



# AUSTRALIAN ARMY

## ADELAIDE UNIVERSITIES REGIMENT

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Hampstead Barracks, Muller Road, GREENACRES SA 5086  
Tel: (08) 8305 7325 Fax: (08) 8305 7314

AUR 17/10  
AUR 10/03/132

**See Distribution**

### **TRAINEE JOINING INSTRUCTION**

### **C2/MR2 DRIVERS COURSE 200278 SESSION 0232 – 22 MAY – 13 JUN 10**

#### **References:**

- A. Defence Road Transport Instructions (DRTI)
- B. Training Management Plan (TMP) GS Level Modules
- C. Australian State Road Regulations Handbook
- D. Safety Manual 2002
- E. Australian Army Drivers Handbook (LWP-G 4-3-1)
- F. ALTC minute 'Unit Conducted Driver Training'

#### **General**

1. You have been panelled to attend the C2/MR2 Driver's Course which is to be conducted by Adelaide Universities Regiment (AUR). The purpose of the course is to qualify trainees for Defence Licence Codes C2/MR2. If you have been panelled as a reserve, you should be fully prepared to attend the course at short notice.

#### **Instructional aim**

2. The aim of this Instruction is to assist you in your preparation for the course and to advise you of the relevant administrative details.

#### **Course aim**

3. The course aim is to qualify trainees for Defence Licence Codes C2/MR2, in accordance with ref A.

#### **Appointments**

4. The course appointments are:

- a. Chief Instructor (CI): LTCOL S. Ridgway;

- b. Course Manger (CM): CPL K. Scott; and
- c. Driver Testing Officer (DTO): SGT R. Taylor.

### **Conduct**

- 5. The Course will be conducted in the following phases:
  - a. Phase 1 - March in AUR and conduct Documentation;
  - b. Phase 2 - Safe driving area at Woodside Barracks,
  - c. Phase 3 - Difficult terrain driving; and,
  - d. Phase 4 - Public thoroughfare.

### **Course Competency standard**

- 6. The course competencies and training levels are in annex A.

### **Selection criteria standard**

- 7. Trainees are to have a minimum colour perception of '2' (CP2).
- 8. Trainees are to have a current State or Territory driver's licence, not under suspension in accordance with ref A.
- 9. Trainees should have a working knowledge (ie. practical driving experience) of a manual vehicle.
- 10. A detailed knowledge of Australian road rules is necessary to enable trainees to pass a written test during the course.
- 11. If a trainee is assessed as Not Yet Competent (NYC), he/she will be returned to unit (RTU).

### **Qualification criteria**

- 12. In order to qualify, trainees are to be assessed as competent on all competencies in accordance with annex A. The following assessment criteria also apply:
  - a. Trainees are to be given an opportunity for reassessment on all assessments during the conduct of the course;
  - b. If a trainee fails to achieve competence after three or more reassessments, the trainee will be assessed as NYC and is required to attend another course;
  - c. If a trainee fails less than three reassessments, the course is deemed to be incomplete. The trainee is eligible for external reassessment within twelve months;

- d. If the external reassessment/s is/are passed, the trainee is deemed to be fully qualified; and
- e. If the external reassessment/s is/are failed the trainee is required to attend another course.

### **Colour perception**

13. On receipt of this joining instruction each trainee's latest medical assessment should be checked to validate his/her current colour perception standard is a minimum of CP2.
14. The CP check form in annex B to this Joining Instruction is to be completed by the trainee's unit supporting medical staff and handed in on the first day of the course.
15. Those arriving for the course with a lower standard than CP2 will be RTU unless the Chief Driving Instructor - Army (CDI-A) has granted a Wavier.
16. The CDI-A ALTC is the Trade Authority for trade CP waivers for drivers' courses.

### **Medical restrictions**

17. Trainees with a Temporary Medical Restriction (TMR) may attend the course and participate in all instruction and exercises within the limit of their restriction providing they are medically capable of completing the course.
18. Remember, if you attend the course with a medical restriction that would prevent you from completing the course you:
  - a. have taken the place of a fit trainee who could have completed the course, and
  - b. may aggravate your injury.

### **Pre-Course responsibilities**

19. On receipt of this instruction, you are to contact your parent or administering unit to confirm your ability to attend the course and advise of your intended mode of travel.
20. Units are to submit a Student Booking Request (SBR) to PMCC in respect of all trainee movement to and from the course.

### **Reporting**

21. Trainees are to report to CPL K. Scott, at AUR Hampstead Barracks BLD 64-AUR NLT 0715h on 22 May 2010.

### **Dress and equipment**

22. Trainees are to march-in with everything that is required for the course. The dress for march-in is:

- a. DPCU,
- b. Hat KFF, and
- c. Military ID **WILL** be required to gain access to Military bases.

