

CHAPTER 6

ADF CADETS USE OF DEFENCE VEHICLES

INTRODUCTION

3.6.1 ADF Cadets utilises many forms of support to enable activities. A key component of the support Defence provides to the ADF Cadets is the use of Defence vehicles. The [Land Vehicle Operating Manual](#) (LVOM) applies to all Defence Personnel, ADF Cadet Adults, Officers of Cadets (OOC) and Instructors of Cadets (IOC) who are responsible for the management, supervision, control, operation and maintenance of Defence vehicles. Compliance with the [LVOM](#) is required at all times when operating Defence vehicles.

POLICY INTENT

3.6.2 The intent of this policy is to outline the requirements for ADF Cadets to use Defence vehicles¹.

POLICY PRACTICES AND MEASURES

3.6.3 The Director General Australian Navy Cadets (DGANC), the Commander Australian Army Cadets (COMD AAC) and the Director General Cadets - Air Force (DGCADETS-AF) must ensure:

- a. all vehicles used in ADF Cadets activities have the relevant current road, air or sea worthiness certification, registration and insurance
- b. all ADF Cadets Adults are provided with a copy of Annex 5A of the [LVOM](#), which outlines their responsibilities when using Defence vehicles.

¹ Licencing:

Defence has tried to align Defence and Civilian licencing requirements.

“C” = car - up to 4.5 tonne

“LR” – Light Rigid - 4.5 tonne but less than 8 tonne

“MR” – Medium Rigid – 2 axle vehicle that is heavy than 8 tonne

“HR” – Heavy Rigid – no axle limit, heavy than 8 tonne

“HC” – Heavy Combination – Prime mover with semi-trailer combination

Defence then has a further requirements to identify and operate Commercial Line (CL, white fleet, brought of the shelf) vehicles, General Service (GS, green fleet/ Army special purpose trucks) or buses. Defence denotes this by using a number.

1 is used to identify Commercial Line vehicle's

2 is used to identify General Service (Army/green fleet vehicles)

3 is used to identify it is a bus

3.6.4 ADF Cadets Adults use of Defence vehicles is dependent upon their type of enrolment. Officers of Cadets (OOC) and Instructors of Cadets (IOC) may be granted authorisation to operate Defence vehicles. Defence Approved Helpers (DAH) must not operate a Defence vehicle, however they may be authorised to tow Defence trailers with privately owned vehicles.

3.6.5 The Vehicle Authorisation and Task form ([AD049](#)) is the authorisation for drivers to operate a Defence vehicle. The driver must be in possession of an authorised [AD049](#) prior to driving a Defence vehicle. Drivers must ensure that the [AD049](#) is authorised by an appropriate Authorising Officer.

3.6.6 Authorising Officers must be trained and understand their obligations when signing the [AD049](#) form allowing OOC and IOC to drive military vehicles. Personnel identified as Authorising Officers for the [AD049](#) form must be promulgated in ADF Cadets routine orders or equivalent. It is the Authorising Officer's responsibility to ensure that the driver has the appropriate licence or qualification to operate the vehicle type and that Section 1 of the [AD049](#) form is completed correctly prior to driving a military vehicle.

3.6.7 DGANC, COMD AAC and DGCADETS-AF must ensure ADF Cadets Adults who are responsible for a Defence vehicle:

- a. hold the appropriate and valid State or Territory Driver licence and code for the vehicles they are required to operate during cadet activities
- b. have successfully completed familiarisation training in accordance with the [LVOM](#). Chapter 11 prior to operating Defence Commercial Line (CL) Vehicles or towing CL Trailers. Familiarisation training is not a Defence approved drivers course. Familiarisation training is not permitted on General Service (GS) Vehicles or Trailers
- c. only use vehicles on roads or formed roads appropriate for use in the ADF Cadets activity. Off-road use of Defence vehicles is not permitted. When there is a requirement for IOC or OOC to drive over difficult terrain, they must undergo the appropriate Defence level difficult terrain training and assessment
- d. have a zero blood alcohol level when operating transport during cadet activities
- e. not consume any form of prohibited substance when operating any form of transport during cadet activities
- f. use all Defence vehicles in accordance with the [LVOM](#).

3.6.8 The [LVOM](#) is applicable to all ADF Cadets Adults who are authorised to operate Defence vehicles and includes the following:

- a. Defence plated CL vehicles
- b. Defence hired civilian vehicles
- c. GS vehicle's, limited to LR2 and MR2 variants, operator must have completed Defence approved drivers course
- d. Defence trailers with both Defence and State/Territory plates
- e. use of privately owned vehicles to tow Defence trailers, both Defence and State/Territory plates
- f. additional ancillary equipment is not to be operated, for example, cranes, dump hoist, winches, unless sessioned, exported training has been authorised.

