



# 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 transport assets such as vehicles and trailers.

### 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 Cadet Organisation 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 Road Transport Assets by ADF Cadets. Further information can be provided by the relevant Cadet Organisation Headquarters or by emailing the Directorate of Youth at [defence.youth@defence.gov.au](mailto:defence.youth@defence.gov.au)