23. Trainees are to ensure that they bring along all dress and equipment required for the duration of the course. The dress and equipment is to be in a good state of repair and in a serviceable condition. All embellishments are to be sewn on and worn IAW the standard laid down in the Army Standing Orders for Dress (ASOD).

24. The dress and equipment that trainees will require is listed in annex C.

### **Alcohol and drugs**

25. There will be no consumption of alcohol during the field phase of the course. Alcohol is not to be consumed in the accommodation block, and a zero blood alcohol reading must be maintained while operating a Defence vehicle. All drivers are to operate defence vehicles IAW ref A. A defence vehicle includes short and long term rental vehicles. Practically personnel should be aware of chapter 5 paragraph 524, Drivers of Defence vehicles:

- a. are not to consume alcohol whilst operating a Defence vehicle;
- b. are to maintain a zero blood alcohol reading if operating a Defence vehicle;
- c. are not to operate a vehicle if they are considered to be under the influence of alcohol or drugs; and
- d. are not to enter a licensed premises whilst on duty except in the performance of duty or to obtain meals.

### **Movements**

26. Parent Units are responsible for the organisation and payment of all trainee movement to and from the course.

27. All trainees will be released for RTU by 1500h 13 June 2010. Flights are not to be booked before 1500h.

### **Excess baggage**

28. There is no entitlement to excess baggage and any claims for excess baggage will not be paid.

### **Pay and allowances**

28. AUR will organise payment of ARTS and Field Allowance for all trainees. Trainees from external units are to ensure that their Pay Rep transfers their details via the CENRES Pay Network to the following:

AUR Pay Station: 6665600

AUR Activity Code: 24SJ

Any enquiries in relation to Army Reserve Pay is to be directed to the AUR Pay Cell on (08) 8305 7329.

### **Documentation**

29. Units are to ensure trainees report with the following documents:
- a. Medical documentation (PM4);
  - b. Printout of ADO Service Record; and
  - c. Medicare Card or Card Number.

### **Mandatory training**

30. On march-in, all Trainees are to supply evidence that they have completed all mandatory training, including suicide awareness, code of conduct, equity and diversity (including Fair Go) and OH&S in the current calendar year, and that the training was conducted at their unit. If not, they will be required to complete the AUR package on day one of the course.
31. The sighting of the AUR mandatory training proforma whilst on course does not negate the member's responsibility to complete the required mandatory training within their own unit or formation.

### **Questionnaire**

32. The questionnaire in annex D is to be filled in and handed to the Course Manager on march-in.

### **Personal administration**

33. Prior to the course, trainees are to ensure that all personal administration such as banking, registration, rent payments, car payments etc., are complete, as there will be no time during the course to take care of these matters.

### **Centrelink**

34. Units are to provide trainees with a training notice (if required) at least five days prior to the course. It is the trainee's responsibility, if in receipt of Centrelink payments, to notify their Centrelink office **before** attending the course to ensure continuation or cessation of social security payments.

### **Course accommodation**

35. Trainees are required to live-in at Keswick barracks for the duration of the course. Bookings are to be made through the course manager. Trainees who would like to request to live out are to contact the CM for approval. Transport will be departing Keswick at 0715h each morning.

## **Postal and telephone**

36. **Address:** (Regimental Particulars)  
C2/MR2 Drivers Course  
C/- AUR  
Hampstead Barracks  
Muller Road  
GREENACRES SA 5086

37. **Telephone:** Duty Officer mobile: 0428 415 915  
AUR Customer Service Point (CSP): (08) 8305 7300  
OPSWO WO2 D. Cartwright: (08) 8305 7318  
Course Manager CPL K. Scott: 0402 190 952

## **Facilities**

38. There are facilities available for the purchase of soft drinks and confectionery within the base.

39. Laundry facilities are located within the accommodation block, members are required to supply their own laundry powder.

## **Leave**

40. Trainees will be permitted to take local leave when the course program permits. Leave may be granted for the following periods of time by the appropriate approving authorities:

- a. Up to 3 hours - Course Manager.
- b. 3 to 12 hours and/or overnight - SI.

## **Early March Out / Removal of Trainees**

41. Approval to march-out early or to be removed from the course may only be granted or actioned by the CI AUR. Early march-out or removal from the course will occur under the following circumstances:

- a. unsatisfactory progress including failing competencies,
- b. compassionate reasons,
- c. at own request,
- d. medical reason, and
- e. disciplinary reasons:

(1) although the list of offences is not exhaustive a trainee may be removed from the course if found guilty of:

- (i) theft,
- (ii) assault or violent behaviour,
- (iii) insubordination,
- (iv) failure to comply with security policy,
- (v) offences relating to alcohol abuse or consumption where prohibited,
- (vi) AWOL, and/or

(2). disobeying lawful commands.

