

Journey Management

Journey Management streamlines the planning, risk assessment, and coordination of employee travel — reducing administrative burden while ensuring company travel policies are followed.

The module provides a centralized system where employees or coordinators can design, register, and obtain approval for travel plans and accommodations. Travelers receive detailed plans that include emergency response procedures and risk mitigation measures. In addition to supporting employee safety, Journey Management gives leadership visibility into employee locations while tracking trip costs and related details.

Journey Management Practices for Safer Travel

EHS Insight supports journey management by helping organizations plan, monitor, and review employee travel to ensure trips are completed safely, consistently, and in line with company policies.



Develop Travel Plans for Employee Trips

The Travel Itinerary form lets employees or booking coordinators submit a daily travel plan with accommodation locations, flight details, rental car information, and rest stops. Attachments like flight tickets can be uploaded so all key information is easy to access.

✓ Manage Travel Plans with Ease



Manage Risks and Emergencies

Fields to identify any risks associated with the travel can be enabled. Risk reduction measures and emergency response details can be provided. This information can be accessed via the mobile app, even when offline.

✓ Effective Risk Reduction Measures



Easily View Travel Itineraries

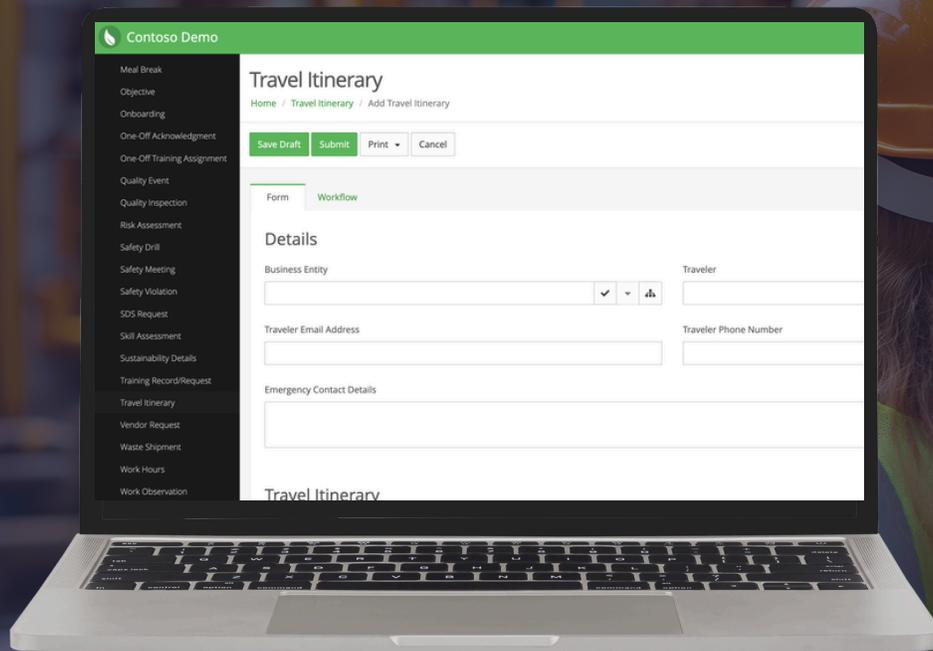
The module has standard reports that provide overviews of travel itineraries and allow users to drill down to see further details of a trip. Employees with travel plans can view a record of each day's travel activity and location.

✓ Accessible Travel Information

Core Capabilities



- ✓ Give managers visibility into daily travel activities and employee itineraries
- ✓ Provide emergency response procedures and policy guidance
- ✓ Request assistance from booking coordinators
- ✓ Capture accommodation, air, and car travel details
- ✓ Require itinerary approval with submission deadlines
- ✓ Identify travel risks and document mitigation measures
- ✓ Track estimated and actual travel costs
- ✓ Add custom fields to capture trip details
- ✓ Require emergency contact information



Use Case

A national transportation and freight company operating a fleet of 400+ trucks across urban and remote regions faced driver risks including fatigue, severe weather, and limited communication. To improve safety and compliance, the company implemented EHS Insight to digitize its Journey Management Plan (JMP). Previously reliant on paper logs and manual check-ins, the process resulted in incomplete records, delayed communication, and limited visibility into route safety. With EHS Insight, each trip now includes a digital pre-trip risk assessment, route mapping, vehicle inspection checklists, and automated communication intervals.

Using the Journey Management module, drivers complete a travel itinerary form detailing the vehicle, rest stops, hotel accommodations, emergency contacts, and risk mitigation measures. Before departure, drivers also complete truck inspections and pre-trip checklists through the Audit Management module. After completing a trip, drivers close it out and have one week to submit feedback. This centralized system gives managers full visibility into journey data, supporting better analysis of route risks, fatigue trends, and scheduling practices.