DEFENCE ROAD TRANSPORT MANUAL

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Department of Defence
CANBERRA ACT 2600

16 November 2017
DEFENCE ROAD TRANSPORT MANUAL

Date issued: Nov 17
Issued by: Angus J Campbell, AO, DSC, Lieutenant General, Chief of Army
Document management: This manual will be reviewed three years from the date of issue, but sooner if necessitated by business requirements and to ensure it continues to meet the intent of Defence policy.
Policy domain: Military Enabling
Accountable officer: Vice Chief of the Defence Force
Policy owner: Chief of Army
Policy contact: Staff Officer Grade One Logistic Framework, Directorate of Logistics—Army. Telephone: 02 6266 4956
Purpose: This manual sets out the Defence Road Transport policy. It establishes an enterprise wide system of control, through regulations for the management of vehicle operations, driver training and the risks in the achievement of road transport functions required by Defence. It informs actions and decision, on the nature and scope of employment of vehicles including but not limited to: responsibilities, legislative requirements, documentation, utilisation, carriage of personnel, training of personnel and the Defence B vehicle licence system. The Defence Road Transport Manual provides the framework and the policies and procedures that guide Defence personnel to make informed decisions that comply with relevant Commonwealth and State Territory legislation.
Structure: See contents
Cancellation: Defence Road Transport Manual 2013
Definitions: Definitions that apply to this manual are in the definitions annex or Glossary of Terms.
Scope and applicability:

This manual is an administrative policy framework document (framework document) and applies to all Defence personnel. The terms of a relevant contract may extend the application of this manual to a contractor, consultant or outsourced service provider. The Secretary and the Chief of the Defence Force require Defence personnel to comply with provisions in manual unless the particular circumstances warrant departure from the provisions. Some provisions in policies and manuals support Defence personnel to comply with obligations that exist in applicable laws, the Defence Enterprise Agreement, directives and determinations issued under the Public Service Act 1999 or the Defence Enterprise Agreement, or in Defence Instructions. Defence personnel must not depart from the manual or policy provisions in a way that would result in any breach of applicable laws, the Defence Enterprise Agreement, directives and determinations issued under the Public Service Act 1999 or the Defence Enterprise Agreement or this manual.

When considering a possible departure from a manual the Secretary and the Chief of the Defence Force require Defence personnel to:

a. consider whether the proposed departure would be inconsistent with applicable laws, the Defence Enterprise Agreement, directives and determinations issued under the Public Service Act 1999 or the Defence Enterprise Agreement or in Defence Instructions. If yes, the departure is not permitted.

b. consider whether a proposed departure from the provisions is reasonable and justified in the circumstances and will produce a better outcome for Defence;

c. consult their supervisor, wherever practicable, about a proposed departure— a properly informed decision also involves consulting the policy owner; and

d. be responsible and accountable for the consequences of departing from, or not adhering to, the content of a manual including where such departure or non-adherence results in a breach of applicable laws or leads to adverse outcomes for Defence.

Defence personnel may be subject to performance management, administrative action, or in some circumstances disciplinary action, where decisions or actions that depart from, or do not adhere to, manual provisions involve serious errors of judgement.

Failure to adhere to administrative policy may result in a breach of legislation or other legal requirement and sanctions under that legislation may apply.
Defence personnel who are authorised by the Secretary to execute contracts on behalf of the Commonwealth should consider whether there is a specific and documented reason to include in the terms of a contract the requirement for contractors, consultants and outsourced service providers to comply with the provisions of this manual and, if so, include such terms.
Chapter 1 - INTRODUCTION

INTRODUCTION

1.1 The Defence (Road Transport Legislation Exemption) Act 2006 (the Legislative Exemption Act) necessitated the standardisation of many aspects of road transport management and operating procedures for Defence. The Legislative Exemption Act, in conjunction with Defence restructuring, has presented the opportunity to consolidate Defence policy on road transport and single-Service instructions applicable to road transport activities.

1.2 Policy and procedures for the management and operation of Defence B vehicles in Defence are now contained in the Defence road transport manual (DRTM).

POLICY STATEMENT

1.3 Defence is responsible for ensuring the management and operation of Defence vehicles accords with safe practices and prescribed legislation and regulations.

SCOPE

1.4 The DRTM applies to all Defence personnel, contractors, consultants or outsourced service providers, as defined in Annex A, who in the course of their duty are responsible for the management, supervision, control, operation and maintenance of Defence B Vehicles.

1.5 The DRTM provides Defence policy and procedures on the safe operation of all Defence B Vehicles (hereafter referred to as Defence vehicles) which are defined as road transport vehicles designed to transport freight and/or passengers, their variants and derivatives. This includes all protected mobility vehicle variants that are not designed specifically as fighting vehicles. The DRTM also includes guidance for other Defence vehicles, including armoured fighting vehicles (AFV), material handling equipment (MHE), plant, amphibious watercraft, etc when operating on public roads.

1.6 Guidance for the operation of non road transport vehicles at other times are contained in:

   a. Army Standing Orders for Vehicle Operators (SOVO), Volume 1—‘A Vehicles’, which covers the operation of all AFVs, their variants and derivatives

   b. Army Standing Orders for Vehicle Operators (SOVO), Volume 3—‘C and D Vehicles’, which covers the operation of all mobile items of engineer plant, earth moving and MHE

   c. Army Standing Orders for Vehicle Operators (SOVO), Volume 4 – Watercraft

   d. Army Standing Orders for Vehicle Operators (SOVO), Volume 5 – Special Operations Vehicles

   e. Defence Explosive Ordnance Publication 101, which covers the operation of all vehicles and MHE in explosive ordnance facilities.

1.7 Defence personnel are to ensure that the obligation to comply with the DRTM (as amended from time to time) and the Defence Road Transport Exemption Framework (DRTEF) are incorporated as a term in any contract with contractors, consultants and outsourced service providers who use Defence vehicles and/or are responsible for the management, supervision, control, operation and maintenance of Defence vehicles.

1.8 Drivers of Defence vehicles must comply with State and Territory laws, traffic regulations and the DRTEF unless specific exemption have been granted in accordance with Chapter 3—‘Legislation’.

1.9 All other relevant legislative matters are detailed in Chapter 3.

1.10 Where a Defence Official’s actions constitute a breach of Australian, State or Territory Laws, as listed in Chapter 3, action may be taken in accordance with those laws.

1.11 Procedural fairness. In the application of policy contained in the DRTM, decision makers are reminded that procedural fairness must be afforded to Defence personnel prior to adverse administrative action being imposed. Procedural fairness is to accord with the principles and procedures outlined in Australian Defence Force publication 06.1.3—Guide to Administrative Decision-Making or the Decision-maker’s handbook for personnel-related decisions, as appropriate.
DEFINITIONS

1.12 Definitions that apply to this manual are set out in Annex A.

AUTHORISATIONS

1.13 The CA, Director General Logistics - Army, Director Logistics - Army and the SO1 Logistic Framework are authorised to amend the structure and content of DRTM in accordance with the evaluation and review delegations.

ROLES AND RESPONSIBILITIES

1.14 The CDF is responsible to the Minister for Defence for the conduct of Defence road transport operations.
1.15 The Vice Chief of the Defence Force authorises the CA to be responsible for Defence road transport policy. That responsibility includes maintaining the currency and validity of the DRTM.
1.16 Details of all other roles and responsibilities are detailed in Chapter 2—‘Roles and responsibilities’.

RELEASE DATES

1.17 The release dates that apply to this manual are in Annex B.

STRUCTURE

1.18 The DRTM comprises 17 chapters as follows:

a. Chapter 1—‘Introduction and applicability’. This chapter outlines the intent of the DRTM and explains the legal context and applicability of the DRTM to those Defence personnel who in the course of their duty are responsible for the management, supervision, control, operation and maintenance of Defence vehicles.

b. Chapter 2—‘Roles and responsibilities’. This chapter provides a detailed understanding of the various roles and responsibilities of those Defence personnel who in the course of their duty are responsible for the management, supervision, control, operation and maintenance of Defence vehicles.

c. Chapter 3—‘Legislation’. This chapter outlines the legislative context of the DRTM. It details relevant road transport legislation and describes the DRTEF. Specific exemptions from Commonwealth, State and Territory Laws are provided and the chapter also addresses exemptions that are no longer applicable.

d. Chapter 4—‘Vehicle documentation’. This chapter describes the documentation and recording procedures for control of Defence vehicles, including the requirements for authorising the use and tasking of Defence vehicles. Vehicle accident report documentation is described, a list of documents required to be carried in Defence vehicles is provided and both generic and single-Service documentation is detailed.

e. Chapter 5—‘Use of Defence vehicles’. This chapter contains considerable detail on the use of Defence vehicles. It provides direction on who may be authorised to operate Defence vehicles, allocation of vehicles to tasks (e.g. use between private residences and places of duty, including home garaging), driver and passenger responsibilities [i.e. blood alcohol levels, use of prohibited substances, wearing of seatbelts, dress and discipline], safety considerations [i.e. speed, night fighting equipment and blackouts, fatigue management and fire precautions] and the use of motorcycles, utility carts and all-terrain vehicles. Chapter 5 also addresses operation of protected mobility vehicles, use of Defence vehicles for non-military tasks, use of Defence emergency vehicles, operation of ancillary equipment, difficult terrain driving and crossing of water obstacles.

f. Chapter 6—‘Movement of personnel in the rear of Defence vehicles’. This chapter outlines requirements for carriage of personnel in Defence vehicles, or part thereof, which do not provide forward facing seating, seatbelts and rollover protection. It also describes authorised movement in relation to the movement types and provides direction for occasions at which unrestrained passenger movement may occur.
Chapter 7—‘Loading of Defence vehicle and trailers’. This chapter details the vehicle and load limitations, cargo loading responsibilities and loading specifications which Drivers are to observe when driving Defence vehicles. It also addresses mass and dimension exemptions, permits and placarding of vehicles.

Chapter 8—‘B Vehicle servicing, inspection, repair and maintenance’. This chapter outlines daily and periodic servicing requirements and describes technical classification, technical and non-technical inspection regimes and reporting of defects. The chapter also outlines grades of repair, management of vehicles under warranty and the process of minor repair requisition. It also addresses restrictions on driver maintenance, maintenance of vehicle equipment, safety precautions for tyres with split or locked rims and vehicle cleaning requirements.

Chapter 9—‘Recovery and towing of Defence vehicles, trailers and equipment’. This chapter outlines requirements for winching and towing operations, management of passengers and cargo from casualty vehicles, recovery of commercial line vehicles and towing of trailers and artillery equipment. Safety procedures, including hand signals, for winching operations and the maximum speed limits for towing artillery equipment is also detailed.

Chapter 10—‘Road safety, accidents, reporting of accidents and inquiries’. This chapter outlines the responsibilities of individuals in relation to road safety, vehicle accidents and reporting and inquiries. It explains the immediate actions to be taken by drivers and transport managers and details mandatory documentation and management requirements. The chapter also provides guidance on such matters as administrative inquiries, liability, legal support, discipline and administrative action against Defence members, compensation and settlement of claims involving civilian vehicles.

Chapter 11—‘Selection and training of personnel to operate Defence vehicles’. This chapter outlines driver categories, selection of drivers, driver medical standards, training and testing authorities and training of drivers, including types of training and recognition.

Chapter 12—‘Driver’s licences and associated documentation’. This chapter addresses all matters pertaining to licensing. It details the licence types, procedures for issuing Defence licences and the occasions licences are to be reviewed, including matters pertaining to suspension and cancellation of licences. Licence transfer procedures, management of driver’s logs and the issuing of safe driving certificates are also described.

Chapter 13—‘Designation, Colour, Markings and Accessories for Defence Vehicles’. This chapter outlines the means by which Defence standardises the image of Defence vehicles. The chapter includes guidance on vehicle designations, painting, signs and decals, Star plates and car flags and vehicle marking for operations.

Chapter 14—‘Defence road movement planning and convoy operations’. This chapter provides guidance for the effective planning and execution of road transport tasks and convoy operations. It describes how road movement activities should be analysed and executed including, the appointment of Convoy Commanders, groupings and planning considerations including speed, distance, duration, discipline and briefings.

Chapter 15—‘Security and storage of Defence vehicles and cargo’. This chapter includes information pertaining to precautions against theft of Defence vehicles, garaging on bases and at private residences, management of general service (GS) vehicles during overnight stops and security of cargo including weapons and explosive ordnance. It also provides guidance on carriage of weapons in relation to movement types, security of AFV being transported on B Vehicles and procedures involved in loss of vehicles, stores or equipment.

Chapter 16—‘Transportation of Defence vehicles’. This chapter provides guidance on the preparation of Defence vehicles for transportation and references for dispatch of vehicles by rail, sea and air.

Chapter 17—‘B Vehicles publications’—reference list. This chapter provides a source of references to publications, instructions and orders relating to the operation of Defence vehicles.