### **Civilian Vehicles**

42. Trainees bringing private vehicles to the course are to park them in the car park located in the designated parking area within Hampstead Barracks.

### **Additional Information**

43. Points of Contact for AUR driver training are as follow:

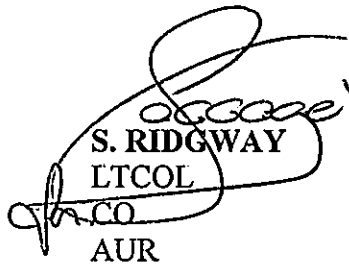
- a. Trainee panelling authority (NIPA) (03) 5258 0641;
- b. OPSWO – WO2 D. Cartwright (08) 8305 7318;
- c. OPSO - MAJ Babbage (08) 8305 7321;
- d. Course Manager CPL K. Scott (08) 8305 6878 or 0427 333 152.

44. Additional Information can be found on the following web sites, located at <http://intranet.defence.gov.au/armyweb/Sites/AUR/> <http://internet.defence.gov.au/armyweb/Sites/AUR/>. These sites include:

- a. the unit location,
- b. trainee survival guide,
- c. RCC/RPL Policy, and
- d. further unit contact details.

## Conclusion

45. Trainees attending courses conducted at AUR are expected to display the behaviour and standards of professional soldiers. Accomplishment will depend on both individual and team effort. You must ensure that you are prepared, both mentally and physically, to gain maximum benefit from the course.

  
S. RIDGWAY  
LTCOL  
AUR

Ph: (08) 8305 7320

08 March 2010

### Annexes:

- A. Course Competencies and Training Levels
- B. CP Check Form
- C. Dress and Equipment
- D. Questionnaire

### Distribution:

External :  
1 Per Trainee Unit (Attention: Unit POC)

Internal:  
OPSWO

ES MAR10  
AFR

**COLOUR PERCEPTION**

**To be completed by unit medical staff.**

PMKeys No: \_\_\_\_\_ Service No: \_\_\_\_\_ Worn Rank: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Initials: \_\_\_\_\_

Surname: \_\_\_\_\_ Corps: \_\_\_\_\_

Current CP \_\_\_\_\_

**Medical Staff:**

Signature: \_\_\_\_\_ Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Date \_\_\_\_\_

**To be completed by trainees unit staff if a wavier is required.**

**If a CP3 Wavier is Required** Has the Wavier been Granted by CDI Army Yes / No

Wavier Authority Reference: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_

Place of Assessment: \_\_\_\_\_

Assessment Conducted by: \_\_\_\_\_

Signature of member conducting check or assessment: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**DRESS AND EQUIPMENT**

SERIAL	EQUIPMENT	QTY	REMARKS
1	Hat khaki fur felt	1	All trainees regardless of Corps
2	Hat utility DPCU	1	
3	Shirt DPCU	3	With name tags and badges
4	Trousers DPCU	3	
5	Sweater DPCU or Equivalent	1	With name tags and badges
6	Boots GP	1	
7	Socks woollen khaki	3	
8	Basic webbing	set	NOT REQUIRED
9	Knife fork spoon set	1	
10	Pan set messing	1	
11	Sleeping bag cold weather	1	
12	Hootchie	1	
13	Coat DPCU (Japara) or Equivalent.	1	
14	Liner coat	1	
15	Torch AA size	1	
16	Knife pocket clasp	1	
17	Towel bath	2	
18	PT-Attire	QTY	
19	Thongs	1	For showers
20	Civilian Attire	QTY	
21	Personal toiletries	Qty	
22	Padlocks	1	
23	Washing powder	Qty	
24	Clothes pegs	Qty	
25	Alarm clock	1	Optional
26	Note book/paper	Qty	
27	Ball point pens/Pencils/Eraser/Ruler	Qty	
28	Coveralls	1	Member own unit to supply
29	Safety gloves/Riggers Gloves	Pr	Member own unit to supply
30	Safety Glasses	Pr	Member own unit to supply
33	Camel back or equivalent	2 lt	Or water bottles

