

Health & Safety Procedure

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1 Purpose

This procedure provides requirements for managing the **risk** associated with work-related road travel by minimizing the exposure to driving-related **hazards**.

2 Application

This procedure applies to all Cenovus employees and full-time equivalent **contractors** when travelling by road in a fleet, personal or rental vehicle on approved **Cenovus** business within Canada. Atlantic Canada is excluded as they have their own procedures.

This procedure is not applicable to:

- routine work-related commuting (follow Working Alone Standard)
- travel via air, water, or train (follow Travel Standard)
- travel using off road vehicles (follow local procedures)

All **suppliers** and **service providers** are required to develop their own safe operating practices, procedures, and programs that outline the requirements surrounding journey management.

3 Procedure

To minimize driving risks, assess each journey to determine if it is essential for business. Consider alternatives to driving that would still meet the business need, such as video conferencing, air travel, or postponement until road or weather conditions improve. If driving is still necessary, complete the actions below. Figure 1 depicts the journey management flowchart.

Journey Management

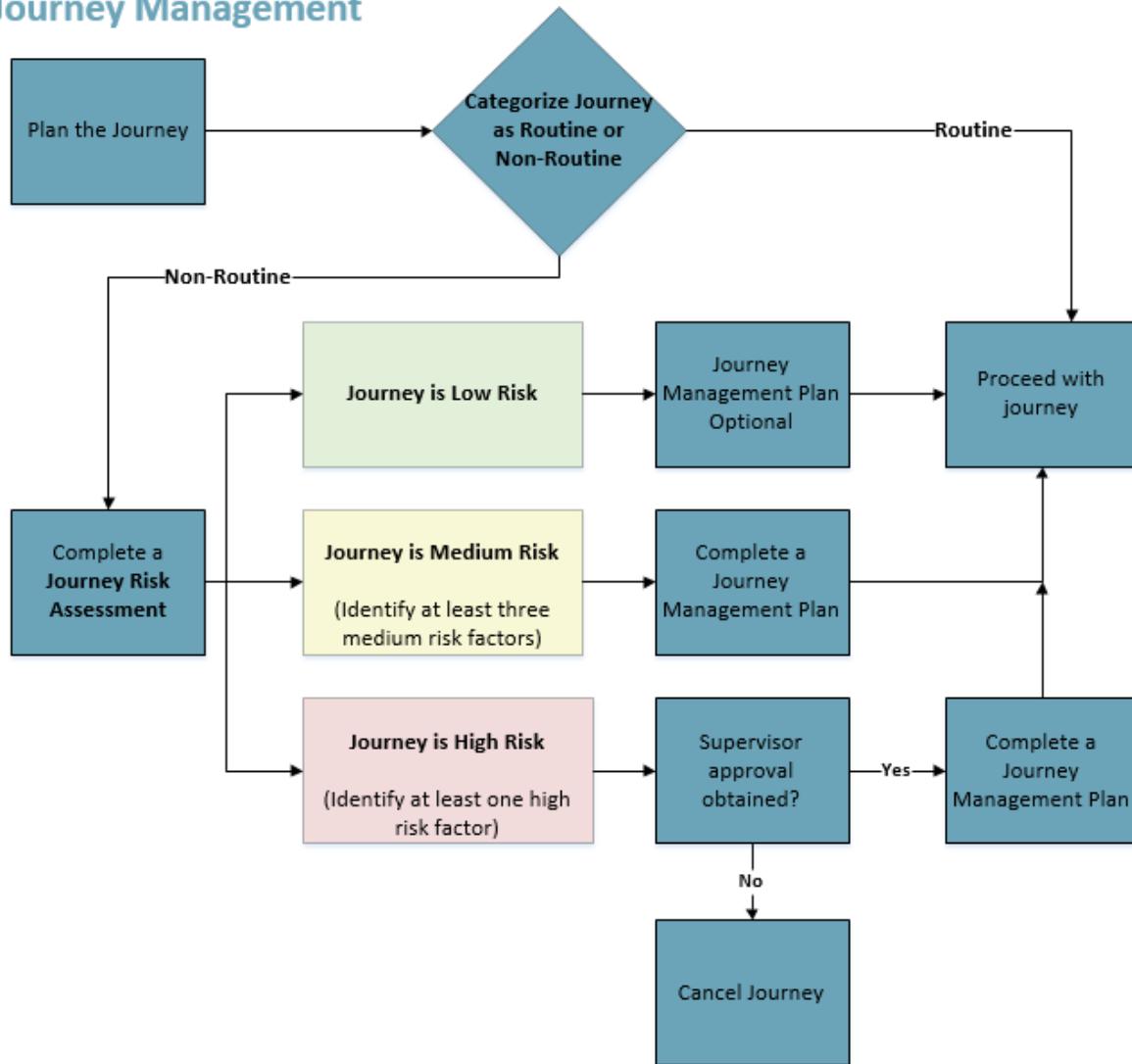


Figure 1: Journey management flowchart

3.1 Plan the journey

3.1.1 Categorize the journey

The driver will determine if the journey is routine or non-routine based on the criteria identified in Table 1. Drivers may proceed with a routine journey. For non-routine journeys, the driver must complete a journey **risk assessment**.

