



Weatherford Journey Management

Charles Easter
November 2018





AGENDA

- PURPOSE & SCOPE
- DEFINITIONS
- JOURNEY MANAGEMENT TOOLS
- JOURNEY PLAN & TRIP RISK ASSESSMENT
- PRE-TRIP PLANNING
- BOOKING A JOURNEY
- JOURNEY CHECK-IN
- SMS TEXT & IN APP MESSAGING
- CLOSING A JOURNEY
- EMERGENCY RESPONSE PROCEDURES
- RESPONSIBILITY & ACCOUNTABILITY





Journey Management Process

Purpose

- The Journey Management process is used to plan, authorize and monitor vehicle travel for all qualified journeys.



Definitions

Qualified Journey

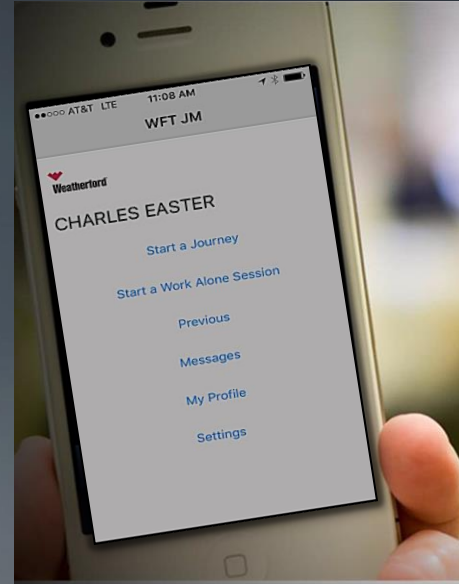
- All journeys in a CSV where departure and destination points are more than 40mi/65km apart.
- All journeys in a CSV in remote areas or when driving off a paved road or highway even under the 40mi/65km threshold.
- All journeys in a CSV taken under inclement or adverse weather or road conditions and/or in high risk areas.
- All journeys in a company owned, leased or rented vehicle that meet the above criteria regardless of intended purpose (ex. Business or personal use).
- Supervisors and managers, at their discretion, are authorized to categorize and manage any vehicle trip under their authority as a qualified journey.
- **Exception:** Any instance in which the departure and destination locations are within the same major city, municipality, township or metropolitan area.

Booking Journeys:

- Call Center



- Application





Pre-Trip Planning

- Is the Journey even necessary?
- Plan the trip properly:
 - Pre-Trip inspection of vehicle.
 - Weather Conditions
 - Road Conditions
 - Driver Conditions
 - Completion of the TRA portion of the Weatherford Journey Manager Application or by obtaining a TRA Score by answering the Driver Self and Trip Risk Assessment portions of the TRA Form.



Hard Copy TRA

App TRA

	Journey Plan & Trip Risk Assessment Form - US and Canada		Prepared By:	Approval
			HSE Technical Advisory Committee	OEP Approval Board
Document Number: GL-WFT-OEPS-L3-01.05	Document Classification Controlled	Document Level L5	Revision NO. 001	Issue Date 05/11/2017

Driver Self Assessment Criteria		Check if Yes
Are you currently impaired? (i.e., Under the influence of alcohol, drugs, medication, health problems, or been on duty for more than 16 hours)?		
Do you feel unsafe completing this journey or at a higher risk of having a motor vehicle accident?		
IF YOU ANSWERED YES TO EITHER QUESTION ABOVE - DO NOT PROCEED		

Trip Risk Assessment Score		Check if Yes
1	Will your trip be free from any adverse weather or road conditions?	
2	Will all of your trip be performed during daylight hours?	
3	On this trip, will your total drive time be less than 11 hours?	
4	Will your total on-duty plus driving time be less than 14 hours at the end of the journey?	
5	Have you slept more than five hours in the last 24 hours?	
Total:		

4 Hour Check-In - Proceed and re-evaluate if weather or road conditions change.	5 Checks
2 Hour Check-In - Proceed with caution and re-evaluate in 2 hours OR as soon as weather or road conditions change.	3 - 4 Checks
DO NOT PROCEED! Contact your Supervisor/Manager. The journey should only proceed after a complete assessment of necessity, associated hazards and fitness of the driver.	0 - 2 Checks

Driver and Vehicle Safety - Rules to Live By:

- I will ALWAYS drive to the conditions of the road and wear my seatbelt.
- I will ALWAYS take a break from driving whenever I am feeling fatigued.
- I will NEVER use my mobile phone or drive distracted.

