
 <b>HARMANSFLOREAT</b> <b>Journey Management Policy</b>		Document Number: HFL -POL-009 <b>Harmans Floreat Limited</b>		
Reviewed by: HSEQ Manager	Approved by: Managing Director	Rev Date: 21/09/2022	Rev No 1	Page 1 of 1

## JOURNEY MANAGEMENT POLICY

All road journeys undertaken by any **Harmans Floreat Limited** employee in the conduct of business in areas identified as high-risk must be managed to ensure that action is taken to mitigate the risks. By planning your journey more carefully, you are more likely to stay fresh and vigilant at the wheel, safeguarding your own safety and the safety of others.

- If your trip is more than 4.5 hours, you should have a Journey Management Plan
  1. Create a Journey Management Plan in conjunction with your manager
  2. Check the roadworthiness of your vehicle, follow a simple Daily Vehicle Check
  3. Follow the route set out in your Journey Management Plan
  4. Always take breaks in the authorised rest areas
  5. If you must divert from the route in any way, notify your manager
  6. Make sure you have your mobile phone with you and is fully charged.
  
- Road journeys should only be undertaken where deemed necessary for the achievement of business objectives and after any safer journey options have been excluded (e.g. air, rail etc.).
  
- Temporary hazards should be recognized, and drivers informed on a timely basis, the appropriateness of the route should be reviewed.
  
- The vehicle must be maintained as per the manufacturer's requirements and tires should have proper pressure and should be in good condition.
  
- Drivers **MUST NOT** use mobile phones, with or without earpiece/ hands free or other devices that can distract their attention.
  
- Unauthorized passengers are not allowed into the vehicles.
  
- The Driver should hold a valid driver's license for the class of vehicle driven and should not be on probation. The license should be produced on demand.
  
- Drivers do not exceed the speed limit or safe driving speed.
  
- Seatbelt should be worn at all times
  
- Prepare your car for night driving. Clean headlights, taillights, signal lights and windows (inside and out) once a week, more often if necessary.
  
- Avoid smoking when you drive. Smoke's nicotine and carbon monoxide hamper night vision. Zero Alcohol Tolerance. **DO NOT DRINK WHILE DRIVING.**

  
**Kelechi Nwaogu**  
**Managing Director**

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