IMPLEMENTATION

1.19 DRTM 2018 and the release of its associated processes replaces DRTM 2017.

APPLICATION AND COMPLIANCE

1.20 Defence personnel and contractors must operate Defence vehicles and equipment in accordance with the relevant legislative framework, regulations, the Defence Road Transport Exemption Framework (DRTEF), the DRTM and related policies including the Army Standing Orders for Vehicle Operation (SOVO) and the Defence Explosive Ordnance Publication 101. Related legislation and policy is detailed in DRTM Chapter 1 – Introduction and Applicability, and 3 – Legislation. All groups and services must ensure that appropriate arrangements and adequate resourcing are in place to enable the procedures outlined in the DRTM to
be effectively implemented. Mandatory requirements in the DRTM are described through the use of mandatory language such as ‘must’ and ‘must not’. Commanders and managers are responsible for the implementation of safe road transport practices in their military or business units and, through contractual provisions, the implementation of policy by external service providers with whom they have a contractual relationship. Defence personnel may be subject to performance management, administrative action, or, in some circumstances, disciplinary action where their decision to depart from manual or policy provisions involves serious errors of judgement.

1.21 Where Defence personnel consider the application of the interim Instruction or DRTM would produce an unintended or undesirable consequence, they should inform their supervisor about the issue to have the matter resolved with the policy owner. In the event that the DRTM duplicates or is in conflict with material contained in another document intended for the internal administration of Defence, the mandatory provisions in Defence Instructions will prevail.

1.22 The DRTM applies to all Defence members for all activities conducted domestically, including exercises and in operational deployed areas. If a deviation from DRTM is required for a specific activity or operation, by the chain of command, this must be advised through a formal Risk Assessment authorised by an appropriate commander. All activity participants are to be advised of the elements of the endorsed deviation prior to the commencement of the activity. The DRTM sponsor contact is also to be provided with a copy of the endorsed Risk Assessment prior to the activity commencing.

MONITORING AND REPORTING

1.23 DGLOG–A has overall responsibility for monitoring DRTM processes on behalf of the VCDF. Under CA direction, DGLOG–A maintains the DRTM policy based on information provided by the groups and services. This allows for regular reporting on the status of road transport operations.

1.24 If a deviation of DRTM is identified and endorsed via a Risk Assessment, the unit must retain an electronic copy in the Defence Record Management System. This risk assessment is to be retained for activity review and auditing purposes.

EVALUATION AND REVIEW

1.25 The DRTM will be reviewed on a three yearly basis by a working group representing the groups and services. Logistic framework will initiate and management the working group in order to produce effective outcomes and policies for the management of Defence road transport capability.

1.26 Annual evaluations of content and the provision of immediate amendments will be undertaken as required, to update policy and procedures. An amendment to DRTM outside the three year review term will require a DRTM Amendment Application.

1.27 In order to ensure continuous improvement in vehicle operations, the following delegations are authorised to amendment DRTM:

a. **SO1 Logistic Framework, level 1 - basic amendments.**

   This level addresses basic typographical and grammatical errors, changes to chapter layout, updating of referencing and technical information. Consultation with stakeholders is not required.

b. **Director Logistics - Army, level 2 - minor content amendment.**

   This level addresses identified issues outside basic amendments, making changes to content without significant changes to context. This may include changes arising from amendment to legislation, standards, or findings from data analysis. These changes will not have any significant flow on effects that require the use of additional resources below service headquarters level. Consultation with affected stakeholders is required.

c. **Director General Logistics - Army, level 3 - medium content amendment.**

   This level includes significant chapter re-writes following major changes to legislation, introduction of new capabilities, major safety incident investigation recommendations, or Comcare enforcement action. It includes any instances where significant additional resources are required below service headquarters level. Consultation with all stakeholders is required.

d. **Chief of Army, level 4 - major content changes.**

   This level includes major re-writes of two or more chapters of DRTM, a specified review of the DRTM (periodic or incident based), or the amendment of significant sections of Commonwealth legislation. Consultation with all stakeholders is required.
Proposals for amendment of Defence Road Transport Manual (DRTM) are to be sent via the feedback option or forwarded by email to the Chief Driving Instructor - Defence, Logistic Framework, Directorate of Logistics AHQ.

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Annexes
A. Definitions

B. Release dates
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CHAPTER 1 ANNEX B - RELEASE DATES

STRUCTURE AND RELEASE DATES FOR DEFENCE ROAD TRANSPORT MANUAL

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Chapter 2 - ROLES AND RESPONSIBILITIES

INTRODUCTION

2.1 The Work Health and Safety Act 2011 (http://www., https://www.legislation.gov.au/Details/C2011A00137) (WHS Act) imposes 'primary duty of care' obligations on a Person Conducting a Business or Undertaking (PCBU), 'due diligence' obligations on officers and specific workplace obligations on workers in respect of work health and safety. The WHS Act provides a framework within which PCBUs, officers and workers cooperate to address work health and safety issues. The Chief of the Defence Force (road transport CDF) and the Secretary act on behalf of the Commonwealth PCBU and are also 'officers' of the PCBU under the terms of the WHS Act. Commanders and managers act on instructions from officers of the PCBU.

2.2 The Defence Work Health and Safety Manual (Defence WHS Manual) (formerly SAFETYMAN), directs that commanders, managers and supervisors hold delegated authority over day to day activities across Defence and have a responsibility to support 'officers' of the PCBU in meeting their 'due diligence' requirements. They are responsible for taking all reasonably practicable steps (as defined in the WHS Act) to protect the health and safety at work of Defence Personnel. The Defence Road Transport Manual (DRTM) is designed to assist commanders/managers in their discharge of the above duties.

2.3 The aim of Chain of Responsibility (COR) is to ensure everyone in the supply chain shares responsibility to avoid breaches of the Heavy Vehicle National Law (HVNL). Under COR laws if your role is named as a party in the chain of responsibility and you exercise (or have the capability of exercising) control or influence over any transport task, you have a responsibility to ensure the HVNL is complied with; where exemptions are not in place through the Defence Road Transport Exemption Framework (DRTEF).

2.4 The law recognises that multiple parties may be responsible for offences committed by the drivers and operators of heavy vehicles. A person may be a party in the supply chain in more than one way.

ROLES AND RESPONSIBILITIES

Vice Chief of the Defence Force

2.5 The Vice Chief of the Defence (VCDF) is the accountable officer for the conduct of Defence road transport operations.

Chief of Army

2.6 The VCDF authorises the Chief of Army (CA) to be responsible for Defence road transport policy. That responsibility includes maintaining the currency and validity of the DRTM.

Chief of Navy

2.7 Commodore Support Fleet Headquarters is responsible on behalf of the Chief of Navy for providing Navy input to Defence road transport policy.

Chief of Air Force

2.8 Director-General Air Command Operations is responsible for driver related training policy on behalf of the Chief of Air Force.

Director General Logistics - Army

2.9 The Director General Logistics - Army is responsible for the development of the Defence policy in relation to road transport law, and its applicability to Defence capability and activities. Under CA direction, DGLOG–A maintains the DRTM policy based on information provided by the groups and respective services.

Land Systems Division, Capability Acquisition and Sustainment Group

2.10 Land Systems Division (LSD) Capability Acquisition and Sustainment Group (CASG) is responsible for the procurement of vehicles under the major capital equipment program and planning for their subsequent introduction into service. When designing, specifying and procuring vehicles Project Officers should ensure, as far as possible, that vehicles comply with Australian Design Rules.

2.11 Project Officers should contact Joint Logistic Command (JLC), Strategic Logistics Branch (SLB), Deputy Director National Logistics—Land to ensure that procured vehicles meet legislated weights and dimensions prior to entering into a contract for vehicles that may otherwise be unable to operate on Australian public roads.
2.12 LSD is also responsible for overall fleet management of all Defence vehicles. Responsibilities include:

a. procurement of vehicles under the minor capital equipment program
b. coordination of the Commercial Vehicle Management Program
c. the development of vehicle maintenance policy
d. acting as the configuration manager and hence the Design Acceptance Authority for vehicle modifications
e. control of vehicle number plates
f. coordination of vehicle disposal
g. oversee the provision of fuel card management services by sgfleet, under the Fleet Management and Leasing Services Contract

Training Authority Maritime Logistics and Health

2.13 The Director, Training Authority Maritime Logistics and Health is responsible for the management, conduct and evaluation of Defence driver training conducted by Training Authority Maritime, Logistics and Health (TA–MLH).

Army Logistic Training Centre

2.14 The Commandant, Army Logistic Training Centre (ALTC) is responsible for the management, conduct and evaluation of Defence driver training conducted by ALTC.

Air Force Training Group

2.15 The CDR AFTG is responsible for the management, conduct and evaluation of Defence driver training conducted by AF units.

SO1 Logistic Framework, Directorate of Logistics - Army

2.16 The Staff Officer Grade One (SO1) Logistic Framework, Directorate of Logistics - Army is:

a. the content manager for the DRTM
b. responsible on behalf of CA for road transport policy
c. the principal Defence advisor on road transport issues.

2.17 The SO1 Logistic Framework is assisted in the execution of these responsibilities by the Chief Driving Instructor—Defence (CDI-D) and Defence Heavy Vehicle Management Cell (DHVMC).

Defence Heavy Vehicle Management Cell

2.18 The DHVMC is a centralised road network management cell (Road Safe Cell) that takes responsibility and oversight of road worthiness systems, transport policy, active management of the approved network and heavy vehicle operations. (Managing the Defence Heavy Vehicle Fleet Stakeholder WG 20 Feb 18). The Cell's main responsibilities will be to:

a. maintain and update Defence Policy, Processes and Procedures to ensure it is aligned to HVNL, Workplace Health & Safety Law, the DRTEF and other relevant state and territory road regulations
b. collect necessary data and institute regular reporting to support fulfilment of COR requirements
c. regular Heavy Vehicle Management and Operations reporting to Executive/Senior Committee(s) and the Defence Heavy Vehicle Working Group that enables COR requirements to be fulfilled
d. provide SME advice (in person and remotely) for AG-A Compliance and Assurance checks and/or Fuel Services Branch Program to ensure compliance with Heavy Vehicle Policy, Processes and Procedures
Trade Testing Authority

2.19 The Chief Instructor (CI) of the Army School of Transport (AST) (Army), Director Training Authority (DTA) Maritime Logistics and Health (Navy) or Director of Logistics Headquarters Air Command (HQAC) (Air Force) is the trade testing authority for the relevant Service B Vehicle training (excluding training conducted by contractors, consultants and outsourced service providers) and, is responsible for:

a. the conduct of all Defence conducted driver training
b. the training of all Defence Driver Testing Officers (DTO)
c. requalification training of all DTO
d. the suspension or cancellation of DTO qualifications when qualification currency lapses, where competencies are not met or where there is disregard for training and assessment procedures.

2.20 The CI AST is assisted in the execution of these responsibilities by the CDI–Army.

Chief Driving Instructor—Defence

2.21 The CDI–D is the Defence senior adviser for driver training, general vehicle operations, including the Defence licence. The CDI–D is responsible for the day-to-day provision of advice to all Defence agencies on the DRTM, DRTEF, driver training and the operation of A, B, C and D vehicles on public road networks. The CDI–D is assisted in the execution of these responsibilities by the respective individual Service Chief Driving Instructors. The CDI-D is to represent Defence at civilian industry road transport and relevant logistics forums. The Defence licence format is also the responsibility of the CDI-D.

Chief Driving Instructors—Army, Air Force and Navy

2.22 The Service CDI is responsible for the day-to-day provision of advice to their service on the DRTM, DRTEF and driver training.

National Manager Transport Training—Navy

2.23 The National Manager Transport Training—Navy, an Australian Public Service Level 4 position within TA–MLH, is responsible for the allocation of funds for Personal Proficiency Requirement training in relation to road transport, machinery and plant training delivered externally by Registered Training Organisations.

Commanders/managers/supervisors

2.24 Commanders/managers and supervisors are to ensure that all personnel under their command/management who are employed in the administration, control, operation and maintenance of vehicles are fully conversant with their duties. Commanders/managers are to ensure that Defence personnel:

a. are efficient in the operation and maintenance of vehicles, within the constraints of their formation's/unit's role
b. are conversant with their duties and responsibilities in accordance with the WHS Act
c. have the relevant qualifications and authorities to operate any vehicle they are reasonably required to operate in the course of their duty
d. are trained and qualified in vehicle operation and maintenance to a level appropriate to their employment, rank and professional development
e. are familiar with the requirements of the Defence Security Manual, for the security of vehicles, associated ancillary equipment, stores and documents
Chapter 2 - ROLES AND RESPONSIBILITIES

f. are informed of changes affecting road transport by the promulgation of instructions and unit orders relating to the administration, control, safe operation and maintenance of vehicles. When appropriate, this is to include promulgation in unit routine orders or instructions that civilian Defence drivers (including Defence civilians, Defence employees and ESP) are to comply with the DRTM.

g. are responsible for the issue and receipt of Defence vehicle fuel cards allocated to your account for approved Defence activities IAW ESCM.

