

Journey planning

QFleet driver safety fact sheet

Effective journey planning will help to minimise the risk of driver fatigue and vehicle incidents.

Managers and supervisors can play an important role in promoting journey planning as a means of improving the safety of staff who are required to drive a vehicle regularly for work related purposes, particularly for those drivers who undertake long journeys.

They should provide clear policies and guidelines for the use of work vehicles, with particular emphasis on the planning of long journeys.

When long journeys are being planned, there are a number of issues which should be considered and can be addressed by answering the following questions:

- Is the travel necessary?
- Can the travel be replaced by the use of teleconferencing facilities?
- Is the use of a motor vehicle the most suitable means of travel?
- Is air travel a more suitable means of undertaking the journey?
- Has the vehicle been assessed as being the most suitable for the roads/terrain/conditions?
- Has a realistic travel schedule been prepared?
- Has the travel schedule considered the following?
 - the total daily work hours including travel time

- maximum driving hours per day (e.g. not more than 10 hours driving in any 24 hour period)
- the maximum daily travel distance
- allowances for regular scheduled rest and meal breaks
- contingencies for abnormal weather conditions or poor road conditions
- eliminating or minimising night driving
- overnight accommodation, if necessary.
- Has the safest route been identified, including avoiding known black spots, high risk areas, risky short cuts and congestion?
- Are navigation aids required?
- Is there an emergency or overdue communication plan or strategy?



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