Table 1: Journey categories

Journey type	Description
Routine	<ul style="list-style-type: none">• a short (< 2 hours) one-way work-related journey• driving a known route or regular route such as an operator driving lease to lease or driving to their facility• road and weather conditions are considered normal for time of year• travel is on primary highways, within cities, or on maintained roads within the facility footprint, completing daily rounds, normal work hours, etc.
Non-routine	<ul style="list-style-type: none">• any journey that falls outside the definition of a routine journey, such as the driver may be impacted by fatigue, unknown route, snowy road conditions, poor weather, etc.

3.1.2 Complete a journey risk assessment

The driver shall complete a journey risk assessment for all non-routine journeys to evaluate the driving hazards and evaluate the risk. The assessment does not have to be formally documented.

Utilize Table 2 to determine how many risk factors are low, medium, or high. If there are three or more medium risk factors, then a journey management plan (JMP) is required. If any risk factors are high, the driver's leader must approve the journey before the completing a JMP.

Table 2: Journey risk assessment

Journey	Low Risk Factors	Medium Risk Factors	High Risk Factors
Estimated total drive time	< 2 hours	2-6 hours	> 6 hours
Time of day for most of the journey	Daylight	Dusk or dawn	Dark/Night
Communication device type or method	Cell and/or radio coverage	Intermittent cell or radio coverage	Little to no cell or radio coverage
Traveling alone	No	Yes	
Highway type for most of the journey	Primary/secondary	Gravel roads	Radio controlled, ice roads, or forestry roads
Road/weather conditions	Bare dry roads	Partial snow and ice covered	Total snow covered, -30C or colder
Is the vehicle equipped with a telematics device	Yes	No	
How many hours is the driver awake at the end of journey	< 14	> 14	
Are you experienced and comfortable driving the vehicle	Yes		No – cancel journey and speak to supervisor
Total	No JMP is required; it is optional	If ≥ 3 medium risk factors, JMP is required	If ≥ 1 High Risk factor, Leader's approval AND JMP are required

3.2 Prepare for the journey

3.2.1 Before departure

Complete the following actions before starting any journey:

- visually inspect vehicle, to ensure it is reliable, well maintained, and appropriate for the journey
- follow the Cenovus **fit for duty policy** and **fatigue management guidance**
- ensure the vehicle insurance and registration documents are available in the vehicle
- ensure cargo is secure
 - evaluate road and weather conditions

3.2.2 Journey management plan

At their discretion, leaders may require a JMP for any journey based on driver experience, frequency of travel, or any other identified risk factor.

If the journey risk assessment indicates that a leader's approval is required, then the driver must obtain an approval prior to starting a JMP. The approval can be given verbally or in writing and is simply approving the journey to go ahead as planned or with modified **controls**.

If a JMP is required, the driver is responsible for initiating it prior to the journey beginning by following these steps.

1. Contact the preferred journey management service provider: STARS at 1-877-458-8080.
2. The dispatch operator will ask some questions about the journey including:
 - journey date and time of departure
 - name of driver and contact number
 - number of passengers
 - destination (facility name) and approximate time of arrival
 - midway point and time of arrival
 - expected route to be taken
 - hotel name (as required)
 - vehicle details – including if vehicle is Geotab equipped, license plate, etc.
 - check-in frequency (max every 3 hours)
 - secondary contact information (supervisor recommended)
3. The driver and the JMP service provider shall agree to check-in methods and frequency.

3.3 During the journey

Drivers will notify the JMP service provider when the journey has commenced. Drivers will follow the controls detailed within the JMP, while continuously monitoring the risks throughout the journey.

Drivers shall immediately report any driving accident to their direct leader, in accordance with the [Incident Management Process](#), and follow the [Fleet vehicle accident reporting process](#) if driving a fleet vehicle. If the vehicle is equipped with a telematics device, the accident escalation procedure may have been initiated by the device.

Drivers will check-in with the JMP service provider throughout the journey as required by the JMP. If a driver fails to check in at the pre-established time the JMP service provider will follow the escalation procedure listed below:

1. Call the driver.
2. Call the secondary contact.
3. Call the on-call Cenovus Emergency Deputy Director.
4. The Deputy Director will initiate the emergency response protocol for missed check-ins.

3.4 Closing out the journey management plan

The driver shall call the JMP service provider to close out the plan when the destination has been reached. If the plan must be extended, the driver shall contact the JMP service provider with new details and destination time for the plan to be completed.

4 References

Table 3: Internal governing references

Document title or link	Relevance
Fleet Vehicle Standard	Vehicle management
Incident Management Process	Incident reporting process
Working Alone Standard	Regular commuting
Fit for duty policy	Before journey consideration
Fatigue Management Guidance	Before journey consideration
DriveSafe SharePoint	SharePoint
Travel Standard	For Rental vehicles

Table 4: Other references

Document title or link	Relevance
Journey Management: A Program Development Guide	Energy Safety Canada