2.25 Commanders/managers are to appoint a Transport Manager (TM) for Army and Navy, and a Road Movements Officer (RMO) for Air Force, to ensure compliance with the elements listed above.

Service Police

2.26 Service Police (SP) assist commanders and managers at all levels with the enforcement of good order, discipline, security and safety. In doing so, SP will assist with the enforcement of the DRTM and other associated orders concerning the operation of Defence vehicles both on and off Defence establishments. SP will provide reporting, when required, to commanders and managers of any breaches.

Transport Operations Manager

2.27 For consistency throughout this manual the term TM encompasses all single-Service appointments responsible for the management of transport assets. This includes but is not limited to the following single-Service appointments.

a. Non-Service specific—TM

b. Navy—TM

c. Army—TM

d. Air Force—RMO.

2.28 The responsibilities for Transport Management are specified in Annexes A to D of this chapter.

Licence Certifying Officer

2.29 A Licence Certifying Officer (LCO) is to be formally appointed for this purpose by the commander/manager and may be an Officer (E), Warrant Officer (E), or Senior Non-commissioned Officer (E). There are no formal training requirements for Defence members appointed as LCOs, however, at a minimum, they are to be familiar with Chapter 11—‘Selection and training of personnel to operate Defence vehicles’ and Chapter 12—‘Drivers’ licences and associated documentation’ of this manual. Commanders/managers should limit the number of Defence members appointed as LCOs. The LCO should not be the DTO responsible for the assessment of the licence holder or compiling section B of an AD 050.

2.30 The LCO is responsible for the following action when a licence is to be issued to a driver:

a. Ensuring that appropriate training has been provided in accordance with these instructions and the relevant Learning Management Package.

b. Checking that the driving assessment has been signed by an authorised DTO or suitably qualified Defence ESP.

c. Certifying the form AC 344-1 - Record of Attainment.

d. Certifying the prepared form AD 050—Authority to Issue an ADF Licence.

e. Ensuring that the driver’s details and qualifications are entered in the unit Drivers’ Licence Register and Personnel Management Key Solution (PMKeyS).

f. Checking that the form AC 795—Australian Defence Force Driver Qualification Log has been completed in accordance with Chapter 12.

Driver Testing Officer

2.31 A Driver Testing Officer (DTO) is responsible for the provision of technical advice to the unit commander/manager on the preparation and conduct of driver training. The training requirements for a DTO are detailed in Chapter 11.
2.32 Defence DTOs must:

a. train and/or assess unit drivers

b. ensure that any exported or familiarisation driver training is conducted in accordance with the relevant learning management package, ALTC SOPs and/or DRTM to the standards required by Defence

c. ensure that the Assistant Driving Instructors selected to assist with driver training activities, understand their responsibilities and are competent with providing in vehicle instruction

d. ensure drivers are proficient in the operation of the vehicles held on the establishment for which the driver is licensed to drive

e. attend ALTC or HQAC conducted DTO requalification training no less than once within each three year period

f. ensure that the unit promulgates their appointment in local orders each year so that personnel are aware of who to contact for driver training and testing

g. prepare the form AC 344-1—Record of Attainment for qualified drivers

h. assist with the compilation of the form AD 050 for qualified drivers

i. interpret the evidence provided to support the form AD050

j. prepare the form AC 795 for qualified drivers

k. maintain their Defence Licence Issue Register (form AC 868—Driver Testing Officer (DTO) Licence Issue Register).

2.33 DTOs should have Professional Development and Training access to conduct administration of driver training within PMKeyS. DTOs of all ranks must ensure that they maintain currency as a DTO, as they may be tasked at short notice to conduct or assist with driver training. Allowing currency to lapse may have financial implications as detailed in paragraph 12.28.

2.34 DTOs are subject to Defence audit (in relation to the performance of their duties as a DTO) and may be called upon to prove their qualification and competence as part of an investigation. In addition, DTO must provide an annual DTO Return to their respective CDI Cells by 01 Mar every year. This return must include:

a. PMKEYS number, rank

b. Surname and given names

c. Corps/mustering/Branch

d. Current posted unit

e. State/Territory

f. Date appointed as a DTO

g. DTO number

h. Date of last attended requalification training

i. Licence codes and endorsements held

j. Contact details including unit mailing address with postcode and email address

**Assistant Driving Instructors**

2.35 An ADI is a Defence member appointed by a sub-unit commander to assist in driving instruction. The training requirements for ADIs are detailed in Chapter 11.

2.36 An ADI is to:
a. assist unit DTOs in the conduct of unit driver training
b. a member must hold an ADF ‘B’ vehicle licence for 12 months, prior to being appointed as an ADI
c. prior to assisting with HR and above licence codes and endorsements the mbr must hold the code and/or endorsement for six months
d. re-qualify every three years or request recognition
e. ensure that their unit promulgates their appointment in local orders each year.

Protected Mobility Vehicle (Bushmaster) Instructor

2.37 A Protected Mobility Vehicle (PMV) (Bushmaster) instructor is responsible for the provision of driver training for the PMV (Bushmaster). The training requirements for a PMV (Bushmaster) Instructor are detailed in Chapter 11.

2.38 A PMV (Bushmaster) Instructor must:

a. have qualified as an instructor on the PMKeyS Course Code 205481 PMV Instructors Course
b. train and assess trainees attending PMV (Bushmaster) training courses
c. ensure that any exported or familiarisation driver training is conducted in accordance with the relevant learning management package, ALTC SOPs and/or DRTM to the standards required by Defence
d. assist the Course Manager (DTO) with the conduct of PMV (Bushmaster) training courses.

Section Commanders/Managers/Supervisors

2.39 Section commanders/managers and supervisors who are allocated Defence vehicles are to be held accountable for all aspects of their use including:

a. security
b. utilisation/tasking
c. cleanliness
d. serviceability
e. accident reporting
f. driver/operator licence validation
g. ensuring vehicle task documents are compiled correctly and maintained IAW DRTM
h. ensure drivers conduct duties IAW paragraph 2.41
i. record and compile Driver’s Log form PH 032—Driver’s Log as required
j. responsibility for traffic infringement driver identification
k. initiating discipline or administrative action against vehicle operators as appropriate.
l. Responsibility for the issue and receipt of Defence vehicle fuel cards allocated to your account for approved Defence activities IAW ESCM.

Vehicle Custodian/Supply Customer Account holder
2.40 The Vehicle Custodian is a nominated representative of the commander/manager to which vehicles are allocated. The minimum rank for Vehicle Custodians should be a Non-commissioned Officer. Where a unit has multiple vehicles allocated to several different sections, Vehicle Custodians are to be nominated from each section and, where appropriate, a Transport Officer appointed to oversee Vehicle Custodians within the Unit. Vehicle Custodians are to:

a. ensure the form AD 049—Vehicle Authorisation and Task Form is correctly completed for each task
b. ensure vehicle/s are only operated by suitably qualified and authorised personnel
c. ensure there is adequate security for the vehicles under their control
d. maintain vehicle cleanliness
e. ensure daily servicing of vehicles is conducted and recorded, including the regular entry of operator statistics within logistic information management systems
f. identify unit/establishment personnel who have been issued with traffic infringement notices.
g. be responsible for the issue and receipt of Defence vehicle fuel cards allocated to your account for approved Defence activities IAW ESCM.

Authorising officers

2.41 Personnel identified as authorising officers for AD 049 must be promulgated in unit Routine Orders. The authorising officer must ensure that the driver has the appropriate licence (Defence or civilian) to operate the vehicle type and that Section one of the AD 049 must be completed correctly prior to the task.

Vehicle operators

2.42 Vehicle operators (Drivers) must understand that they are liable for all fines or penalties for traffic and driving infringements and offences imposed by civilian police and State and Territory authorities arising out of their use of a Defence vehicle. This includes the application of demerit points against the identified Driver’s civilian licence.

2.43 The civilian police and State and Territory authorities via SG Fleet, must be informed by the responsible unit, as to whom the identified driver was at the time of the infringement or offence and request they issue the fine or penalty to the identified driver and not Defence. If the civilian police and State and Territory authorities are unable to or do not reissue the fine or penalty against the driver, the unit will arrange to pay for the fine or penalty and then immediately raise a form AC 978—Request for Raising an Accounts Receivable Invoice against the driver to recover the costs.

2.44 Drivers have numerous responsibilities that are not limited to those listed as follows:

a. They must be in possession of an authorised form AD 049 prior to driving a vehicle. Drivers must ensure that the AD 049 is authorised by an appropriate authority and as a last resort, the AD 049 may be authorised by the driver themselves, to a minimum rank of NCO
b. They must have compiled the relevant entries in the AD049 prior to the movement of the vehicle, following the issue of any POL (not issued on a Defence Fuel Card) and have finalised all entries in the AD 049 on completion of the task as required
c. They must have in their possession a current Defence and/or civilian driver’s licence, as defined in Chapter 12 when driving Defence vehicles. Operators of equipment which is not identified under the Defence Driver Licence Codes are to have the qualification identified in their form AC 795
d. They must only operate vehicles and ancillary vehicle equipment for which they are formally qualified, except where otherwise ordered by an appropriate authority (e.g. in an emergency situation. See Definitions). In this case, the form AD 049 is to be endorsed by the appropriate authority
e. They must have a competent knowledge of the rules of the road, practice them and show courtesy and consideration towards other road users at all times
f. They must comply with all relevant legislation from, State and Territory Motor Transport Acts, ordinance and regulations, including the Defence Force Road Transport Exemption Framework (DRTEF)
g. They provide a receipt to the person supplying cargo for transportation and obtain a receipt from the person to whom the cargo is delivered. Army form ST 112—Freight Delivery Notice, Air Force form ST 143—Delivery Docket or AE 052 - Intra modal Container, Module or Flatrack Weight Declaration
They must observe the loading limitations and regulations which apply to the vehicle they are to drive and ensure cargo is restrained appropriately.

t. They must take the appropriate steps to secure and protect their vehicle and the cargo they are transporting.

j. They are thoroughly competent with the procedures detailed in the operators’ handbook for the vehicle being driven.

k. They must ensure that passengers are seated correctly and that all safety precautions are being complied with, including the fastening of seat belts.

l. They must carry out daily services as detailed in Chapter 8—'B Vehicle servicing, inspection, repair and maintenance'.

m. They must report all accidents or unusual incidents to the unit TM/RMO and to civil authorities where required.

n. They must report vehicle and equipment defects to the unit TM/RMO.

o. They must comply and are competent with the requirements of the Department of Defence Explosives Regulations (DEOP 101), Section 3—'Transport of Explosives' and Defence WHS Manual, Volume 2, Part 5—'Incident Management' if Dangerous Goods qualified.

p. They maintain their vehicle in a clean condition inside and out.

q. They are competent with their knowledge of the contents of DRTM and DRTEF.

r. They maintain proficiency in the capabilities of the vehicle/s for which they are licensed to drive.

s. Their form AC 795 - ADF Driver Qualification Logbook remains current.

t. They must carry out operator maintenance to the vehicle and associated equipment.

u. Their form PH 032 - Driver’s Log Sheet remains current, as required.

v. They must carry and maintain all correct applicable documentation as detailed in Chapter 4—'Vehicle documentation'.

w. They understand and comply with the Defence policy on the use of drugs and alcohol as detailed in Chapter 5—'Use of Defence Vehicles'.

x. They must ensure that the weight and height of the vehicle and load comply with regulatory policies and permits. This includes the compilation of AE052 - Intra-modal Weight Declaration and Load Mass Declarations.

y. They must ensure that they understand and comply with the route required to undertake the task as detailed in DRTEF, specific permit or convoy orders, including route restrictions encompassing load and axle limits, speeds, timings and any special provisions e.g. pilot or escort vehicles.

z. They must understand the lawful general order and nature of the DRTM (and the possibility of offences being committed under the Defence Force Discipline Act 1982).

ab. They remove service documentation, including fuel cards, from the vehicle on completion of driving tasks.

ac. They must inform the unit TM/RMO if their civilian driver’s licence has been cancelled or suspended (refer to Chapter 12—'Drivers’ Licences and Associated Documentation' for more information).

ad. They must ensure that they do not use Defence or Defence supplied (e.g. Defence funded hire car) fuel cards other than for official purposes.

ae. They must exercise reasonable care for the fuel card in their custody. In the event that due to their negligence a loss occurs, the provisions of Electronic Supply Chain Manual—'Cost Recovery Action' and FINMAN 4 – Resource Costing manual.

af. If an SG Fleet provided fuel card is lost, stolen or destroyed, the driver must report it to his unit, who are to report the loss to SG Fleet on 1800 006 084 or via defence@sgfleet.com and ask for the card to be cancelled and replaced. Units must complete a quick assessment for all lost or stolen cards.
af. If a hire car fuel card is lost, stolen or destroyed, the driver must report it to both the hire car company and their unit security officer.

