

## COURSE PORTFOLIOS

### Safe Journey Management

#### SYNOPSIS

Safe Journey Management Course is designed to disseminate PDO policy regarding Safe Journey Management (SJM). The course outlines the roles and responsibilities of all those involved when a qualifying driving task is required.

#### 1.1. OBJECTIVES

By the end of the training, participants will be able to describe the roles, responsibilities and factors affecting safe journey management. The trainees will be able to apply the course content to Journey Management Planning and procedures.

#### Course Content

- Definition of SJM
- Responsibilities of :
  - Authorising person
  - Journey Manager
  - Driver
- Emergency Procedures:
  - Incident or Crash Breakdown
  - Overdue / Lost Man
- Completion Procedures
- Audits
- Exemptions
- Graded Roads
- Windrows
- Driving Hours
- Weather
- Locations – interior, coast
- Convoy Procedures
- Vehicle Checklist
- TREM Card
- Journey Plans
- Journey Management Points
- Multi Destination Journeys

#### Assessment Criteria:

The assessment is a 40 minute theory in which the trainee must demonstrate a thorough knowledge of the roles, responsibilities and procedures for Safe Journey Management in accordance with PDO regulations.

**Course Program**

<b>TIME</b>	<b>SESSION</b>	<b>CONTENT</b>	<b>LOCATION</b>	<b>REMARKS</b>
0730 - 0740	Admin	Welcome and Introduction Course Overview & Objectives Course Administration	Training Room	By Trainer.
0740 - 0930	Session 1	Roles and Responsibilities – Authorising Person, Journey Manager, Driver. Exemptions.	Training Room	By Trainer.
0930 - 0940	Break			
0940 - 1200	Session 2	Emergency procedures – Incident, crash, breakdown, man lost	Training Room	By Trainer.
1200 - 1300		Lunch		
1300 - 1400	Session 3	TREM Card, Convoy procedures, vehicle checklist	Training Room	By Trainer.
1400 - 1445	Session 4	Factors affecting Journey Management Plans – weather, roads, location, dust	Graded Road	By Trainer.
1445 - 1545	Session 5	Journey Plans, Journey Management Points, Multi Destination Journeys	Graded Road	With Trainer
1545 - 1600		Break		
1600 - 1645	Assessment	Theory	Training Room	
1645 - 1715	Admin	HSE Passport / Close Course	Training Room	