm, > 35km	5
Between 7pm & 6am, < 20km	0
Between 7pm & 6am, > 20km (pre-trip question 1)	20
G Weather	Pts
Dry	1
Wind	2
Rain	4
Fog/dust	8
H Communication	Pts
Mobile/satellite phone/radio	0
No comms, but in a convoy	2
No comms, single vehicle	4
I Driver hours on duty & trip duration	Pts
Driver slept >8 hrs in last 24 hrs	
Hours on duty (last 24hrs) + hours planned for trip <12hrs	1
Hours on duty (last 24hrs) + hours planned for trip <14hrs	3
Hours on duty (last 24hrs) + hours planned for trip <16hrs	6
Driver slept <8 hrs in last 24 hrs	
Hours on duty (last 24hrs) + hours planned for trip <12hrs	2
Hours on duty (last 24hrs) + hours planned for trip <14hrs	5
Hours on duty (last 24hrs) + hours planned for trip <16hrs	8
Hours on duty + hours planned for trip >16hrs	must rest
J Driving contractors usage	Pts
Permanent contract vehicle and driver with inspection and training approved by company	0
Vehicle not inspected by company	10
Driver with no company-approved training	10
Contract vehicle without inspection by company and driver without training by company	20

Pre-trip questionnaire

		Yes	No
1	In case of known security problems, did you contact a local security service provider to assess conditions along the planned route to follow?		
2	Night driving on a distance longer than 20 km requires an <enter control process> approved by the <identify management level of approval>. Has the approval process been completed?		
3	Did you verify the compliance with the 16 hour rule?		
4	Have the high risk areas been identified using a road hazard assessment?		
5	Is the notification protocol in place in case of emergency and have the people at the destination been notified about the trip?		
6	Has the vehicle inspection been done?		
	Notes: if possible, attach complimentary documentation, such as vehicle inspection, copy of authorisation, approved exemption, etc.		

Convoy leader _____

Route to follow _____

Meeting points/contacts	Contact time		Comments
	Estimated	Actual	

Comments:

(use this section to describe current driving conditions and characteristics of the load plus the measures taken to reduce the risks for risk levels 2 or 3.

Dispatcher name _____ Phone #1 _____ Phone #2 _____

	Driver 1	Driver 2	Journey Manager
Signature			
Phone#1			
Phone#2			