Annexes:

A. Transport Operations Manager—non-service specific

B. Transport Manager—Navy

C. Transport Operations Manager—Army

D. Road Movements Officer—Air Force

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DRTM 23 NOV 2018
The Transport Manager is responsible for ensuring that:

a. all vehicle usage is properly authorised and drivers are licensed to drive in accordance with Chapter 12—‘Licences and associated documentation’

b. users are advised on the administration and operating procedures for transport in their charge

c. they comply with the requirements specified in Chapter 3, paragraph 3.4

d. transport and associated stores are inspected daily to ensure adequate security and serviceability

e. transport personnel are employed efficiently and transport associated equipment under their control is operated economically and correctly

f. drivers are aware of the location and operating procedure for the vehicle being driven (eg ambulance, recovery vehicles)

g. transport records are compiled as required by these instructions

h. register of Defence drivers' licences is maintained

i. Training and testing for ADF Drivers' licences for RAN personnel is arranged through Driver, Machinery & Plant Cell (DMPT), Training Authority - Maritime Logistics and Health (TA-MLH) as required.

j. drivers understand their duties and responsibilities and are capable of fulfilling them

k. they, or a member of the transport management organisation, are appointed as a member of the ship/establishment safety team in accordance with Australian Book of Reference 6303—Navy Safety Systems Manual

l. all transport accidents are reported and investigated in accordance with Chapter 10—‘Road safety, accidents, reporting of accidents and inquiries’

m. investigations are conducted as required into vehicle damage, traffic offences and infringements committed by establishment or ship’s vehicles

n. transport personnel are familiar with Australian Fleet General Orders (AFGOs), Chapter 314—‘Transport’

o. ensure that vehicles and equipment are serviced and maintained regularly in accordance with the current servicing schedules as specified in relevant policy such as Electrical and Mechanical Engineering Instructions and the Technical Regulation of ADF Materiel Manual—Land (TRAMM–L)

p. they record and maintain approved requests for all home garaging and that such approvals comply with the specifications contained within this manual

q. the management of unit road transport vehicles complies with the TRAMM–L.
Commanders/managers of Defence establishments or units that are not aligned with any one service are to appoint a TM. The appointed person may be a Defence member, Defence civilian, Defence employee, contractor, consultant or outsourced service provider. For those establishments that are non-Service specific, the responsibilities of the TM are to:

1. ensure compliance with the Defence Road Transport Manual (DRTM) and the Defence Road Transport Exemption Framework (DRTEF)
2. ensure that specific permit applications are submitted via CoC to DNL SLB JLC
3. ensure that vehicles are operated in accordance with the authorised routes provided in the DRTEF or within specific permits
4. ensure that all unit/establishment vehicle usage is properly authorised and that drivers of such vehicles are licensed to drive in accordance with Chapter 12—‘Driver’s licences and associated documentation’
5. ensure that drivers are aware of their responsibilities to carry out daily servicing
6. advise the commander/manager on the employment of drivers and any road transport vehicles on charge or loan to the unit
7. ensure the form AD 049 - Vehicle Authorisation and Task Form is correctly completed for each task
8. ensure that unit/establishment vehicles and equipment are tasked in accordance with the DRTM and the DRTEF
9. ensure that unit/establishment vehicles and equipment are serviced and maintained regularly in accordance with current servicing schedules
10. ensure that operator statistics are entered into Military Integrated Logistics Information System (MILIS).
11. inspect, or coordinate the inspection of, associated vehicle stores at intervals directed under relevant policy such as the Technical Regulation of ADF Materiel Manual—Land (TRAMM–L) or more regularly as determined by the commander/manager
12. be familiar, and ensure compliance, with all relevant publications [i.e. Electrical and Mechanical Engineering Instructions, Integrated Logistic Support Instruction, User Hand Books], relating to vehicles and to check that details of modifications are recorded in the form GM 120—Record Book for Service Materiel or electronic equivalent on MILIS (MSE600)
13. receive, coordinate and allocate unit transport bids to tasks in accordance with the DRTM and DRTEF
14. comply with the requirements specified in Chapter 3, paragraph 3.4
15. arrange for the training and testing for Defence drivers’ licences as necessary
16. supervise the completion of transport documentation and maintain the unit drivers’ licence register
17. supervise and account for the receipt and issue of fuels, oils and lubricants, vehicle Complete Equipment Schedule or special task stores as directed
18. manage the issue, receipt and security of Defence vehicle fuel cards for approved Defence activities IAW ESCM
19. coordinate the unit vehicle repair program and servicing schedules utilising extant logistic information management systems
20. check that form AC 795 - ADF Driver Qualification Log are completed in accordance with Chapter 12
21. monitor drivers’ use of form PH 032 - Driver’s Log Sheet as required
v. ensure that all vehicle accidents are reported and investigated in accordance with Chapter 10—'Road safety, accidents, reporting of accidents and inquiries'

w. ensure compliance with the TRAMM–L

x. ensure compliance with any restrictions imposed as a result of technical inspections, associated classification labels or tags and form GM 13—Non Technical Inspection Report Heavy Vehicles and Trailers and form GM 14 - Non Technical Inspection Report - Light and Light Weight Vehicles are used appropriately for recording Non Technical Inspections

y. ensure that they have appropriate MILIS qualifications and access to maintain vehicle records, enter operator statistics and perform servicing tasks.

z. record private use of Defence vehicles on the Taxation Management FBT Cars collection site, for inclusion in their respective Group/Service FBT return monthly and complete within seven working days after the end of the month.

The TM's responsibilities may include those of the Driver Testing Officer if they are suitably qualified.
An Army member appointed as a Transport Operations Manager (TM) is to have qualified via the ALTC TM course.

TM responsibilities are to:

a. advise the commander/manger on the employment of drivers and road transport vehicles on charge or loan to the unit

b. ensure correct documentation is used for vehicles, fuel, oils and lubricants accounting as outlined in Chapter 4 —'Vehicle documentation'

c. ensure that vehicles and equipment are utilised in accordance with the DRTM and the DRTEF

d. ensure that vehicles and equipment are serviced and maintained regularly in accordance with current servicing schedules and the Technical Regulation of ADF Materiel Manual (TRAMM–L)

e. comply with the direction contained within the TRAMM–L and unit Technical Integrity Management Plan and check that details of modifications are recorded in the form GM 120 - Record Book for Service Materiel or (for vehicles with electronic log books) the electronic equivalent on Military Integrated Logistics Information System (MSE600)

f. coordinate and allocate unit transport bids to tasks in accordance with the DRTM and the DRTEF

g. train, but not test, unit drivers in accordance with the relevant LMP, if qualified as an Assistant Driving Instructor

h. comply with the requirements specified in Chapter 3, paragraph 3.4

i. supervise the conduct of non-technical inspections

j. supervise the completion of transport documentation, compile the unit drivers' licence register and submit transport returns

k. supervise and account for the receipt and issue of fuels, oils and lubricants, vehicle Complete Equipment Schedule or special task stores as directed

l. coordinate the unit vehicle repair program and servicing schedules utilising extant logistic information management systems.

m. check that form AC 795 - Australian Defence Force Driver Qualification Log are completed in accordance with Chapter 12—'Drivers’ licences and associated documentation' when authorising form AD 049 - Vehicle Authorisation and Task Form and issuing vehicles to drivers

n. monitor drivers' use of form PH 032 - Driver's Log Sheet as required

o. train drivers on the carriage of combustible goods, Commonwealth dangerous goods and explosives (only TMs qualified on the current edition may conduct this training)

p. ensure that all vehicle accidents are reported and investigated in accordance with Chapter 10—'Road safety, accidents, reporting of accidents and inquiries'

q. ensure that vehicle and human resources under their control are used in an efficient, effective and ethical manner.
Chapter 2 Annex D - ROAD MOVEMENTS OFFICER-AIR FORCE

Officer Commanding 96 Wing

Officers Commanding (OC) 96 WG is to ensure that the established Road Movement Section (RMS) within each base City Squadron, is appropriate and adequate to meet operational and administrative support needs of the City Squadron and lodger units of the base.

Commanding Officers of City Squadrons/Air Base Executive Officers

CO’s of City Squadrons/Air Base Executive Officers (ABXOs) are responsible to the senior ADF Officer (SADFO) for the promulgation and management of vehicle movements on base. Cos/ABXOs are to promulgate the appointment of Road Movement Officers (RMOs) in Base Routine Instructions and ensure lodger unit CO’s are aware of the role and responsibilities of the RMO as detailed in this annex.

Appointment of a Road Movements Officer for exercise operational purposes

Upon activation of a Contingency Response Squadron (CRS), the CO of the CRS is to appoint an RMO. An RMO may be appointed by the Commander of a Task Group/Unit/Element for an exercise and/or operation.

Movements Officer

The RMO within the Air Force equivalent to a Transport Manager. The RMO is to be a Defence member of the Movements mustering or an equivalent civilian member either directly employed or promulgated into the role. The RMO is to:

a. Provide advice to commanders/managers on fleet management, driver training, licencing, operation and administration of road movements assets on loan or establishment to units
b. inspect unit road movement assets and associated stores regularly to ensure security, cleanliness, serviceability and proper control via coordination through lodger unit vehicle custodians
c. ensure the efficient and economical operation of road movement assets under their control via coordination through lodger unit vehicle custodians
d. comply with the requirements specified in Chapter 3, paragraph 3.4 of the DRTM
e. ensure that road movement assets and associated equipment is used for Official Purposes only via coordination through lodger unit vehicle custodians
f. ensure proper compilation and maintenance of road movement operating records including documentation associated with fleet management (e.g. AD049, Engineering Change Proposals, Non-Technical Inspections) via coordination through lodger unit vehicle custodians
g. on inward clearance, review road movement operator licences, and withdraw licence codes/endorsements where supporting documentation is not available or the member no longer requires the licence code/endorsement
h. update and maintain the licence details of unit/establishment personnel within Personnel Management Keys Solution (PMKeyS) or equivalent replacement system
i. provide guidance to the base DTO and ADI network along with monitoring the training and testing of unit personnel for Defence drivers’ licences
j. acquaint themselves with all orders relating to the operation of road movements in Defence and comply with the DRTM, including compliance with the responsibilities of a TM
k. when required/requested, ensure that members tasked for special driving tasks (e.g. long distance journeys and convoy driving) are properly briefed in relation to convoy orders, fatigue management, load restraint, differences in
State/Territories road laws, oversize loads and general defensive driving

1. maintain a current list of unit appointed Vehicle Custodians approved by the unit commander/manager to authorise tasks for vehicles under their jurisdiction

m. regularly review the vehicle types and quantities held against the unit establishment tables and initiate or provide input into Equipment Entitlement Variation—Road Movements requests where necessary

n. annually review and, if necessary, amend City Squadrons ‘Standard Operating Instructions’, ‘Local Instructions’ and Base Standing Instructions’ relating to road movements

o. annually review road movements operator training and submit recommended amendments to the LMP to Chief Driving Instructor—Air Force for further action as necessary

p. ensure that they and all their vehicle operators are conversant with Commonwealth, State and Territories regulations and rules in respect to road movement operations in the State or Territories in which the unit is located, including the Defence Road Transport Exemption Framework (DRTEF).

q. ensure that vehicle resources are used in an efficient, effective and ethical manner IAW DRTM and DRTEF policies

r. ensure all road movement accidents are reported and investigated IAW Chapter 10—‘Road safety, accidents, reporting of accidents and inquiries.’
Chapter 3 - LEGISLATION

COMPLIANCE

3.1 Drivers of Defence vehicles must comply with Commonwealth, State and Territory laws and traffic regulations unless specific exemptions have been granted in accordance with this chapter.

3.2 Drivers of Defence vehicles are to obey all orders, directions or signals of Commonwealth, State or Territory police and Service Police (SP). Drivers must also obey regulatory and advisory signs on Commonwealth land and declared Defence areas including those signs erected by SP in those areas.

3.3 When the Commonwealth, State and Territory governments and local government authorities impose restrictions on vehicles such laws or by-laws, in so far as they affect Defence, those restrictions must be complied with unless specifically exempted.

3.4 AHQ will advise TM and RMOs of any urgent changes to road access or traffic regulation changes via a signal release. TM and RMOs are to maintain constant monitoring of the DHVMC Sharepoint Site or applicable State or Territory and local government authority websites for any updates to road access and traffic regulation changes. TM and RMO are to ensure that drivers are made aware of the traffic regulations which apply in the State or Territory in which they are driving a Defence vehicle. TM/RMO are to:

a. Obtain, and maintain, current copies of applicable motor traffic Acts, Ordinances and Regulations from the motor registration authorities in the appropriate State or Territory.

b. Ensure that these Acts, Ordinances and Regulations are prominently displayed in unit transport offices.

c. Ensure that unit official orders/instructions advise all Defence personnel who may be required to drive Defence vehicles of the necessity to comply with the Acts, Ordinances and Regulations of the State or Territory in which they may be driving. Drivers should not be given orders which could lead to contravention of these Acts, Ordinances or Regulations unless relevant exemptions apply in accordance with this chapter.

d. Direct a driver to attend remedial training sessions relevant to traffic regulations, if the driver is not competent with aspects of traffic regulations; or the driver's CoC is not satisfied that the drivers knowledge of the traffic regulations is to the required standard. This may include a driving assessment following consultation with a DTO.

