

 <b>STARS – Journey Management Contact Designate</b> Mandatory information needed for Journey Management before departing Email form to: : <a href="mailto:starsjmp@stars.ca">starsjmp@stars.ca</a> and <a href="mailto:workalone.stars@gmail.com">workalone.stars@gmail.com</a> and await confirmation before departing or call STARS at 1-877-262-2111 prior to departing to provide journey information.			
<b>Date:</b>			
<b>Name of Driver:</b>		<b>Cellular #:</b>	
<b>Name of Passenger(s)</b>		<b>Cellular # (s):</b>	
<b>Travelling To:</b>		<b>Check-in Time(s):</b> (Max 3hrs from journey start)	
<b>Departing Location / Time:</b>			
<b>Route Taken:</b>			
<b>Estimated Time of Arrival:</b> <i>(Set reminder to avoid missed check-in)</i>			
<b>Hotel/Camp etc. at Destination:</b>			
<b>Level 2 Contact:</b> <i>i.e. Supervisor</i>		<b>Office #:</b>	
		<b>Cellular #:</b>	
<b>*Level 3 Contact:</b>		<b>Office #:</b>	
		<b>Cellular #:</b>	
<b>Vehicle Details:</b> <i>Geotab equipped?</i> <i>Please provide license plate, vehicle model and color.</i>			

\* Level 3 designate could be On-Call Deputy Director (403-801-8592) or other as pre-identified.

## Overdue Driver Response Procedure

*\*Only the first page of this form is to be scanned and emailed to the JM Provider.*

If the driver fails to check-in at the agreed upon required check-in time, or GeoTab Impact alarm is triggered, the following emergency response procedure (ERP) shall be initiated:

Does driver check-in within 15 minutes of pre-determined time?	<p><b>If Yes;</b> Close out JM event.</p> <p><b>If No;</b> Was a GeoTab impact activated?</p>
GeoTab accident notification triggered?	<p><b>If Yes;</b> JM Provider to contact BU identified rep, decision to dispatch EMS to vehicle location will be made.</p> <p><b>If No;</b> Attempt contact with driver and/or passenger(s).</p>
<b>Attempt contact with traveler.</b>	
Contact made?	<p><b>If Yes;</b> Close out JM event.</p> <p><b>If No;</b> Attempt contact with hotel/camp etc. to confirm if driver/passenger(s) have arrived.</p> <p><b>If No;</b> Notify Level 2 Contact Designate</p> <p>If level 2 contact cannot be reached, contact level 3 designate.</p> <p><i>Note: Level 2 designate is an immediate supervisor.</i></p> <p>Level 3 designate could be On-Call Deputy Director (403-801-8592) or other as pre identified.</p>
<b>Attempt 2nd contact with traveler.</b>	
Contact made?	<p><b>If Yes;</b> Close out JM event.</p> <p><b>If No;</b> Attempt 2<sup>nd</sup> contact with hotel/camp etc. to confirm if driver/passenger(s) have arrived.</p> <p><b>If No;</b> Contact level 2 or 3 Contact Designate to assist in locating driver and/or passenger(s).</p> <p><i>Note: Level 2 &amp;/or 3 contact designate to work with JM provider to assist in contacting driver and/or passenger(s) by using internal information, if applicable, to aid in making contact. This includes contacting staff in closest geographical proximity to traveler to assist in making contact.</i></p>
Is contact made with Traveler?	<p><b>If Yes;</b> Close out JM event.</p> <p><b>If No;</b> Level 3 Designate will escalate situation and use internal and external resources to aid in locating the driver and/or passenger(s).</p>