

CHAPTER 7

ADF CADETS USE OF DEFENCE VEHICLES

INTRODUCTION

3.7.1 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 [Defence Road Transport Manual](#) (DRTM) 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. [DRTM](#) is to be complied with when operating Defence vehicles.

POLICY INTENT

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

POLICY PRACTICES AND MEASURES

3.7.3 The Director General Australian Navy Cadets and Reserves (DGANCR), 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 [DRTM](#), which outlines their responsibilities when using Defence vehicles.

¹ Licensing:

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

3.7.4 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 may be authorised to tow Defence trailers with privately owned vehicles.

3.7.5 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.

3.7.6 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.

3.7.7 DGANCR, 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 [DRTM](#) 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 [DRTM](#).

3.7.8 The [DRTM](#) 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 vehicles, 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 i.e. cranes, dump hoist, winches: unless sessioned exported training has been authorised.

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

- a. an introductory briefing of the [DRTM](#) and [Defence Road Transport Exemption Framework](#) 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.

3.7.10 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.

3.7.11 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 (HQ).

3.7.12 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.

3.7.13 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 [DRTM](#).

3.7.14 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.

3.7.15 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.

3.7.16 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 [DRTM](#) 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

3.7.17 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 Joint Capabilities (CJC)

Policy Owner: Head Joint Support Services Division (HJSSD)

ADF Cadets Defence Vehicle Usage Fact Sheet

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

The [Youth Policy Manual Glossary](#) provides definitions of terms related to ADF Cadets policies.

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 YOUTHPOLMAN policy 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 YOUTHPOLMAN contains the policy relating to use of Defence Vehicles by ADF Cadets. Further information can be provided by the relevant ADF Cadets Headquarters or by emailing the Youth Directorate at defence.youth@defence.gov.au

Acknowledgement – ADF Cadets Defence Vehicle Usage

I, _____, _____
Full Name *Address*

, make the following acknowledgement:-

1. I am an adult participant of the (ANC, AAC, AAFC) organisation in the position of _____.
2. The relevant cadet organisation headquarters has provided me with adequate knowledge of the requirements set out in the [Defence Road Transport Manual](#) and the ADF Cadets Use of Defence Vehicles policy contained in the [Youth Policy Manual](#) (YOUTHPOLMAN) located on the [YouthHQ](#)
3. As I will be driving a privately owned vehicle towing a Defence owned or hired trailer in support of an approved ADF Cadets activity, I provide the following information in accordance with the references above:
 - a. Current drivers licence number _____ and expiry _____.
 - b. Current vehicle registration number _____ and expiry _____.
 - c. Current comprehensive vehicle insurance policy number _____, policy expiry date _____ and insurance company _____.
4. I acknowledge that:
 - a. I will only use my vehicle if a Defence owned vehicle is not available.
 - b. Defence vehicles and trailers are covered by Defence Insurance, should the drivers insurance not apply if the accident is caused by the trailer itself.
 - c. Payment or reimbursement of tolls may be provided in accordance with individual ADF Cadets procedures.
 - d. If I am required to home garage a Defence owned trailer for the purposes of conducting an ADF Cadet activity, I will seek approval in accordance with individual ADF Cadets procedures and ensure the trailer is garaged in the most appropriate manner available.
 - e. Defence trailers must only be used to transport Defence equipment, or specific equipment related to the ADF Cadets activity being conducted.
 - f. The vehicle to be used for towing, must only be driven on appropriate terrain, must be registered, road worthy and comply with all electrical and safety chain requirements.
 - g. I must have a blood alcohol level of 0.00 when driving a vehicle towing a Defence trailer.

Please contact the relevant ADF Cadets Headquarters for further information regarding the requirements for the use of Defence road transport assets.

Signature: _____ Date: _____

Full name of the person making the acknowledgement: _____