ROAD TRANSPORT RELATED LEGISLATION

Defence Act 1903

3.5 The Defence Act 1903 (Defence Act) provides a number of standing exemptions from State and Territory laws for the operation of Defence Vehicles on public roads within Australia. The relevant parts of the Defence Act are in Annex A and are explained in detail in paragraphs 3.23–3.24.

3.6 The licensing of drivers who are Defence members remains regulated by section 123 of the Defence Act 1903. Defence members when operating a Defence vehicle for a Defence purpose are not restricted by any State or Territory licensing conditions including, but not limited to:

a. hands free mobile use

b. dual vehicle controls for driving instruction

c. towing vehicles or trailers

d. vehicles prohibited for certain licence classes (e.g. high powered)

e. passenger carriage limits

f. learner or probationary speed limits.

Explosives Act 1961
3.7 Defence complies with all provisions and regulations made under the Explosives Act 1961 for the movement of all Class 1 Dangerous Goods (Explosives). Detailed information on the carriage of Dangerous Goods is contained in Chapter 7—‘Loading of Defence vehicles and trailers’.

Work Health and Safety Act 2011

3.8 The Work Health and Safety Act 2011 (WHS Act) provides guidance to ensure the health, safety and welfare at work of all Defence workers. Furthermore, the Chief of the Defence Force and Secretary for Defence have a responsibility under the WHS Act to ensure that all Defence workers are provided the information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking.

Chain of responsibility legislation

3.9 The Heavy Vehicle National Law (HVNL) came into effect in all States and Territories except Western Australia and the Northern Territory on 10 February 2014. The HVNL provides nationally consistent rules for heavy vehicles and all elements of Defence are to comply with it throughout Australia, except where specific exemptions are detailed under the Defence Road Transport Exemption Framework (DRTEF). The objective of the HVNL legislation is to establish a national scheme for facilitating and regulating the use of heavy vehicles on roads in a way that:

a. promotes public safety
b. manages the impact of heavy vehicles on the environment, road infrastructure and public amenities
c. promotes productivity and efficiency in the road transport of cargo and passengers by heavy vehicles
d. encourages and promotes productive, efficient, innovative and safe business practices.

3.10 The HVNL identifies all stakeholders in the heavy vehicle (greater than 4.5 t Gross Vehicle Mass GVM) COR and allocates responsibilities across the chain to ensure that legislative requirements are met and breaches of road transport law do not occur. From 1 October 2018, the HVNL was amended to provide that every party in the heavy vehicle transport supply chain has a duty to ensure the safety of their transport activities (this refers to the most senior Defence Officers at the Strategic Centre of the Department right down to the Heavy Vehicle Operator at the tactical level). Duty holders must make sure their action or inactions do not contribute to or encourage breaches of the HVNL. If a duty holder’s actions, inactions or demands cause or contribute to an offence, they can be held legally accountable. A list of responsibilities is provided in Annex B.

3.11 Chain of responsibility laws apply in addition to, but complement, other duties required by work, health and safety, environment, corporations and other laws.

3.12 The management of driver fatigue is a key issue of the chain of responsibility legislation. Defence policy on fatigue management is detailed in Chapter 5, paragraph 5.67–5.70. All Defence personnel operating Defence vehicles are to comply with these requirements.

3.13 Overmass vehicles on the road, including vehicles carrying inter-modal containers, modules and flatracks, put the safety of drivers and other road users at risk. Overweight containers, modules, flatracks and trailers can require longer braking distances, cause vehicle instability, road damage and accelerate road wear. To support the safe carriage of heavy loads, the consignor who provides an inter-modal freight container, module or flatrack for transportation must provide the driver with a compiled form AE 052 Inter-modal Container/Module/Flatrack Weight Declaration, regardless of whether the container, module or flatrack is loaded or empty. A Container/Module/Flatrack Weight Declaration is a legal declaration of the weight of a container, module or flatrack and its contents and is the responsibility of the consignor. It is to accompany a container, module or flatrack whenever all or part of the container, module or flatrack journey is on a road. A driver of a Defence vehicle that is carrying a freight container, module or flatrack is not to commence a journey without an AE 052 Inter-modal Container/Module/Flatrack Weight Declaration.

Defence (Road Transport Legislation Exemption) Act 2006

3.14 The Defence (Road Transport Legislation) Act 2006 provides for Defence personnel to be exempt from State and Territory road transport laws in certain circumstances and for Defence-related purposes. The Legislative Exemption Act underpins the DRTEF developed in consultation with the states and territories in accordance with the Intergovernmental Agreement for Regulatory and Operational Reform in Road, Rail and Intermodal Transport. The DRTEF is published on the National Transport Commission and Strategic Logistic Branch websites.

3.15 The impact of operating vehicles with significantly greater masses on roads goes beyond simple access restrictions and places an increased consideration for Defence to ensure its operations are undertaken using robust governance and management practices that reliably deliver safe operations, as required under Workplace Health & Safety Law, NHVL, the Defence Road Transport Exemption Framework (DRTEF) and other relevant state and territory road regulations.

3.16 As such, every position in the supply chain must ensure they remain diligent in performing the COR obligations expected of them. See Annex B for COR Checklists.

3.17 The most recent version of the DRTEF can be found on the National Transport Commission (NTC) Website: https://www.ntc.gov.au/heavy-vehicles/rules-compliance/

3.18 The SLB webpage can be located at: http://drnet/JCG/JLC/SLB/Pages/Vehicle-Permits.aspx
Purpose

3.19 The purpose of the DRTEF is to provide a set of nationally uniform exemptions relating to the use of Defence vehicles on the public roads network, including:

a. to maintain and enhance the capability of Defence
b. to facilitate the operating environment for Defence road transport
c. to maintain road safety
d. to minimise damage to roads and related structures, including bridges
e. to rationalise administrative procedures.

3.20 The exemptions are applicable to Defence for the conduct of military operations, exercises and for day-to-day activities. The DRTEF further ensures the integrity of civilian infrastructure and facilities used by Defence.

3.21 The DRTEF imposes mass limits for vehicles and combinations, including their loads, as well as mass limits for individual tyres, wheels, axles and axle groups. The DRTEF also imposes rules about the size of a load, how far it may project from the vehicle, warning signals for certain projections, and securing loads as they pertain specifically to Defence vehicles.

3.22 The exemptions detail the Defence requirements in relation to road transport legislation and recognise the unique requirements of the Defence operating environment and ensure these are provided for in legislation. Further, the exemptions detail that Defence Special Purpose Military Vehicles (SPMV) are recognised and that the applications of provisions in the Defence Act in relation to road transport activities are understood by Defence personnel and State and Territory authorities, including law enforcement officers. Where Defence vehicles are required to be added to the SPMV lists, requests are to be submitted to DNL, SLB, JLC.

3.23 The DRTEF does not exempt Defence drivers from their responsibilities to comply with road traffic regulations and as specified in paragraph 2.38 of the DRTM, drivers are liable for all fines or penalties for traffic and driving infringements and offences imposed by civilian police and State and Territory authorities arising out of the use of a Defence vehicle outside of the DRTEF and other exemptions detailed below. This includes the application of demerit points against the driver’s civilian licence.

Carriage of DRTEF

3.24 A copy of the DRTEF must be readily available from within the vehicle cabin when:

a. a driver or operator who is driving or operating a vehicle under an exemption granted by the framework must carry a copy of the framework in the vehicle
b. if the vehicle being driven or operated under an exemption granted by the framework is operating as part of a convoy, it is sufficient compliance with (a) if the Packet Commander carries a copy of the framework
c. if requested by an authorised officer of a State or Territory road transport authority or a police officer, a driver, operator or Packet Commander must produce the copy of the framework, and any other associated operating approvals for inspection.

3.25 A copy of the DRTEF must be either a hard copy or an electronic PDF copy stored on and accessible by an electronic device. Failure to carry or produce a copy of the framework or other associated operating approvals does not affect the operation of the framework, but could result in disciplinary action under the Defence Force Discipline Act (DFDA).

3.26 Where it is necessary to operate a vehicle or load outside the limits of the DRTEF on the public roads network, applications for jurisdictional permits are to be submitted via the chain of command to the DNL, SLB, JLC for processing as shown in annex C.

3.27 Specific exemptions from Commonwealth, State and Territory laws for the operation of Defence vehicles are detailed below.

Tolls or dues

3.28 Section 70 of the Defence Act contains specific exemptions for members of the Defence Force on duty, and vehicles conveying such members, from paying State and Territory tolls or dues except for privately owned toll ways (see Annex A). Should Defence drivers be required to pay tolls or dues, they are to comply and should apply to be reimbursed the costs. Defence drivers should note that many toll ways in Australia are privately owned.

3.29 The e-Toll routes are predominately privately owned; therefore payment is required in most instances, depending on the relevant state or territory policies. It is the individual units responsible to ensure that outstanding tolls are paid. Units are also...
responsible to establish and manage their own e-Tag accounts. Units should draft and promulgate unit policy on the use of e-Toll routes with or without e-Tags. Authorisation protocols will assist with control and management of e-Tag accounts. Units must be aware that not all e-Tags accounts are functional in other States or Territories.

Registration of vehicles

3.30 Under Section 123 of the Defence Act members of the Defence Force are not required to register Commonwealth owned vehicles under State or Territory laws.

Drivers’ licences and experience

3.31 Under Section 123 of the Defence Act, members of the Defence Force are not required to hold a State or Territory civilian drivers’ licence for the operation of Defence vehicles whilst within the guidelines of the Act. Members of the Defence Force are also exempted from any age or experience requirements specified in State or Territory legislation for the driving of Defence vehicles. However, as required in Chapter 12—‘Drivers’ licences and associated documentation’, a Defence licence and a civilian licence, if held, must be carried by the Defence member in order to produce them when requested by service or civilian police forces or Road Traffic Authorities.

Exemptions included in the Defence Road Transport Legislation Exemption Act 2006

3.32 Section 5 of the Defence Road Transport Legislation Exemption Act, the framework applies:

a. to the ADF
b. to members of the Defence Force
c. to Defence civilians
d. to Defence contractors, consultants, outsourced, or Defence employees operating a Defence vehicle (but only if the vehicle has a specific engineering exemption, and only to the extent of the matters to which that exemption relates.

3.33 This framework does not apply to a Defence contractor or Defence employee with respect to any vehicle that is owned, leased or hired by or on behalf of, the contractor or employee.

3.34 Section 6 of the Defence Road Transport Exemption Legislation Exemption Act further provides that members of the armed forces of foreign countries may be exempt from State and Territory transport laws in accordance with arrangements approved by the ADF and as required or permitted by the DRTEF.

EXCEPTIONS NO LONGER APPLICABLE

Weighbridges

3.35 The DRTEF provides the requirements for mass and loading limits for certain Defence vehicles. All Defence vehicles over 4.5 t Gross Vehicle Mass are now required to enter State or Territory weighbridges as directed. Drivers of Defence vehicles are required to pull into weighbridges and identify themselves to the operators of the weighbridge as being in control of a Defence vehicle. Other than the exemptions listed previously, drivers are to meet civil road transport regulations in carrying out Defence’s day-to-day activities. When operating convoys, vehicles are not to proceed into weighbridges until the Convoy Commander has notified the weighbridge checking station that a Defence convoy will be approaching the area. Weighbridge supervisors may choose to allow convoys to pass by the weighbridge checking station; however, they may also choose to check some or even all vehicles if they feel it necessary to do so. Convoy Commanders are to cooperate with weighbridge checking station staff to the fullest extent in these instances. The term ‘convoy’, for this section only, refers to a group of more than six Defence vehicles.

OTHER LEGISLATIVE ISSUES

Defence areas

3.36 For the purpose of tactical or operational training inside designated Defence areas, officers in charge of training may act at variance to State and Territory road transport legislation, provided that all due care for Defence personnel and public safety has been taken. Public roads may form part of a Defence area. Therefore, these areas are to be clearly defined and have limited or controlled access by the general public when operating at variance to State and Territory road transport legislation for tactical or
Traffic signs

3.37 Commanders/managers of Defence establishments are to ensure that the road systems on military property are properly marked with regulatory and warning traffic signs in compliance with the State or Territory traffic regulations.

