
WORK HEALTH AND SAFETY POLICY

Vehicle Use Policy

Safe use of THRIV3-owned and leased vehicles

Version 1.0 - April 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	All THRIV3 People who drive or travel in a THRIV3-owned or THRIV3-leased vehicle for any work-related purpose
Effective date	April 2026
Next review	April 2027 (or earlier if fleet, insurance or operational arrangements change)
Related documents	Temporary Fuel and Vehicle Usage Policy (Policy 25); Motor Vehicle, Travel and Living Away From Home Policy (Policy 11); Work Health and Safety Policy; Alcohol and Other Drugs Policy; Code of Conduct

1. Purpose

This policy sets out the rules and expectations for the use of THRIV3-owned and THRIV3-leased vehicles by staff. It establishes the conditions under which vehicles may be used, the responsibilities of drivers, and the safety standards that apply to all vehicle use in the course of THRIV3 operations. THRIV3 operates across the Orana region of western NSW, where staff regularly travel significant distances, and this policy ensures travel is conducted safely and in line with our work health and safety obligations.

This policy operates alongside the Fuel and Vehicle Usage Policy (Policy 25), which governs fuel cards for staff using their private vehicles for work travel. Where a staff member uses a THRIV3-owned vehicle, this policy applies; where they use their own vehicle with a fuel card, Policy 25 applies.

Regulatory references

Work Health and Safety Act 2011 (NSW), ss 19, 20, 21, 27, 28 and 35 to 38; Work Health and Safety Regulation 2025 (NSW); Road Transport Act 2013 (NSW); Road Rules 2014 (NSW); Motor Accident Injuries Act 2017 (NSW).

2. Scope

This policy applies to all THRIV3 staff who drive or travel in a THRIV3-owned or leased vehicle for any work-related purpose, including program delivery, community visits, supply runs and administrative travel. The Executive Leadership Team and the CEO may use THRIV3 vehicles in accordance with their individual vehicle use agreements; where such an agreement addresses a matter covered by this policy, the individual agreement prevails and all other provisions of this policy apply in full.

3. Authorisation to Drive

Requirements for all drivers

Before driving a THRIV3 vehicle, a staff member must:

- hold a current Australian driver's licence appropriate to the class of vehicle being driven
- provide a copy of their licence to THRIV3 management on commencement and whenever it is renewed or updated
- be aged 25 years or over (see the insurance restriction below)
- have received a copy of this policy and confirmed they understand their obligations
- obtain approval from their direct manager or the CEO before taking a vehicle.

Insurance restriction on driver age

THRIV3's comprehensive motor vehicle insurance does not cover drivers under 25 years of age. Staff under 25 are not permitted to drive THRIV3 vehicles unless a specific exemption is approved in writing by the CEO and appropriate insurance cover has been arranged. Any damage caused by an uninsured driver may result in personal liability for the cost of repairs or replacement.

Licence checks

THRIV3 verifies each driver's licence at initial authorisation and at least once every 12 months. Staff must notify their manager immediately if their licence is suspended, cancelled or restricted in a way that affects their ability to drive for work. Driving a THRIV3 vehicle without a valid and appropriate licence is a serious breach and may result in disciplinary action up to and including termination of employment.

4. Approved Use

Work purposes only

THRIV3 vehicles are provided for work-related travel only unless approved by the CEO, including travel to program sites, community locations, meetings and supply collection. **Personal use of THRIV3 vehicles is not permitted unless approved in writing by the CEO or the Board of Directors** (for example under a written vehicle use agreement for the Executive Leadership Team and the CEO).

Passengers

Passengers must have a legitimate connection to THRIV3 operations, including staff, program participants, community members attending THRIV3 events, and approved visitors or contractors. The driver is responsible for ensuring all passengers wear seatbelts and that the vehicle is not loaded beyond its rated capacity.

Prohibited activities

The following are not permitted while using a THRIV3 vehicle:

- using a mobile phone while driving, unless via a properly secured hands-free device
- driving under the influence of alcohol or drugs, including impairing prescription medication
- allowing an unauthorised person to drive the vehicle
- using the vehicle for personal errands, social travel or any purpose not connected to THRIV3 work, unless approved in writing
- carrying loads beyond the manufacturer's rated capacity or that are not properly secured
- towing trailers or other vehicles without prior CEO or manager approval and training
- smoking or vaping inside the vehicle.

5. Vehicle Log Book

Every THRIV3 vehicle must have a log book kept inside it at all times or via a digital system. Before each trip the driver records the date, driver name, destination (to and from), purpose, start and end odometer readings, fuel added, and any damage, faults or issues observed. Paper log books are used as an interim measure until THRIV3 implements a fleet management system with digital tracking; until then, log book completion is mandatory for every trip. As a recipient of NIAA Indigenous Rangers Program funding, THRIV3 must maintain accurate records of vehicle use and travel expenditure, and complete log books support audit readiness.

