

Army at War – “Be Safe” – Make it Home

Pre-Trip Risk Management Worksheet

For use of this form, see memo. HQ USAARMC, ATZK-S, 9 Jul 04, subj: POV Pre-Trip Risk Management Worksheet

Step 1: Fill in Admin Information:

Name: _____ Unit: _____

Your Starting Point:

City _____

State _____

Country _____

Zip _____

Date of Departure _____

Your Destination:

City _____

State _____

Country _____

Zip _____

Date of Arrival _____

Step 2: Circle the answers to the questions to determine your risk for this trip:

I will be driving: a subcompact or compact car (5 points), import (4 points), motorcycle (4 points), a van (4 points), pick-up truck (3 points), midsize car (3 points), or large car (2 points)

I will wear my seat belt at all times: No (5 points) or Yes (0 points)

I plan to have the following amount of sleep before my trip: 0-2 hours (5 points), 2-4 hours (4 points), 4-6 hours (3 points), 6-8 hours (2 points), or more than 8 hours (1 point)

The roads I travel on will be: Two Lane (4 points) or Multi Lanes (2 points)

I will take rest stops: None, my trip is more than two hours and I plan to drive straight through (5 points), Every three to four hours (4 points), Every three hours (3 point), Every two hours, (2 points), or my trip is less than two hours (1 points)

I will start my trip between the hours of 2100-0600 (5 points), 0500-0900 (4 points), 1600-2000 (3 points), or 0900-1500 (2 points)

Will you have alcohol during this trip: Yes (5 points) or No (0 Points)

Most of my trip will take place during: Night (5 points), Dawn (4 points), Dusk (2 points), or Day (1 point)

I will check the weather the day prior to departure: No (5 points) or Yes (0 points)

I will have my vehicle inspected by my supervisor prior to departure: No (5 points) or Yes (0 points)

Have you ensured/made sure the medications you are taking will not affect your driving: No (5 points) or Yes (0 points)

Step 3: Add up all the points for your answers: _____ Now Go To

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Step 4: If you had over 44 points your trip is an extremely high-risk. If you had 30 - 43 points your trip is a high-risk. If you had 16 - 30 points your trip is a moderate-risk, and if you had 0 - 15 points your trip is a low-risk.

Risk Management Matrix

		HAZARD PROBABILITY				
		Frequent A	Likely B	Occasional C	Seldom D	Unlikely E
SEVERITY	Catastrophic I	EXTREMELY HIGH	HIGH	HIGH	MODERATE	LOW
	Critical II	HIGH	HIGH	MODERATE	LOW	LOW
	Marginal III	MODERATE	MODERATE	LOW	LOW	LOW
	Negligible IV	LOW	LOW	LOW	LOW	LOW

Step 5: If your trip was high or extremely high-risk go back over your answers and see if you can lower your score by choosing an answer with less risk.

Step 6: Refigure your scores from the answers and this is the risk for your trip.

Step 7: Sign this worksheet in the space below and take it to your supervisor and have him or her sign it. Your supervisor's signature indicates that you have conducted the risk management process on your trip and that you have identified the risks associated with it.

Signature of Traveler: _____

Date Signed: _____

Name of Traveler's Supervisor: _____

Signature of Traveler's Supervisor: _____

Date Signed: _____

Have a safe trip by buckling your seat belt and making all others in your vehicle do the same, put all children in an approved child safety seat, don't drive when tired, and don't ever drink and drive.