3.38 Drivers are to be briefed by a TM/RMO on the traffic regulations of the appropriate State or Territory when Defence vehicles are required to be driven interstate. Particular attention is to be given to differences in speed limits, load limits, ‘give way’ rules, signalling when entering and exiting roundabouts, the interpretation of road signs and the location of privately owned toll ways.

Mass and loading requirements

3.39 The DRTEF (noted in paragraphs 3.15–3.16 above) outlines the mass and loading requirements for SPMVs being operated on approved routes. (See DRTEF for mass and dimension requirements and exemptions)

Reporting of civilian convictions

2.40 Defence policy provides guidance for the procedures and processes that are to be undertaken when Defence personnel are convicted under civilian law of a civilian offence. The relevant instructions are as follows:

a. DI(G) PERS 55–4—Reporting, recording and dealing with Civil Offences, Service and Civil Convictions and Diversionary Programs for Defence member’s


Defence Force Discipline Act 1982

3.41 Action under the Defence Force Discipline Act 1982 (DFDA) may be taken against a Defence member or Defence civilian who breaches the DFDA. Guidance on when Defence members or Defence civilians may be charged can be found in Jurisdiction under the Defence Force Discipline Act. In some cases, even though jurisdiction may be exercised by a service tribunal, the matter may be more appropriately referred to the civilian authorities for prosecution. Typically these situations include allegations of driving whilst under the influence of alcohol and/or drugs. In case of doubt concerning jurisdictional issues, guidance should be obtained from a legal officer. Where there is insufficient evidence to support the commencement of disciplinary proceedings it may be appropriate for adverse administrative action to be considered.

Adverse administrative action

3.42 Where adverse administrative action is considered, each case needs to be reviewed according to the evidence available and the circumstances, to determine what, if any, adverse administrative action is to be taken. Adverse administrative action may include counselling, formal warnings, adverse reports, censures, termination or discharge action, according to joint service and single-Service instructions, policies and practices. Procedural fairness is to be afforded to Defence personnel prior to adverse administrative action being imposed. Australian Defence Force Publication 06.1.3—Guide to Administrative Decision-Making contains guidance.

3.43 For information regarding licence cancellation or suspension refer to Chapter 12.

Traffic infringements and offences

3.44 The payment of a fine due to a traffic infringement attributed to a Defence vehicle is the responsibility of the identified vehicle driver at the time of the infringement; this includes a trainee when under instruction. This may include the application of demerit points against the Driver’s civilian licence. The form AD 049—Vehicle Authorisation Task Form is to be properly maintained by the driver in order to enable identification of who was authorised to operate the vehicle at the time the offence was committed. Should the driver dispute the legality of any infringement notice received they are to pursue the matter privately.

3.45 Traffic infringement notices issued against a driver of a Defence vehicle, and which are referred to a TM/RMO, are to have the driver’s identification and address details endorsed on the infringement notice by the TM/RMO and returned to the appropriate civil source of origin for action. IAW the ESCM TM/RMOs are to identify the driver of the vehicle and send an email confirmation to SG fleet. Units are to ensure that the identified driver deals with this issue promptly.

Annexes:

A. Extracts from the Defence Act 1903
B. Chain of responsibility

C. Permit application process

DRTM 23 NOV 2018
This annex is to be read in conjunction with reference to ComLaw, which contains the most complete and up-to-date collection of Commonwealth legislation. Only limited key extracts are contained in this annex.

Section 70. No toll or due, whether demandable by virtue of any Act or State Act or otherwise, at any wharf, landing place, aerodrome, bridge gate, or bar on a public road shall be demanded or taken in respect of:

a. any member of the Defence Force on march or duty or any prisoner under his charge
b. any horse ridden or used by any member of the Defence Force on march or duty or by any prisoner under his charge
c. any vehicle employed only in conveying members of the Defence Force on march or duty or any prisoner under their charge or conveying naval, military or air force arms, stores, baggage, aircraft or aircraft material or any animal drawing any such vehicle.

Section 123 (1). A member of the Australian Defence Force is not bound by any law of a State or Territory:

a. that would require the member to have permission (whether in the form of a licence or otherwise) to use or to have in their possession, or would require the member to register, a vehicle, vessel, animal, firearm or other thing belonging to the Commonwealth
b. that would require the member to have permission (whether in the form of a licence or otherwise) to do anything in the course of their duties as a member of the Defence Force.

The Defence Act 1903 can be accessed via the ComLaw website.
## Chapter 3 Annex B - Chain of Responsibility

<table>
<thead>
<tr>
<th>Job title</th>
<th>Role</th>
<th>Under the law, you must:</th>
</tr>
</thead>
</table>
| Employer    | You employ someone to drive a heavy vehicle (including casual, permanent, part time, contract driving and labour hire) | An employer has an ongoing responsibility to prevent breaches of mass, dimension, loading, speed and fatigue laws under the NHVL. Systems to ensure all transport documentation is accompanying the driver(s) related to the mass, dimension and loading is accurate under the NHVL.  
An employer must ensure the following:  
- Policies to ensure assigned vehicle(s) meet the following safety requirements for mass or dimension limits for the vehicle and have an up to date maintenance report.  
- Procedures to capture post transport report(s) have been completed and any incidents, speeding and fatigue infractions have been reported, actions taken to ensure any incidents will not occur again and these document(s) have been appropriately reported and filed.  
- The schedule has been reviewed and driver's maximum daily working hours are not exceeded, driver's rest requirements are fulfilled, any concerns were raised with the scheduler as soon as possible. |
| Executive Officer | You are the Commander of Formation / Unit or a person who is concerned or takes part in the management of the corporation | An executive officer has an ongoing responsibility to prevent breaches of mass, dimension, loading, speed and fatigue laws under the NHVL. They are also responsible for ensuring use of the heavy vehicles does not contravene any conditions of the authorisation. Policies have been adhered to ensure assigned vehicle(s) meet the safety requirements for mass and dimension limits for the vehicle and have an up to date maintenance report.  
An executive officer must ensure the following:  
- Policies have been adhered to ensure assigned vehicle(s) meet the safety requirements for mass and dimension limits for the vehicle and have an up to date maintenance report.  
- The schedule has been reviewed and driver's maximum daily working hours are not exceeded, driver's rest requirements are fulfilled, any concerns were raised with the scheduler as soon as possible.  
- The heavy vehicles do not contravene heavy vehicle standard applying to the vehicle, condition of a vehicle |
standards exemption applying to the vehicle and the conditions of the mass or dimension exemption

The heavy vehicles are not used or permitted to be used on a road if they contravene a condition of a vehicle standards exemption applying to the vehicle, contravene a condition of a mass or dimension exemption applying to the vehicle, are unsafe, have speed limiters that have been tampered (if speed limiter is required under an Australian road law or by order of an Australian court to be, and is, fitted to a heavy vehicle,) or are used in a way that contravenes a condition of a mass or dimension exemption applying to the vehicle

The heavy vehicles have not been modified unless the modification has been approved by an approved vehicle examiner (see section 86 of HVNL 2018); the Regulator (see section 87 of HVNL 2018) or IAW Defence policy. Modified vehicles that have not been approved according to the above must not be used or permitted to be used on a road.

Systems have been provided to ensure heavy combinations are not used or permitted to be used on a road if a trailer in the combination is not securely coupled to the vehicle in front of it or components of coupling used between vehicles in the heavy combination are not compatible with, or properly connected to each other

The conditions of a vehicle standards exemption are not contravened

Scheduler

You plan the transport of goods or passengers or schedule the work and rest times of a driver

A scheduler has an ongoing responsibility to prevent breaches of speed and fatigue laws under the HVNL

The activity has current permit(s) or DRTEF coverage

Assigned driver(s) have appropriate rest time before the activity

Assigned vehicle(s) have up to date maintenance reports and loads meet the mass or dimension limits for the vehicle

The schedule is to include driver's maximum daily working hours, rest requirements, average speed that can be travelled lawfully along the route, potential delays i.e. delays in loading/unloading, traffic, conditions and other delays that could reasonably be expected that impact road transport tasks

Advise all roles in the supply chain of task details including locations, load, dates and vehicles required and links to any information repository

The schedule and relevant permit(s) have been provided to all roles in the supply chain

All roles in the supply chain for schedule changes have been notified as soon as possible

Appropriate restraint equipment is provided and loads are appropriately restrained
**Consignor**
You have agreed to and been named as a consignor in the documentation for the road transport of the goods.

You request an operator of the heavy transport vehicle (directly, indirectly or through their representative) to transport the goods by road.

You load a vehicle with the goods (and the goods are in your possession or control) immediately before the operator transports them.

You load a vehicle with the goods for road transport at an unattended storage/collection location. The goods are stored, or temporarily held waiting for collection.

The goods are imported into Australia and you are the importer.

A consignor has an ongoing responsibility to prevent breaches of mass, dimension, loading, speed and fatigue laws under the HVNL.

The terms of consignment or delivery requirement will not cause or result in, encourage or provide an incentive to a relevant party for the vehicle's driver to exceed a speed limit applying to the driver, to drive while impaired by fatigue, while in breach of the driver's work and rest hours, while in breach of another law to avoid driving while impaired by fatigue or while in breach of the driver’s work and rest hours.

There has been no delivery requirement set or demand made that affects, or may affect, a time in a schedule for the transport of the consigned goods unless it does not cause the driver to exceed a speed limit, cause the driver to exceed their maximum daily working hours or affect the driver’s rest requirements.

Any delays have been communicated to the loading manager and driver(s) as soon as possible.

Goods carried on your behalf are able to be appropriately secured.

Loads do not exceed vehicle mass or dimension limits.

All transport documentation is accompanying the driver(s) (including a verified Container Weight Declaration) related to the mass, dimension and loading is accurate.

Early or late arrival of load has been captured.

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**Consignee / Receiver**
You have agreed to and been named as a consignee in the documentation for the road transport of the goods; or,

You receive the goods after road transport (but not merely the unloader).

A consignee has an ongoing responsibility to prevent breaches of mass, dimension, loading, speed and fatigue laws under the HVNL.

The terms of consignment or delivery requirement would have not caused or resulted in, encouraged or provided an incentive to a relevant party for the vehicle's driver to exceed a speed limit applying to the driver, to drive while impaired by fatigue, drive while in breach of the driver’s work and rest hours, drive while in breach of another law to avoid driving while impaired by fatigue or while in breach of the driver’s work and rest hours.

There has been no delivery requirement set or demand made that would have affected, or may affect, a time in a schedule for the transport of the consigned goods unless it has not caused the driver to exceed a speed limit, caused the driver to exceed their maximum daily working hours or affected the driver’s rest requirements.

Any delays have been communicated to the loading manager and driver(s) as soon as possible.

Report incidents, if identified, to relevant parties if goods carried have been inappropriately secured, loads exceed vehicle mass or dimension limits, if there has been no action taken or omission made that resulted, or was likely to result in, including or rewarding, a contravention of a
<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Loading Manager</strong></td>
<td>Goods are loaded or unloaded onto or from a heavy vehicle; and,</td>
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<tr>
<td></td>
<td>You are responsible for the operation of the regular loading or unloading premises; or,</td>
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<tr>
<td></td>
<td>You have been assigned by the person responsible for supervising, managing or controlling activities carried out by the loader.</td>
</tr>
<tr>
<td></td>
<td>A loading manager has an ongoing responsibility to prevent breaches of mass, dimension, loading, speed and fatigue laws under the HVNL.</td>
</tr>
<tr>
<td></td>
<td>Assigned vehicle(s) meet the safety requirements for mass or dimension limits for the vehicle and have an up to date maintenance report.</td>
</tr>
<tr>
<td></td>
<td>The schedule accurately presents the loading and unloading times for the activity, includes driver’s maximum daily working hours, includes driver’s rest requirements and has been provided to relevant packer(s), loader(s), unpacker(s) and unloader(s).</td>
</tr>
<tr>
<td></td>
<td>All roles in the supply chain for the activity have been notified as soon as possible and been provided any anticipated delays in packing, loading and unloading or measurements of mass and dimension requirements for the load.</td>
</tr>
<tr>
<td></td>
<td>During loading and unloading ensure loads have been restrained with appropriate restraint equipment according to load restraint rules.</td>
</tr>
<tr>
<td></td>
<td>Any delays have been communicated to the driver(s) and the affected roles in the supply chain as soon as possible and reflected in the schedule to ensure driver’s maximum daily working hours and rest requirements.</td>
</tr>
<tr>
<td></td>
<td>If possible, the driver was allowed to rest while loading or unloading occurred.</td>
</tr>
<tr>
<td></td>
<td>All transport documentation is accompanying the driver(s) related to the mass, dimension and loading is accurate.</td>
</tr>
<tr>
<td><strong>Unloader</strong></td>
<td>You unload goods in or from a heavy vehicle</td>
</tr>
<tr>
<td></td>
<td>You unload the vehicle or any container that is in or part of the vehicle.</td>
</tr>
<tr>
<td></td>
<td>You unload the vehicle with a freight container (whether or not it contains goods for road transport).</td>
</tr>
<tr>
<td></td>
<td>An unloader has an ongoing responsibility to prevent potential harm or loss (risks) to themselves and others, and to ensure that they do not ask, require or direct activities that will breach the law.</td>
</tr>
<tr>
<td></td>
<td>Any delays have been communicated to the loading manager and driver(s) as soon as possible.</td>
</tr>
<tr>
<td></td>
<td>If possible, the driver was allowed to rest while unloading occurred.</td>
</tr>
<tr>
<td></td>
<td>All transport documentation is accompanying the driver(s) related to the mass, dimension and loading is accurate.</td>
</tr>
<tr>
<td><strong>Loader</strong></td>
<td>You load goods in or from a heavy vehicle</td>
</tr>
<tr>
<td></td>
<td>You load the vehicle or any container that</td>
</tr>
<tr>
<td></td>
<td>A loader has an ongoing responsibility to prevent breaches of mass, dimension and loading laws under the HVNL.</td>
</tr>
<tr>
<td></td>
<td>The load does not exceed the vehicle’s mass limits, does not cause the vehicle to exceed mass and dimension requirements for the vehicle.</td>
</tr>
<tr>
<td>Packer</td>
<td>Driver</td>
</tr>
<tr>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>You pack goods for heavy vehicle transport; and,</td>
<td>You drive a heavy vehicle; or,</td>
</tr>
<tr>
<td>You put goods into packaging</td>
<td>You accompany the person driving the vehicle and share the task of driving during the journey.</td>
</tr>
<tr>
<td>You assemble goods in an outer packaging (e.g. mixed products bundled on a pallet)</td>
<td>A driver has an ongoing responsibility to prevent breaches of mass, dimension, loading, fatigue and speed laws under the HVNL.</td>
</tr>
<tr>
<td>You supervise, manage or control packaging</td>
<td>All transport documentation is accompanying the driver(s) Weight Declaration Form and any other relevant documents as specified in the DRTM under Chapter 4 that relates to the mass, dimension and loading is accurate</td>
</tr>
</tbody>
</table>