**Notes:**

1. T-shirts are to be plain and without obscene or suggestive motifs.

**PERSONAL DATA SHEET AND QUESTIONNAIRE**

Service No \_\_\_\_\_ PMKeys No \_\_\_\_\_ Worn Rank \_\_\_\_\_

First Name \_\_\_\_\_

Middle Initials \_\_\_\_\_ Surname \_\_\_\_\_

Corps \_\_\_\_\_

Date of Birth \_\_\_\_\_

Place of Birth (If Australia Include State) \_\_\_\_\_

Residential Address

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

**Unit Information:** (as per Unit Establishment Table)

Unit Title

Postal Address

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

Functional Command (circle):

Defence HQ / Army Office / Land / Training / Support / Special Forces

**NOK Details:** (for NOTICAS register)

NOK First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_

Residential Address

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

NOK Telephone No's

Work: ( ) \_\_\_\_\_

Home: ( ) \_\_\_\_\_

Mobile: ( ) \_\_\_\_\_

**Additional NOK Details:**

NOK First Name \_\_\_\_\_ Surname \_\_\_\_\_

Relationship \_\_\_\_\_

Residential Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Post Code \_\_\_\_\_

NOK Telephone No's

Work: ( ) \_\_\_\_\_

Home: ( ) \_\_\_\_\_

Mobile: ( ) \_\_\_\_\_

**Service Details:**

Substantive Rank \_\_\_\_\_ Date Substantive \_\_\_\_\_

Length of Service \_\_\_\_\_ (yrs) \_\_\_\_\_ (mths) Time in Rank- \_\_\_\_\_ (yrs) \_\_\_\_\_ (mths)

Orders, Decorations, Citations, Commendations, Awards and Medals: (list)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Religion \_\_\_\_\_ PES \_\_\_\_\_ ECN \_\_\_\_\_

Categorisation (circle): MWD (Member with dependants) / MWOD (Member without Dependants) / MWD/S (Member with dependants seperated)

**Regimental particulars and Post-Nominals of:**

CO/OC \_\_\_\_\_ Ph No \_\_\_\_\_

RSM/CSM \_\_\_\_\_ Ph No \_\_\_\_\_

**Drivers Courses:**

What other Military Licences do you hold? (circle)

None / C 2 / MR2 / HR2 Other:

Have you attended a Drivers Course before? YES / NO

**Civilian Licence Details:**

State \_\_\_\_\_

Codes \_\_\_\_\_

Spectacles Y / N \_\_\_\_\_

Expiry Date \_\_\_\_\_

On what date were you aware that you were to attend this course? \_\_\_\_\_

On what date did you receive this instruction? \_\_\_\_\_

Do you wish to attend this course? YES / NO

(if 'No' state your reasons below)

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**Medical Restrictions:**

Do you have a temporary or permanent Medical Restriction? YES / NO

TMR / PMR

(if 'YES', list below and include effective date from)

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**Personal Problems:**

Are there any reasons, personal or administrative, which may prevent you from completing this course? Give a brief explanation. (Your answer will be in confidence)

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Are you a volunteer to attend this course? YES / NO

Finally read back over this Personal Data Sheet and Questionnaire carefully to ensure all information supplied is correct.

### Units of Competency

- AURT217766A - Remove, inspect, repair and fit tyres and tubes (light)
- AURT217966A - Remove, inspect, repair and fit tyres and tubes (heavy)
- AURT217665A - Remove, fit and inspect wheel assemblies
- DDDADRVR226A - Repair and Splice Rope
- TDTE1801A - Maintain freight records
- TLIF107C - Follow OH&S procedures
- TLIF1007C - Apply fatigue management strategies
- TLIC107C - Drive vehicle
- TLIC307C - Drive medium rigid vehicle
- AURT337119A - Drive and manoeuvre trailer(s)
- TLIF1307C - Coordinate breakdowns and emergencies
- TLII907C - Provide on-board services to customers
- TLID107C - Shift materials safely using manual handling methods
- TLIA107C - Secure cargo
- TLID407C - Load and unload goods/cargo
- PUADEFTP002A - Operate a vehicle at night
- DDDADRVR206B - Navigate from a Vehicle With the Aid of a Topographical Survey Map
- TLIH107D - Interpret road maps and navigate pre-determined routes
- TLIB407C - Carry out vehicle inspection
- TLIB2807B - Maintain and use hand tools
- TLIB307C - Carry out vehicle servicing and maintenance
- TLIB707C - Carry out maintenance of trailers
- TLIB807C - Carry out inspection of trailers
- DDDADRVR128A - Apply Defensive Driving Techniques
- TLIE1807B - Maintain freight records
- TLIE407C - Prepare workplace documents
- TLIF607C - Apply accident-emergency procedures
- PUADEFTP003A - Operate a vehicle over difficult terrain
- TLIU707B - Care for the environment