

AUSTRALIAN DEFENCE ORGANISATION CADETS USE OF DEFENCE ROAD TRANSPORT ASSETS

INTRODUCTION

1.1 ADF Cadets utilises many forms of transport to deliver the various aspects of Australian Navy Cadets (ANC), Australian Army Cadets (AAC) and Australian Air Organisation Cadets (AAFC) activities.

POLICY INTENT

1.2 This policy outlines the requirements associated with the use of transport during ADF Cadets activities.

POLICY PRINCIPLES

1.3 The principles applicable to this policy are:

- a. Principle 1 – Officers of Cadets (OOC), Instructors of Cadets (IOC) and Defence Approved Helpers (DAH) must exhibit behaviours consistent with the safe, legal and responsible use of all forms of transport.
- b. Principle 2 - All Defence owned, hired and leased transport must be used in accordance with Defence policy.

POLICY PRACTICES AND MEASURES

Principle 1 - ADF Cadets adults members must exhibit behaviours consistent with the safe, legal and responsible use of all forms of transport

1.4 All transport utilised in ADF Cadets activities must have the relevant, current:

- a. road, air or sea worthiness certification;
- b. registration; and
- c. insurances.

1.5 OOC, IOC and DAH must hold the relevant and current licences and qualifications required to operate the specific forms of transport utilised in cadet activities.

1.6 To maximise safety, OOC, IOC and DAH must only utilise vehicles on roads or formed roads appropriate for use in the ADF Cadet activity.

1.7 OOC, IOC, DAH, Defence members must be able to register a zero blood alcohol level when operating transport during cadet activities.

1.8 OOC, IOC, DAH, Defence members must not consume any form of prohibited substance when operating any form of transport during cadet activities.

Principle 2 - All Defence owned, hired and leased transport must be used in accordance with Defence policy.

1.9 OOC, IOC and DAH must use all Defence transport in accordance with the relevant Defence Road Transport Manual (DRTM). This policy is applicable to all members who are IOC, OOC and DAH who are authorised to operate Defence vehicles. This includes the following:

- a. Defence plated Commercial (CL) vehicles
- b. Defence hired civilian vehicles

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c. General Service (GS) B not including their cranes.

1.10 IOC, OOC and DAH who have previously been granted a Defence licence following completion of an endorsed Defence vehicle training course do not require authorisation to drive the class of Defence vehicle they are qualified to operate, but need to ensure that their licence issue date and the class of Defence vehicle they are qualified to operate are recorded with the respective cadet single-Service Headquarters (HQ).

1.11 Authorisation to drive Defence plated CL and GS B Vehicles is to be granted by an 'Authorising Officer'. An Authorising Officer is a currently serving Royal Australian Corps of Transport (RACT) Non Commissioned Officer (NCO), a Transport Manager/Road Movements Officer or an 'approved Defence member or Defence employee' who is a Defence licence holder of the class of Defence vehicle for which authorisation is being granted. Requests to be an 'approved Defence member or Defence employee' are to be raised through the applicable cadet single-Service HQ to their respective Service Chief Driving Instructor/National Manager Transport Training—Navy.

1.12 Navy is acknowledged as providing policy guidance and standards for watercraft and water based cadet activities.

1.13 All Defence owned and leased watercraft utilised by ADF Cadets must be used in accordance with directives and policy issued by Chief of Navy and the procedures.

1.14 Army is the acknowledged as providing policy guidance and standards for road transport utilised in cadet activities.

1.15 All Guidance pertaining to ADF Cadets use of trailers privately hired and towed by a Defence vehicle and/or trailers hired by Cadet Organisation Headquarters or Cadet Organisation units is located on [YOUTH HQ](#).

1.16 In the event that a Defence vehicle is not available guidance is provided in accordance with Minute DLOG-A Minute - Towing Defence owned trailers behind privately owned and plated motor vehicles dated 18 November 2016. The driver's acknowledgement and related fact sheet are located on the [Defence Youth website](#).

1.17 Air Force is acknowledged as providing policy guidance and standards for aircraft and cadet flying activities.

1.18 All Defence owned and leased aircraft must be used in accordance with directives and policy issued by the Chief of Air Force.

1.19 Defence owned, hired and leased road transport utilised in cadet activities to transport ADF Cadets adult members and/or unit resources must not be driven by cadets, or community members.

1.20 Personal information may be collected for the purpose of ensuring compliance with the requirements of this policy.

1.21 Personal information collected on OOC, IOC and DAH driving qualifications and licences IAW Annex 5A of the DRTM will only be accessed by Defence members and ADF Cadets members to determine the suitability of an OOC, IOC or DAH to operate road transport during cadet activities.

1.22 Familiarisation training should be conducted prior to authorisation being granted to an IOC, OOC or DAH to drive Defence vehicles, Refer to Annex 5A DRTM for specific information on familrisation training.

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1.23 Service Chiefs must implement procedures which allow the reporting of any changes to an OOC, IOC and DAH driving qualifications or licences.

1.24 Additional information on the collection, storage, use and disclosure of these records can be found in the Defence Privacy Policy.

RELATED POLICY

Defence

Defence Logistics Manual, Part 2, Volume 8, Chapter 11 – Carriage of Passengers on RAAF Transport Aircraft

Defence Road Transport Manual

ADF Cadets

Australian Navy Cadets (ANC) Procedures - ABR 5128, Chapter 23 – Watercraft

Director General Australian Navy Cadets Directive 12/13 – Revised Management responsibilities for all Commonwealth owned watercraft assets

Australian Army Cadets (AAC) Policy Manual - Volume 3, Chapter 3DRI – Army Cadets Staff and Cadets Driving of Defence Vehicles

Australian Army Cadets (AAC) Policy Manual - Volume 3, Chapter 3TPT – Use of Civilian Transport for AAC Activities

Accountable Officer: Chief Joint Capability

Policy officer: Head Reserve and Youth Division

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