Journey Management is required to be filed for:

- All journeys where departure and destination points are more than 40mi/65km apart.
- All journeys in remote areas or when driving off a paved road or highway even under the 40mi/65km threshold.
- All journeys taken under inclement or adverse weather or road conditions and/or in high risk areas.
- All journeys in a company sanctioned vehicle that meet the above criteria regardless of intended purpose (ex. business or personal use).
 - **Exception:** Any instance in which the departure and destination locations are within the same major city, municipality, township or metropolitan area.

Unit #	Make:	LP#	Employee ID#
Before starting your journey, provide the following information to your journey manager (e.g. dispatcher, call-centre, supervisor, etc.): <ol style="list-style-type: none"> 1. Departure Location 2. Destination Location 3. Duration of Journey (Hours/Minutes) 4. Expected Time of Arrival 5. Convoy Info (Unit #/Driver Name and Contact #) 6. Trip Risk Assessment Score 7. In-Vehicle Monitor Unit Number (if needed) 8. Dispatch Number at Departure & Arrival Locations 9. Contact Information at Destination 10. Route to Destination (e.g. highways, secondary roads, etc.) 11. Your Name & Contact Number 			

All journey's can be booked via the [Weatherford Journey Manager Application](#) from any WFT owned smart device, or by calling the call center at:

United States: 1-877-769-3193
Canada: 1-877-815-6300

●●● AT&T LTE 2:03 PM

← WFT JM New Journey

Cancel Submit

Risk Assessment

Are you currently impaired? (i.e., Under the influence of alcohol, drugs, medication, health problems, or been on duty for more than 16 hours)?

Yes
No

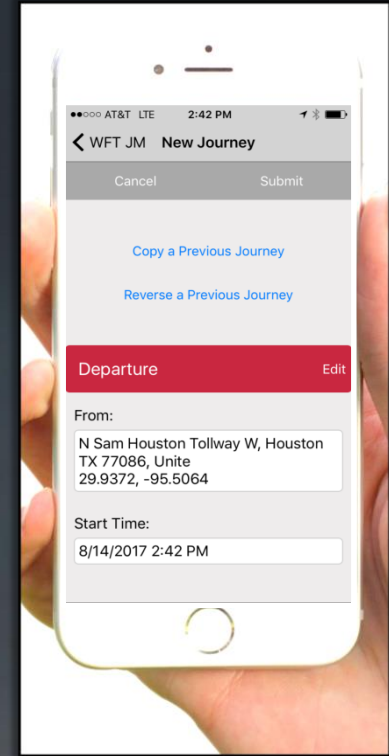
Do you feel unsafe completing this journey or at a higher risk of having a motor vehicle accident?

Yes
No

Booking a Journey

■ Via the WFT JM Application

- If utilizing the JM Application to track a journey, each CSD is required to:
 - Book the journey via the application.
 - Check-In at the required intervals based on the TRA Score.
 - Pause the journey if necessary during the trip.
 - Close the journey upon reaching their destination.





Booking a Journey

■ Via the WFT JM Call Center

- When contacting the call center to book a journey, please be prepared to provide the following information:

Departure Location

Destination Location

Dispatch Number

Duration of Journey

Expected Time of Arrival

Route to Destination

Convoy Information

Passenger Information

Destination Contact Info

Trip Risk Assessment Score

IVMS Information

Your Name and Contact Info

- A list of this information is included on the hard copy of the TRA form.
- If utilizing the JM Call Center, each CSD is required to contact the call center:
 - Before the start of the journey.
 - At the required check-in periods during the journey.
 - To close the journey.



Journey Check-In

- Drivers are expected to check-in on their Journey:
 - TRA Interval.
 - Driver/road/weather conditions change.
 - High Hazard Situations
 - If stopping for more that ½ hour.
 - Fatigue, illness or other conditions.
 - Known Poor Mobile connection.
- If the employee fails to check-in at designated check-in periods, the employee shall be placed on alert status and Emergency Response Procedure (ERP) shall be initiated.



Closing Journey

- Notify JM Call Center
- Application
- Text
- Area QHSSE management can close journey based on IVMS data when available.
- If employee fails to check in they are placed in Alert Status.



Emergency Response Procedures

- Emergency Response Procedures Activated