6. Fuel Cards

Fuel cards assigned to THRIV3 vehicles must be used only to purchase fuel for that vehicle. The rules in the Fuel and Vehicle Usage Policy (Policy 25) apply to all fuel card transactions, including retaining receipts and submitting them within three business days. Staff must not use a vehicle fuel card for personal fuel purchases under any circumstances.

7. Pre-Trip Safety Checks

Before driving, the driver must carry out a visual inspection to confirm the vehicle is safe to drive, checking: tyres (inflation and tread); all lights and indicators; windscreen and mirrors; fluid levels (oil, coolant, washer); sufficient fuel for the journey; the presence of a first aid kit and fire extinguisher; no dashboard warning lights; and that any existing damage is noted in the log book. If a fault or safety concern is found, the driver must not drive the vehicle until it is resolved, and must report the fault to the Manager of Rangers and Community or the CEO immediately.

8. Driving Standards and Safety

General requirements

All drivers must comply with NSW road rules at all times, including speed limits, seatbelts, giving way, and following signage and signals. Drivers must adjust their speed and behaviour to suit road and weather conditions, particularly on unsealed roads in remote areas.

Fatigue management

Given the distances travelled across western NSW, fatigue is a serious safety risk. Drivers must plan rest breaks at least every two hours of continuous driving; not drive for more than 10 hours in any 24-hour period; stop and rest immediately if drowsy or fatigued; share driving on long trips where possible; and notify their manager if a planned journey exceeds 200 kilometres one way so a travel plan can be agreed in advance.

Remote and unsealed roads

When travelling on unsealed or remote roads, drivers must reduce speed to suit conditions and keep control of the vehicle; carry adequate water, a charged mobile phone and appropriate supplies; advise a colleague or manager of their planned route and expected return time; and check road conditions before departure, particularly after rain.

Drug and alcohol

Drivers must have a blood alcohol concentration of zero when driving a THRIV3 vehicle, regardless of the legal limit for their licence class, and must not drive if affected by any substance (including prescription or over-the-counter medication) that may impair safe driving. Any staff member concerned that their medication may affect driving must discuss it with their manager before operating a THRIV3 vehicle.

9. Accidents and Incidents

If a THRIV3 vehicle is involved in an accident, the driver must stop in a safe location and check for injuries; call 000 if anyone is injured or the road is blocked; exchange details with any other party; take photos of the scene and damage; note the time, location and weather; and not admit fault at the scene. All accidents and incidents must be reported to the Manager of Rangers and Community or the CEO as soon as practicable and no later than 24 hours after the event, regardless of how minor the damage appears. The manager arranges the insurance claim and repairs and assesses whether the incident is notifiable to SafeWork NSW.

Under the Work Health and Safety Act 2011 (NSW), THRIV3 must notify SafeWork NSW immediately if a vehicle incident results in a death, serious injury or illness, or a dangerous incident. The scene must be preserved until an inspector or NSW Police directs otherwise.

10. Vehicle Maintenance

THRIV3 keeps its vehicles registered, insured, roadworthy and properly maintained, and the Manager of Rangers and Community maintains a schedule of routine servicing per each vehicle's manufacturer guidelines. Staff must report any mechanical issue, unusual noise, warning light or visible damage as soon as they become aware of it. A vehicle must not be driven if a known fault affects its safety.

11. Temporary Vehicle Use Arrangements

THRIV3 may allow a staff member to use a THRIV3 vehicle temporarily while their personal vehicle is unavailable. Any such arrangement must be approved by the CEO in writing and is subject to all requirements of this policy, including driver eligibility, insurance cover, log book completion and the restriction to work-related travel only.

12. Breach of Policy

A breach may result in disciplinary action, including an Opportunity for Learning or Improvement discussion, a formal written warning, suspension or permanent removal of driving privileges, a requirement to reimburse the cost of damage or loss, or termination for serious or repeated non-compliance. Using a THRIV3 vehicle while uninsured (including where the driver is under 25 without an approved exemption), driving under the influence of alcohol or drugs, and driving without a valid licence are treated as serious misconduct.

13. Responsibilities and Review

The Board owns this policy; the CEO implements it and reviews it within 12 months of the effective date and whenever there is a significant change in THRIV3's fleet, insurance or operations. When THRIV3 implements a fleet management system, this policy will be updated to incorporate digital tracking and telematics.

Board adoption

This policy was adopted by the Board of Directors of THRIV3 (Indigenous Corporation) and takes effect from the date recorded below. It will be reviewed at least every 12 months, and earlier if legislation, ORIC or ACNC requirements, or funding conditions change.

Adopted On: 25/07/2026