

COMPANY POLICY



JOURNEY MANAGEMENT

POLICY STATEMENT

Valley Railroad Corporation is dedicated to ensuring the safety and well-being of all employees during work-related travel. This Journey Management Policy outlines the procedures and guidelines to promote safe driving practices and minimize risks associated with road travel.

POLICY PURPOSE

The purpose of this policy is to establish clear protocols for journey management, ensuring that employees are informed, prepared, and safe while traveling for work purposes.

SCOPE

This policy applies to all employees of Valley Railroad Corp who are required to travel for work-related activities.

1. Journey Management Plan Training

- All employees who are required to travel for work will receive training on the Journey Management Plan. This training will cover:
 - *Safe driving practices*
 - *Emergency procedures*
 - *The importance of planning and risk assessment for trips*

2. Limiting Road Travel

- Road travel should be limited whenever practicable. Employees are encouraged to:
 - *Combine trips to minimize travel*
 - *Assess whether each trip is necessary for job functions*
 - *Utilize virtual meetings when possible to reduce travel requirements*

3. Daylight Travel

- Employees should aim to complete road travel during daylight hours whenever practicable. This is to enhance visibility and reduce the risks associated with driving at night.

4. Adverse Weather Conditions

- Driving during adverse weather conditions, such as heavy rain, snow, or fog, should be avoided whenever practicable. Employees should:
 - *Monitor weather forecasts prior to travel*
 - *Reschedule trips if conditions are deemed unsafe*

5. Obtaining Driving Directions

- Employees must obtain driving directions before traveling to an unfamiliar destination. This can include:
 - *Using GPS navigation systems*
 - *Accessing map applications on smartphones*
 - *Printing directions if necessary*

6. Trip Itinerary Awareness

- Another individual must be aware of the driver's trip itinerary. Employees should:
 - *Share their travel plans with a colleague or family member*
 - *Include details such as expected departure and arrival times, route, and destination*

7. Reliable Communication Methods

- Drivers must carry a reliable method of communication, such as a cell phone or CB radio, in case of emergencies. Employees should ensure that their communication devices are charged and functional before departure.

8. Rest Breaks

- Employees should take regular rest breaks during long trips to reduce fatigue. It is recommended that drivers:
 - *Take a break every 2 hours or 100 miles*
 - *Use rest areas or safe locations to stop*

9. Roadside Emergency Kits

- All vehicles used for work-related travel must be equipped with a roadside emergency kit. This kit should include:
 - *First aid supplies*
 - *Flashlight and batteries*
 - *Basic tools (e.g., jumper cables, tire inflator)*
 - *Non-perishable food and water*
 - *Reflective triangles or flares*

10. Compliance and Review

- Compliance with this policy is mandatory for all employees engaged in work-related travel. This policy will be reviewed annually to

Conclusion

By following this Journey Management Policy, Valley Railroad aims to promote a culture of safety and responsibility among employees while minimizing risks associated with road travel.

This policy is effective immediately and will be communicated to all employees. Any questions regarding this policy should be directed to the HR or Safety Department.