The packaged goods are positioned correctly inside their respective containers, do not interfere with the stability of the vehicle and are marked correctly

The load does not exceed the vehicle’s mass limits, does not exceed the container’s maximum gross weight marked on the container or the container’s safety approval plate and does not cause the vehicle to exceed mass and dimension limits

All transport documentation is accompanying the driver(s) relating to the mass, dimension and loading is accurate

Any delays have been communicated to the loading manager and driver(s) as soon as possible

If possible, the driver was allowed to rest while loading occurred

All transport documentation is accompanying the driver(s) that relates to the mass, dimension and loading is accurate

Any delays have been communicated to the loading manager and driver(s) as soon as possible

Assigned vehicle meet the safety requirements for mass or dimension limits for the vehicle and has an up to date maintenance report

The load does not exceed the vehicle’s mass limits, does not exceed the container’s maximum gross weight marked on the container or the container’s safety approval plate

Driving of the vehicle is done in accordance with the current heavy vehicle road laws. Note: The general prohibition on a person driving a vehicle at a speed or manner dangerous to the public is described in the independent legislations for each State and Territory on the journey.

Driving of the vehicle is done in accordance with the current heavy vehicle road laws. Note: The general prohibition on a person driving a vehicle at a speed or manner dangerous to the public is described in the independent legislations for each State and Territory on the journey.

Assigned vehicle meet the safety requirements for mass or dimension limits for the vehicle and has an up to date maintenance report

The load does not exceed the vehicle’s mass limits, does not exceed the container’s maximum gross weight marked on the container or the container’s safety approval plate
and does not cause the vehicle to exceed mass and dimension limits.

Safe and responsible driving behaviour is demonstrated at all times.
Chapter 4 - VEHICLE DOCUMENTATION

INTRODUCTION

4.1 All drivers of Defence vehicles are to utilise the documentation and recording procedures described in this chapter for the control of Defence vehicles and Defence fuel cards.

4.2 TM and RMO are responsible for ensuring that personnel responsible for the completion of documentation are trained for the task, that they understand the purpose of relevant forms and the need to record accurate information.

4.3 The following forms are to be used by all drivers operating Defence vehicles:

   a. form AD 049—Vehicle Authorisation and Task Form
   b. form AC 626—Vehicle Accident Report.

DOCUMENTATION FOR ALL DEFENCE VEHICLES

Vehicle authorisation and task form

4.4 General. Form AD 049 must be used by all Services. The form AD 049 can be obtained from the Defence Intranet Web Forms System and the instructions for completion detailed on the form are to be complied with. Form AD 049 is an auditable document and is to be retained for a period of seven years. Form AD 049 is used to record:

   a. the authority to operate a particular Defence vehicle
   b. a declaration by the driver to acknowledge that they are fully conversant with the appropriate State or Territory road law
   c. the usage rate of a particular vehicle over a calendar month for entry into the stipulated logistic information management systems [i.e. Military Integrated Logistics Information System (MILIS)]
   d. who operated the vehicle over a calendar month
   e. private and business use for the purposes of Fringe Benefits Tax (FBT) calculations
   f. receipt and consumption of fuels, oils and lubricants.

4.5 Authorising Officers. Form AD 049 is the authorisation for a driver to operate the vehicle for which the form is raised. Authorising Officers are to be as a minimum a nominated NCO. These personnel are to be trained in their obligations by the TM/RMO. Personnel identified as Authorising Officers for form AD 049 are to be promulgated in unit routine orders or equivalent. Approving authorities may authorise themselves to operate vehicles, although this should only be done when another Authorising Officer is unavailable. It is the Authorising Officer’s responsibility to ensure that the driver has the appropriate licence to operate the vehicle type and that Section 1 of form AD 049 is completed correctly prior to the conduct of a task.

4.6 Simultaneous authorisation. When more than one driver will be required to drive a vehicle to complete a specific task, the names of the authorised drivers are to be bracketed. No more than four drivers are to be bracketed at any one time. Simultaneous authorisation of drivers may only occur for a specified task and should not be used as blanket authorisation for general tasking of a vehicle [i.e. one-week] except where otherwise specified in Annex C for Air Force air side related activities.

4.7 Authorisation for special activities. Any special activities being undertaken, for example wearing civilian attire while operating a General Service Defence vehicle, are to be authorised by the unit commander/manager or their approved delegate and in a Minute attached to the form AD 049.

4.8 Drivers’ responsibilities. It is the driver’s responsibility to ensure that Section 1 of the form AD 049 has been signed by a correctly Authorised Officer before commencing an assigned task and to correctly complete Section 2 of the form AD 049 and Section 3 of the form AD 049—Vehicle Authorisation and Task Form (Page 2) on conclusion of the task. If a task is conducted over a period greater than 12 hours Section 3 of the form AD 049 is to be signed off at the completion of each day’s driving. In an emergency situation a driver can seek authorisation after the completion of a task in order to prevent injury or significant loss/damage of property.

4.9 Loaned vehicles. Where vehicles are requested by other units, details of Cost Centre Codes are to be provided to the provisioning unit as required. The provisioning unit is responsible for raising the form AD 049 where required.
4.10  **Fuel usage.** When a driver refuels a vehicle, adds oil or diesel exhaust fluid without the use of a Defence fuel card (i.e. issued from a Truck Tanker Fuel at a Kerbside Refuelling Point) they are to ensure that the details are entered into Section 2 of the form AD 049. Where fuel and diesel exhaust fluid (i.e. Diesel and AdBlue) are issued, the entry should be entered on one line as Diesel/AB. In the litres column enter as fuel amount/AB amount. If the POL or diesel exhaust fluid was purchased with a Defence fuel card the purchase is not to be entered in Section 2 of the AD 049. The use of premium unleaded fuel is not permitted in Defence vehicles unless the vehicle is specifically designed to use this type of fuel.

4.11  **Odometer and hour meter.** When a driver operates a vehicle fitted with an odometer and hour meter, they are to ensure that both columns are populated.

4.12  **FBT requirements.** When completing Section 3 of the form AD 049, drivers are to indicate whether individual tasks are for private or business use. Definitions of private and business use are contained in the definitions in Annex A to Chapter 1. This information is required for the calculation of FBT as specified in the Fringe Benefits Tax Assessment Act 1986 and the Tax Management Site.

4.13  **Transport Managers.** Any vehicle used for private use is to be further recorded on the Taxation Management FBT Cars collection site, for inclusion in their respective Group/Service FBT return. This is required to be completed monthly, within seven working days after the month end. Contact Taxation Management for access to the site: taxation.management@defence.gov.au.

4.14  **Monthly change over of form AD 049.** Regardless of the number of entries made on a form AD 049, a new form AD 049 is to be raised for each vehicle at the beginning of each calendar month. Completed forms AD 049 are to be forwarded to the appropriate TM/RMO for checking, the usage operating statistics entered onto a logistic information management system (i.e. MILIS) and the form is to be filed. TM/RMO are required to check form AD 049s to ensure that vehicles are being serviced and maintained at correct intervals in accordance with current servicing schedules. Where drivers change frequently or a vehicle is used for numerous tasks, there may be insufficient space to record all vehicle details for a calendar month. In these circumstances a new form AD 049 is to be raised to record details for the remainder of the calendar month. Care should be taken to ensure that all form AD 049s for a vehicle for a particular month are filed together and archived (electronically or hard copy) for a period of seven years.

**Vehicle Accident Report**

4.15  Form **AC 626 Vehicle Accident Report** must be completed after a Defence vehicle has been involved in an accident. A copy of the form is to be carried in every Defence vehicle. It is the responsibility of the TM/RMO to ensure that this form has been correctly completed after an accident. For detailed information regarding procedures for vehicles involved in an accident refer to Chapter 10—‘Road safety, accidents, reporting of accidents and inquiries’.

**Record management for Senior Executive allowance**

4.16  Records required for the management of Senior Executive Service allowance are contained in the Defence Workplace Relations Manual (DWRM), Chapter 21—’Executive vehicle allowance’.

**Record management of long-term lease vehicles and short-term rental (hire) vehicles**

4.17  Where a vehicle is hired under authority of a form **AE 505—Travel Request Form** or Domestic Travel Budget Calculator and Authority there is no requirement to use the form AD 049, if the person notated on the documentation is to operate the vehicle. The member responsible for the hire vehicle must raise a form AD 049 for the purpose of driver identification in the event of traffic infringements or vehicle damage.

4.18  Where vehicles are leased or hired for a Defence training activity or exercise, a form AD 049 must be raised and maintained. A copy of the Hire Agreement must be retained in the glove box for the duration of the hire period and on completion of the hire period is to be attached to the form AD 049 and retained for the statutory period of seven years.

**Defence fuel cards**

4.19  Drivers will be required to refuel vehicles when conducting tasks. Defence fuel cards with the vehicle registration number/ARN embossed on the card must be utilised. These fuel cards must be signed out from the TM/Vehicle Custodian and used to refuel the specific vehicle they are issued for. Drivers must ensure that when conducting the transaction that the correct odometer reading is provided to the civilian console operator and that a receipt is collected. No fuel entry is required in Section 2 of the AD 049.

4.20  If a Defence fuel card does not function or in an emergency situation, if another fuel card is available from a second vehicle, the driver may utilise this fuel card. In this situation the fuel issue is to be recorded in the non functioning card’s vehicle form AD 049. On return of the Defence fuel card to the TM/Vehicle Custodian, the receipts are also to be returned.

4.21  Drivers or Task Commanders may also need to utilise an individual Defence fuel card to fill multiple vehicles or assets. In these circumstances SGFleet is to be notified in advance to ensure that the card maximum issue limit is appropriate. Secondly a form **AE 152- Defence Fuel card Authorisation and Tasking** must be issued with this card in order to record each individual fuel entry. The vehicle registration number/ARN or serial number must be used to record the fuel/diesel exhaust fluid issues. At the completion of the task the form AE152, it is to be accompanied with the receipts and returned to the fuel card custodian IOT respond to any exception reporting generated by the multi fill activity. Further detail on the use of Defence fuel cards can be obtained from the Electronic Supply Chain Manual.
4.22 If vehicles are refuelled from a field bulk fuel asset such as a module, fuel tanker or bladder; the issue is to be recorded in form AD 049 Section 2 using an estimation of the quantity issued. This will allow resource usage to be captured against the activity.

Requesting vehicle or road transport support

4.23 When requesting a vehicle for short term loan or vehicle and driver support, a variety of documents may be utilised to request the support, according to individual service or unit procedures. The Transport Task Order (ST001), unit Task Order or the E&IG Service Request are the three types of documents that may be used depending on where the transport support is being sourced from. Annex D provides generic workflows of how the three request forms are utilised in order to generate transport support.

