



## **Journey Management Plan**

Journey Management is a process for planning and executing necessary land transport journeys to insure that all Sonoco employees reach their destination safely. Typically a Dispatcher, a Journey Manager or a Driver compiles the Journey Management Plan (JMP). Prior to executing the journey the Driver should be fully briefed (or aware) about the journey and the associated risks and the Journey Management Plan will be reviewed with all affected employees. The purpose of this policy is not only to identify hazards and promote a safe trip but so that others are aware of a driver's itinerary, route and estimated times of location(s) for emergency/security reasons.

### **Plan the Journey**

Planning your Journey should include but not limit to:

#### **1. Loading and discharge site (where applicable)**

- Loading and unloading at site, including site assessment and site hazards.
- Loading of the vehicle (passengers, product stability for cargo and load hazards).
- Type of vehicle necessary for the journey and vehicle roadworthiness/inspection.
- Roadside emergency kits should be in every vehicle.

#### **2. Driver preparedness**

- Review driving duty and rest periods. Driver fatigue accounts for 20% of road fatalities.
- Competence and fitness of the driver, including fatigue considerations.

#### **3. Authorized Route**

- Route plan (can be longer than the fastest or shortest route to avoid hazards but road travel will try to be limited when practical).
- Enables compliance with the duty driving and rest hours.

#### **4. Identification of route hazards and controls**

- General safety hazards including country infrastructure, environment, seasons, weather conditions (dust, snow, ice, rain, fog), driving at night (reduced visibility), etc. Every attempt will be made to keep road travel during daylight hours when practical and routed to avoid exposure to adverse weather conditions when possible.
- Route specific hazards (black spots) and mitigation. Includes items such as road repair closures, dangerous intersections, speed limits, road conditions, bridges, overhead clearance, etc.
- Route specific security hazards
- Local driving practices, time of day and day of week effects, holidays, national and religious events, pedestrians and wild animals on the road.



Safety and Environmental Management System		SMS 2-20
--	--	----------

## 5. Communication Process

- Communications process (route planning and changes, emergency response).
- Reliable communication source required to be in possession of driver (CB radio, Cell Phone etc.).

## Execute the Journey

Drivers are responsible for executing journeys in line with the agreed JMP, but others may need to play a role as well. For example the JMP may include preparations for a 'Man Lost' procedure that may need to be started by the Journey Managers. This is relevant when driving through deserted or hostile areas, including areas without mobile phone coverage. Driving directions should be obtained prior to starting a trip to an unfamiliar destination or through an unfamiliar route.

## Close-out of the Journey

Closing-out the journey ensures that the objectives of the journey were met and enables the capture of lessons that can help improving the journey management process and/or plan for future journeys.

## Documentation

SONOCO Journey Management Form (SEMS 2-20 A) is to be used when a Journey Management Plan is required. Detailed instructions and sample filled out form (SEMS 9-11 B) are available for review online and in the SONOCO SEMS manual.

