
WORK HEALTH AND SAFETY POLICY

Motor Vehicle, Travel and Living Away From Home Policy

Safe vehicles, safe journeys, fair support when working away

Version 1.0 - July 2026

Policy owner	Board of Directors, THRIV3 (Indigenous Corporation)
Responsible officer	Chief Executive Officer
Applies to	Directors, members, the CEO, employees, volunteers, contractors, students on placement and agency workers of THRIV3 (together, THRIV3 People)
Effective date	July 2026
Next review	July 2027 (or earlier if legislation or funding conditions change)
Related documents	Work Health and Safety Policy; Alcohol and Other Drugs Policy; Corporate Expenses and Credit Cards Policy; Vehicle Use Policy (Policy 24); Temporary Fuel and Vehicle Usage Policy (Policy 25)

1. Purpose and Scope

THRIV3 (Indigenous Corporation) operates across rural, regional and remote Australia, and driving is one of our highest risks. This policy covers the use of THRIV3 vehicles, work-related travel, and support for people working away from home. It applies to all THRIV3 People who drive for work or travel on THRIV3 business.

Detailed rules for driving THRIV3-owned and leased vehicles are in the Vehicle Use Policy (Policy 24). This policy covers work-related travel, journey planning and living away from home. To drive a THRIV3 vehicle you must be aged 25 or over unless the CEO approves an exemption in writing, as our insurer does not cover drivers under 25 without an arranged exemption.

2. Driver Requirements

- Hold a current, valid licence for the vehicle class, carried while driving, with any change in licence status reported to your manager immediately.
- Zero blood alcohol where the licence requires it and never drive impaired (see Alcohol and Other Drugs Policy).
- No mobile phone use while driving except fully hands-free where lawful; plan calls for stops.
- Obey all road rules. Fines, tolls and infringements are the driver's personal responsibility.
- Complete a National Police Check where driving is a core part of the role.

3. Use of THRIV3 Vehicles

THRIV3 vehicles are for authorised work purposes. Personal use of THRIV3 vehicles is not permitted unless approved in writing by the CEO or the Board of Directors. Drivers must:

- complete pre-start checks (tyres, fluids, lights, load security) and log vehicle use as directed
- keep vehicles clean, smoke-free and secured when unattended
- never carry unauthorised passengers or use a vehicle for private commercial purposes
- report defects, warning lights and service needs promptly; unroadworthy vehicles are not driven.

4. Accidents and Breakdowns

In any accident: stop, make the scene safe, help anyone injured and call 000 where needed. Exchange details, photograph the scene, never admit fault, and report to your manager and the CEO as soon as practicable, followed by an Incident Report Form. In a breakdown, stay with the vehicle in remote areas, use your communication plan, and follow check-in procedures.

5. Journey Planning and Remote Travel

Long and remote journeys require a journey plan: route, stops, fuel, expected arrival, and check-in times with a nominated contact. Plan around fatigue (take a break at least every two hours, avoid driving at dawn, dusk and night in wildlife-prone areas where practicable, and share driving on long trips). Carry water, first aid and recovery basics; carry a satellite communicator where mobile

coverage is unreliable. In extreme weather, including flood, do not proceed: never drive through floodwater.

6. Travel Approval and Bookings

All overnight travel requires prior approval from the CEO. Travel is booked economically (reasonable standard accommodation, economy flights) and consistent with the Corporate Expenses and Credit Cards Policy. Travel time is managed fairly in line with the award and employment arrangements.

7. Living Away From Home

Where a person is required to live away from their usual residence for work (for example extended program delivery in another community):

- THRIV3 pays for, or reimburses, reasonable accommodation and either provides meals or pays a reasonable meal allowance agreed in advance
- travel to and from the location at the start and end of the assignment is at THRIV3's cost
- rosters allow reasonable rest and, for extended assignments, agreed return visits home
- cultural and family obligations are considered in planning assignments, and any allowance is set out in writing before the assignment begins.

8. Health for Travel

Where travel involves specific health risks (remote areas, water programs, biosecurity requirements), THRIV3 will identify requirements in the travel risk assessment, and may require or fund vaccinations or health precautions relevant to the work. Health information is handled confidentially.

9. Breaches and Review

Misuse of vehicles or travel entitlements may result in loss of driving or travel privileges, disciplinary action, or the end of an engagement, and dangerous driving may be reported to police. The CEO or delegate manages the fleet and reviews this policy annually.



Heart first. Always.

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