3.6.9 Prior to operating a Defence vehicle, the driver should be conversant with, but not limited to:

- a. an introductory briefing of the [LVOM](#), the ADF Road Transport Exemption Framework (ADFRTEF) and jurisdictional permits if required
- b. daily servicing requirements
- c. operation and location of wheel changing equipment
- d. use of a Defence fuel card
- e. vehicle capacity and load restraint guide. There is to be no unrestrained movement of cadets or other personnel on public roads.

3.6.10 In the event that a Defence vehicle is not available, the towing of Defence owned trailers behind privately owned and plated motor vehicles is permissible in accordance with the ADF Cadets Defence Vehicle Usage Fact Sheet, at Annex A. The ADF Cadets Defence Vehicle Usage Acknowledgement is at Annex B.

3.6.11 ADF Cadets Adults who have previously been granted a Defence licence following completion of an endorsed Defence vehicle training course do not require any further Defence training to drive the class of Defence vehicle they are qualified to operate, but need to ensure that their licence is in date and they are qualified and

current to operate. A record or licence register is to be managed by the respective Cadet Service Headquarters/Directorate.

3.6.12 Navy is acknowledged as providing policy guidance and standards for watercraft and water based cadet activities. All Defence owned and leased watercraft used by ADF Cadets must be used in accordance with Directives and Policy issued by the Chief of Navy.

3.6.13 Army is acknowledged as providing policy guidance and standards for vehicles used during cadet activities. All Defence vehicles owned and leased designed to transport freight and/or passengers including trailers must be operated in accordance with the [LVOM](#).

3.6.14 Air Force is acknowledged as providing policy guidance and standards for aircraft and cadet flying activities. All Defence owned and leased aircraft must be used in accordance with directives and policy issued by the Chief of Air Force.

3.6.15 Defence owned, hired and leased Defence vehicles used during cadet activities to transport ADF Cadets participants and/or unit resources must not be driven by cadets, or community members who are not OOC/IOC.

3.6.16 Personal information may be collected for the purpose of ensuring compliance with the requirements of this policy. Personal information collected on ADF Cadets Adults driving qualifications and licences in accordance with the [LVOM](#) will only be accessed by Defence members and ADF Cadets Adults to determine the suitability of an OOC, IOC or DAH to operate road transport during cadet activities.

PRIVACY

3.6.17 Privacy matters relevant to this policy are to be managed in accordance with [Part,1 Section, 1 Chapter 2](#) and the [Defence Privacy Policy](#).

Annexes:

- A. ADF Cadets Defence Vehicle Usage Fact Sheet
- B ADF Cadets Defence Vehicle Usage Acknowledgement

Accountable Officer: Chief of Personnel

Policy Owner: Head Reserve and Cadet Support Division

ADF Cadets Defence Vehicle Usage Fact Sheet

Guidance for the completion of the ADF Cadets Defence Vehicle Usage
acknowledgement

Who is permitted to complete the acknowledgement?

Only Officers or Instructors of Cadets (OOC/IOC) and Defence Approved Helpers (DAH) are permitted to use Defence road vehicles and trailers, in accordance with Defence policy.

When is this acknowledgment to be used?

When a Defence vehicle is not available and an OOC or IOC, or DAH participating in an ADF Cadets approved activity is required to:

- ☐ drive a privately owned vehicle towing a Defence owned trailer;
- ☐ drive a privately owned vehicle towing a trailer rented or leased by Defence.

Are there circumstances where this acknowledgment cannot be used?

- Yes. ADF Cadets are not permitted to tow a privately owned trailer behind a Defence owned or Defence leased vehicle.

What information do I need to provide?

- OOC, IOC and/or DAH must provide their current drivers licence, vehicle registration and comprehensive insurance policy details such as policy number and insurer details. *A copy of the comprehensive policy is to be made available upon request.*
- The acknowledgment is to be submitted or resubmitted to the relevant ADF Cadets Headquarters:
 - annually or as required - relevant to the arrangements of approved activity ie approval for home garaging is required)
 - when licence's are renewed, licence requirements change or licensee detail change or are updated
 - comprehensive insurance policy is renewed, insurer changes or policy is updated
- The acknowledgement requires OOC/IOC or DAH to understand the Defence Youth Manual guidance requirements for towing Defence owned trailers and Defence leased trailers with private vehicles.

Where do I submit the acknowledgment?

- **The acknowledgment must be submitted to the relevant ADF Cadets Organisation Headquarters prior to the conduct of the activity.** *The acknowledgment and evidence of the applicable insurance policy will be retained and stored in accordance with the Privacy Act 1988.*

Further Information

The ADF Cadets Support Chapters contains guidance relating to use of Defence Vehicles by ADF Cadets. Further information can be provided by the relevant ADF Cadets Headquarters

Acknowledgement – ADF Cadets Defence Vehicle Usage

