

This form is to be used for university travel to allow areas to manage the risk associated with long distance, remote or isolated travel. A risk assessment must be conducted for driving in situations where there is an increased risk.

This plan does not replace the need to complete Field Trip information which is required for any work, research, study or activity approved by a college/portfolio that is undertaken by staff and/or students off campus at an urban, rural, remote, freshwater or marine location. Please complete Field Trip information if you are undertaking any of these activities.

I have considered options (e.g. phone call, online meeting, email, video conference) that eliminate exposure to driving-related hazards and have determined that the trip is still necessary. Yes

Driver 1:	Licence expiry date:	Mobile:
Driver 2:	Licence expiry date:	Mobile:
Driver 3:	Licence expiry date:	Mobile:

Reason for Travel:

Vehicle:  University  Private  Hire vehicle

Vehicle Make / Colour: Rego No:

Hire Company:

Other Passenger(s):

**Please list all travel, including return journey (*where relevant*).  
Include agreed start and finish times for each day**

Date(s) of travel	Start Location	Destination Address	Start Time	Finish time	Nominated university check in contact person	Mobile phone of nominated university check in contact

Accommodation details:

**By signing this form, all drivers agree that:**

- |  |   |
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| <ol style="list-style-type: none"> <li>1. The supervisor is aware that this journey is being undertaken.</li> <li>2. Appropriate licence is held by all drivers.</li> <li>3. Driver is fit to drive (e.g. not fatigued, hung over, unwell).</li> <li>4. All vehicle occupants will wear seatbelts.</li> <li>5. Hazards have been considered (bushfire/floods/road conditions etc).</li> <li>6. Weather conditions have been considered (rain/heat/wind etc) <i>Potential issues to be evaluated on morning of travel.</i></li> <li>7. Online driver induction quiz has been completed by all drivers.</li> </ol> | <ol style="list-style-type: none"> <li>8. Driver will not use hand-held phone while driving.</li> <li>9. Vehicle registered.</li> <li>10. Vehicle insured.</li> <li>11. Vehicle roadworthy.</li> <li>12. 2WD vehicles will not be driven on roads suitable only for 4WD vehicles.</li> <li>13. Drivers aware they are responsible for any breaches of road rules.</li> <li>14. No smoking will occur in University vehicles.</li> <li>15. If towing, towing guidelines have been referenced.</li> </ol> |
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It is **mandatory** that communication is made to the university contact person at each of the following:

- Departure from start location
- Arrival at destination
- Unscheduled stops / breakdowns
- Route deviations
- Any change in planned activities

**Emergency Response / Rescue Triggers**

The driver is responsible for making contact with their university contact person to advise of arrival at the destination. If a driver fails to make contact within **1 hr** of the scheduled arrival time, the nominated university contact person will:

- attempt to contact the driver
- attempt to contact any passenger(s)
- attempt to contact the destination

Where no contact has been achieved and the driver has not arrived at the destination, the university contact person will continue to attempt contact for a further **30 minutes**. After this time if no contact is made, then emergency response is to be initiated (see below)

**Overdue or Failure to Check-in Procedure**

If attempts to contact the driver are unsuccessful, the university contact person will proceed as follows:

- Check with University Security on (08) 8201 2880, available 24 hrs. a day and query whether any calls have been received.
- Call the police station at the destination and check whether police have been contacted.
- If necessary, then one of the following must be advised:
  - University Security on (08) 8201 2880
  - Emergency Control Coordinator (Head of Security)
  - College Dean/Portfolio Director
  - Associate Director, WHS Unit
  - Vice-President and Executive Dean of College /Portfolio Head.

**EMERGENCY RESPONSE**

**Police / Ambulance / Fire - all locations – 000**

**If an accident has occurred, arrange for the appropriate emergency service(s) to attend.**

**I agree I have provided a copy of this document to the nominated university contact person and they are aware of the details relating to this Journey.**

Driver 1 Signature:	Date:
Driver 2 Signature:	Date:
Driver 3 Signature:	Date:
Nominated University Contact Person Signature:	Date: