



PERSONAL SAFETY

JOURNEY PLANNING

Journey planning is more important now than ever. COVID-19 (Coronavirus) presents new risks we must consider when making decisions to travel. Planning ahead of time will help you consider how best to keep safe.

Jacobs has consistently encouraged the use of public transport as, typically, it is a safer means of travel. At this time, we accept that driving may be considered a safer alternative.

By taking a little time to plan your journey, you can decide the best and safest way to travel for you. Planning well ahead increases the options available to you.

There are two questions you should ask yourself when planning a journey:

IS THE JOURNEY ESSENTIAL?

What is the purpose of your journey? Can that purpose be achieved another way? Could a local colleague attend instead or could video or telephone conferencing be used? Remember: the safest journey is the journey not taken.

WHAT IS THE SAFEST WAY TO GET TO MY DESTINATION?

If your journey is essential, consider your options. Travelling by public transport has long been considered safer than travelling by car. Is this still true for you now? Is the destination local: can you travel on foot? If you must drive, what steps must you consider to stay safe whilst driving?

You must assess your own situation to determine what is the safest choice for you.

IF YOU MUST DRIVE, PLAN YOUR JOURNEY THOROUGHLY:



**ROUTE
PLANNING**



**FUELLING &
REST STOPS**



HAND-WASHING



**BREAKDOWN &
RECOVERY**



**POOL/RENTAL
VEHICLES**



**CARPOOL/
RIDESHARE**



TOUCH POINTS



**PRE-DRIVE
CHECKS**



**FITNESS TO
DRIVE**



**PERMIT TO
DRIVE**

JOURNEY PLANNING & COVID-19

It is always important to plan your journey but COVID-19 brings new challenges to consider before you travel

Route Planning

StepBack and plan your travel route in advance. This gives you an opportunity to map the safest route, check for roadworks and plan for additional time so you don't feel rushed. Remember: it is safer to travel on multi-lane roads - try to factor this into your route planning. Also, anticipate an increase in cyclists and pedestrians on the roads.

Breakdown & Recovery

Vehicle maintenance and pre-drive checks should prevent most breakdowns. However, check with your breakdown provider to identify any changes due to COVID-19 before you travel. If you breakdown, remember to **StepBack** before getting into a recovery vehicle as social distancing and contaminated touch points may be a risk to consider.

Touch Points

Be aware of touch points which may expose you to risk. Try to avoid touch points where you can. If you cannot, ensure you thoroughly wash your hands with soap and water for at least 20 seconds, or use an appropriate hand sanitiser after. **StepBack** and plan how you will deal with touch points before you travel: do you need sanitiser? Where can you wash your hands?

Fitness to Drive

Take a **StepBack** and ensure you are fit to drive before travelling. Avoid alcohol the evening before as it can both dehydrate you and cause sleep disruption. You should aim for at least 8 hours of sleep before you travel. Additionally, ensure you drink plenty of water before setting off; research shows that even mild dehydration can increase tiredness and have an impact on your driving. You should plan for breaks at least every 2 hours. On breaks, avoid heavy or salty foods as these can increase your fatigue and dehydrate you. Be mindful for your mental fitness as well as your physical fitness. Do you feel safe undertaking the journey? Are you confident to drive again if you have not for some time? Ask about the additional training options available to support you with your fitness to drive.

Fuelling & Rest Stops

Your journey plan should consider where you may need to refuel or take a break. Breaks are recommended every two hours. When planning your stops, take a **StepBack** and consider how you can minimise social interaction, touch points and adhere to social distancing. Can you pay at pump, use gloves or a face covering?

Pool/Rental Vehicles

StepBack and ensure all touch points in a company pool or rental vehicle have been cleaned. Shared vehicles should be cleaned thoroughly after each use. [Click here](#) to see Enterprise's COVID-19 policy. Ideally, allow at least 3 days between each use of company pool vehicles. Always get to know the controls of an unfamiliar vehicle before driving.

Pre-drive Checks

You may not be travelling regularly under the current circumstances, however it is still important to carry out static vehicle maintenance, even if you're not driving. This will help ensure your vehicle is roadworthy when you need it. Before you carry out any travel, you should take a **StepBack** and complete your pre-drive checks. Remember to use the POWDERY acronym to help you carry out your checks. Use the pre-drive checks e-learning module and briefing sheet to refresh your knowledge of the basics. Regular vehicle maintenance should be completed every week to month, depending on your mileage and age of your vehicle whereas visual, pre-drive checks should be completed before every drive.

Hand-washing

No matter how you travel, it is important to consider when and where you can regularly wash your hands. **StepBack** and factor this into your journey plan. Can you wash your hands before and after every break? Can you carry hand sanitiser with you if soap and water is not available? You should wash or sanitise your hands after using touch points.

Carpool/Rideshare

If it is not possible for you to travel in a vehicle on your own, **StepBack**. If travelling with one or more colleagues, you must keep to a distance of at least 2m in the vehicle. If this is not possible due to the size of the vehicle, you must travel alone. If you are sharing a vehicle at a 2m distance, try to keep the same people using the same vehicle each day.