

## HANDOUT- TRIP PLANNING - FIVE STEP TRIP PLANNING



### Manager / Trainer

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Available in English and Spanish

### 5 Steps for Trip Planning

#### ***FIVE STEP TRIP PLANNING***

There are five basic steps involved in trip planning, no matter what type of trip is involved.

#### **Step 1: Make sure paperwork is up to date**

- To meet regulations, obtain permits, licenses, and cab cards (company and driver responsibility)
- Make sure driver logs are current (driver responsibility)
- Have accurate freight documentation (driver responsibility once on the road)

#### **Step 2: Select the route (dispatcher and/or driver responsibility)**

There many are variables that may play a part in your route selection:

- Vehicle and cargo restrictions (length, width, clearance, type of cargo)
- Hazardous materials restriction
- Best route for type of cargo
- Local traffic conditions and regulations
- Weather and other environmental conditions

#### **Step 3: Estimate time and plan for rest stops (company and driver responsibility)**

- Driver safety is important
- Need to plan trip to meet schedule, but rest stops must be considered

#### **Step 4: Estimate fuel, and plan for fuel stops (company and driver responsibility)**

#### **Step 5: Plan money and other needs (company and driver responsibility)**

- Must understand nature and length of trip
- Must know what conditions to expect on the road
- Must understand company policy on reimbursements
- Must plan for personal items (money, clothing, safety items, maintenance tools)

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