Documents to be carried in Defence vehicles

4.24 In addition to a Defence and/or civilian driver’s licence, drivers are to be in possession of the documentation listed in Table 4.1 when driving Defence vehicles:

Table 4.1: Documents to be carried in Defence vehicles - click to print table

<table>
<thead>
<tr>
<th>SER</th>
<th>FORM OR DOCUMENT</th>
<th>REQUIREMENT/REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>form AD 049</td>
<td>Authorisation to utilise vehicle</td>
</tr>
<tr>
<td>2</td>
<td>form AC 626 and contact details for the Defence Insurance Office</td>
<td>In the event of a vehicle accident Part 1 is required to be completed at the scene</td>
</tr>
<tr>
<td>3</td>
<td>Defence Identification Card</td>
<td>Authority to enter and depart Defence establishments</td>
</tr>
<tr>
<td>4</td>
<td>form AC 795—Australian Defence Force Driver Qualification Log</td>
<td>Provides details on driver’s qualifications and currency</td>
</tr>
<tr>
<td>5</td>
<td>National Recovery Plan</td>
<td>Required to coordinate repair or recovery resources</td>
</tr>
<tr>
<td>6</td>
<td>form AE 052 – Inter-modal Container/Module/flatrack Weight Declaration (for heavy vehicles/combinations), including weigh scales docket</td>
<td>Required to be completed with either a loaded or empty inter-modal container</td>
</tr>
<tr>
<td>7</td>
<td>Convoy Orders/Task Orders</td>
<td>A copy of Convoy Orders or Task Order detailing mission, route, timings, POC, recovery/medical plans, refuelling options</td>
</tr>
<tr>
<td>8</td>
<td>Load Mass Declaration (relevant State &amp; Territory Road Authorities)</td>
<td>State or Territory document to declare and manage movement of large indivisible loads (heavy vehicles)</td>
</tr>
<tr>
<td>9</td>
<td>Route</td>
<td>Hardcopy of route or GPS operated device with route loaded</td>
</tr>
</tbody>
</table>
An electronic PDF or hard copy of the DRTEF is required, as a law enforcement or traffic officer can request to view and identify any exception applicable to the driver, load, route or vehicle.

The documents detailing the route, vehicle/trailer type and operating restrictions

Only required if load requires a Movement Security plan i.e. weapons, ammunition

### ADDITIONAL SERVICE DOCUMENTATION

4.25 Annexes A to C detail information relevant to single-Service vehicle documentation. Listed below is the generic vehicle documentation.

- **a.** Form **AE 547 – Service Request** is an Estate and Infrastructure Group (EIG) multi-purpose form for transport and maintenance requests. It is used to enable the booking of CL vehicles or transport services from contractor, consultant or outsourced service provider managed transport assets.

- **b.** Form **GM 014—Non Technical Inspection Report—Light and Light Weight Vehicles** is used to conduct non-technical inspections on light and lightweight vehicles.

- **c.** Form **GM 163—Non Technical Inspection Report Protected Mobility Vehicle** is used to conduct non-technical inspections on Protected Mobility Vehicles.

- **d.** Form **GM 166—Non Technical Inspection Report All Terrain Vehicles** is used to conduct non-technical inspections on All Terrain vehicles.

- **e.** Form **GM 167—Non Technical Inspection Report—Light and Light Weight Trailers** is used to conduct non-technical inspections on light and light weight trailers.

- **f.** Form **GM 120—Record Book for Service Materiel** or electronic equivalent on MILIS (MSE600) is to be maintained for every vehicle. The following parts are relevant to B Vehicles:
  
  1. Form **GM 120–1—Materiel Particulars**
  2. Form **GM 120–2—Record of Technical Inspections**
  3. Form **GM 120–3—Record of Modifications**
  4. Form **GM 120–4—Record of Repairs, Overhauls and Assembly Changes**

- **g.** Form **GM 466—Non Technical Inspection Report—Motorcycles** is used to conduct on-technical inspections on motorcycles. The following documents are to be maintained for each B Vehicle:
  
  1. The Complete Equipment Schedule is an accounting document listing equipment issued with each vehicle
  2. The Servicing Schedule is a document listing the routine servicing operations specific to vehicle type.

- **h.** Form **GM 360—Non Technical Inspection Report—Medium and Heavy Vehicles** is used to conduct non-technical inspections on medium and heavy vehicles.
i. Form GM 361—Non Technical Inspection Report Medium and Heavy Trailers is used to conduct non-technical inspection on medium and heavy trailers.

j. Form GM 576 - Non Technical Inspection Report – BMS – ML – G-Wagon to enable mission system completion for operator maintenance is used to conduct non-technical inspection on G-Wagon.

k. The vehicle User Handbook which is issued by the vehicle manufacturer.

l. Form ST 112—Freight Delivery Note is used when transporting loads for external units [i.e. record the flow of cargo from consignor to consignee]. It also serves as a receipt for the delivery of cargo.

m. Form AE 052—Inter-modal Container/Module/Flatrack Weight Declaration is used to provide the weight of a container, module or flatrack from the consigner to the consignee. This is a legal declaration of the weight of a container, module or flatrack and its contents and is the responsibility of the consignor.

Annexes:

A. Navy vehicle documentation

B. Army vehicle documentation

C. Air Force vehicle documentation

D. Generic transport support request form workflows
Chapter 3 Annex C - Permit application process

Where Defence vehicles do not meet Defence Dimension Mass Standards (DDMS) and cannot be operated within the conditions identified to operate on public roads is required. Permits are issued either by the National Heavy Vehicle Regulator (NHVR) or by individual States and Territories, with local government bodies providing specific route conditions, if required. Permit applications for Defence vehicles through JLC, SLB. Permit applications are compiled on Web Form GM699 Defence Heavy Vehicle Permit application and should contain the following information:

a. Vehicle type or combination - i.e. HX77 and ILHS trailer

b. Load - what is the intended load type, including weight, height and length

c. Route - Exact start and finish points, including the entire route for the task, waypoints, staging points, refuelling points, any street by street detailed route

d. Period - Start and finish dates

e. Convoy operations - yes or no

f. Night operations - yes or no

g. Special considerations - any task detail that would assist with the determination of the permit application by State or local support of government project or community event.

There are two prime types of jurisdictional road permits that apply to Defence vehicles, a Period Permit or a Single Trip Permit. Managing Defence road permits. Unless JLC have authorised local direct liaison with road authorities i.e. HQ 1 Bde with Northern Region permits should be addressed to RoadTransportPermits@drn.mil.au. Figure 3C-1 provides the workflow for permit applications.

Figure 3C-1: Permit application process
Identify desired route A to B

Yes

Identify if route from A to B is a DRTEF approved route

No

Identify sections of the DRTEF approved route

Are these sections to extant permits vehicle types?

Yes

Identify what load limitations and conditions apply for vehicle type/s

Brief drivers

Drive/undertake task

No

Identify what load limitations and conditions apply for vehicle type/s

Brief drivers

Drive/undertake task
Chapter 4 Annex A - NAVY VEHICLE DOCUMENTATION

Introduction

This annex details the Navy requirement for vehicle records and the responsibility for compilation and management over and above the requirements specified in Chapter 4—'Vehicle documentation'.

le forms

Personnel, sections or ships requiring the use of a commercial line vehicle either self-drive or with driver, are to submit a form AE 547 Service Request via email to Base Service Support Centre (BSSC) or telephone 1300 658 975.

Users of vehicles and TMs are to ensure care is taken to record all servicing and maintenance details in the original equipment manufacturer’s log/hand book so that a complete history of the vehicle is kept. The log book should be kept in the Motor Transport (MT) office and is to accompany the vehicle for maintenance and servicing work. This book is to be returned with the vehicle on transfer/disposal.

Users of vehicles loaned from MT pools are to complete all relevant forms eg form AD 049—Vehicle Authorisation and Task Form, and return them to the TM each Friday afternoon. The following detail is to be clear and legible on Part 3 of the form AD 049:

a. insert PMKeyS number, surname and initials in name column (1) and sign column (2)

b. if not used for private use place ‘B’ in the private or business column and leave next two columns blank

c. the driver’s signature is to be completed and clearly legible with all fields completed regardless of whether the vehicle has been used for business or private use.

cycles/All Terrain Vehicles/Utility Carts

Records of the running of motorcycles, All Terrain Vehicles and Utility Carts (including golf carts) are to be the same as for motor vehicles ie by utilising form AD 049.
Chapter 4 Annex B - ARMY VEHICLE DOCUMENTATION

Introduction

This annex details the Army requirement for vehicle records and the responsibility for compilation and management in addition to the requirements specified in Chapter 4—'Vehicle documentation'.

port documentation

The primary B Vehicle control documents are as follows:

a. Form ST 001—Transport Task Order is used to order service transport (this may be on a self-drive or driver provided basis). A unit Task Order as promulgated in unit Routine Orders can be utilised as a substitute for the ST 001, particularly for tactical tasks.

b. Form ST 004—Daily Transport Work Schedule is designed to be used in unit transport offices to schedule transport on a daily basis. It allows for detailed allocation of vehicles to task, thus assisting the TM in making the most economical use of resources. The instructions for completion detailed in the form ST 004 are to be complied with.

c. Form ST 022—Defective Vehicle Report (Mechanical Vehicles) is used to report defects which occur during the operation of a vehicle other than those resulting from a traffic accident. A copy of this form is to be carried by the driver of every vehicle.

d. Form ST 112—Freight Delivery Note is used when transporting loads for external units [i.e. record the flow of cargo from consignor to consignee]. It also serves as a receipt for the delivery of cargo.

e. Form AE 052—Inter-modal Container/Module/Flatrack Weight Declaration is used to provide the weight of a container, module or flatrack from the consigner to the consignee. This is a legal declaration of the weight of a container, module or flatrack and its contents and is the responsibility of the consignor. An Inter-modal Container/Module/Flatrack Declaration is also required for empty containers, modules or flatracks.

f. Form AB 788—Shipper's Declaration for Dangerous Goods—Surface Mode is used to consign Dangerous Goods (DG) transported by road, rail or sea.

g. Form ST 160—Shipper's Declaration for Dangerous Goods is used to consign DG transported by air. This form is to be carried by the driver of a vehicle delivering a consignment containing DG for dispatch by air.


i. Usability labels and tags. These labels communicate the materiel's current classification along with any restrictions on its use to operators, commanders and managers. Usability labels are to be complied with as detailed in Section 3, Chapter 4 of the TRAMM–L.
Chapter 4 Annex C - AIR FORCE VEHICLE DOCUMENTATION

Introduction

This annex details the Air Force requirements for vehicle records and the responsibility for compilation and management that are over and above the requirements specified in Chapter 4—'Vehicle documentation'.

Air Force units/establishments are to comply with the documentation and recording procedures described in this annex for the control of road movements.

Australian Air Publication (AAP) 7001.046—Ground Mechanical Engineering, Organisation and Administration was made obsolete in accordance with Special Publication Instruction 17/97 of 18 December 1997. Copies are still widely available, but should no longer be considered as an authoritative document.

The forms in use in the Air Force applicable to road movement operations are:

- Form AD 417—Driver Training Report
- Form AD 865—Request to Conduct Driving Course
- Form AD 866—Driver Testing Officer Return
- Form AD 867—Driving Instructor Assistant Return
- Form AD 874—ADF to Civilian Licence Conversion Request
- Form AD 875—Request Driving Proficiency
- Form AD 986—Driver Training Waiver Request
- Form AD 988—Driving Course Amendment Request
- Form ST 143—Delivery Docket
- Form AE 052—Inter-modal Container/Module/Flatrack Weight Declaration
- Form ST 039—Vehicle Daily Dispatch Log.

Authorising Officers are to note the following when authorising vehicle tasks:

- **Maintenance road tests.** For the purpose of conducting a road test after vehicle maintenance has been performed by MEOMS, the MEOMS Engineering Officer, Warrant Officer or Senior NCO In Charge of MEOMS Maintenance may sign the form AD 049 as the Approving Officer

- **Blanket authorisation.** Blanket authorisation of drivers may be used by Air Force units for air side driving related activities and applies to base Safety Officers, Barrier Crews, Tanker Drivers, Fire Fighters, Air Movements and technicians in order to provide timely and responsive support to air/airfield operations. Blanket authorisations for domestic precinct non-air side) and off base driving activities are not permitted.

Movement Officer's monthly checks
The RMO (or delegated SNCO or appointed APS member) will carry out monthly percentage checks of road movement documentation (form AD 049) returned to the transport section at the end of each calendar month by all base lodger units and institute checks that will ensure:

a. authorised members are approving the forms

b. journeys are correctly authorised and the provisions of Chapter 5—'Use of Defence vehicles' are being complied with

c. vehicle distance (km) or running time for the month are correctly recorded on form AD 049.

Queries relating to tasking, requisition approval and cost centre code anomalies are to be addressed to the originator of the form AD 049, for corrective action.
Vehicle or transport support request processes.

Due to individual service procedures and the availability of transport units or pooled fleets, three primary request forms can be used to obtain vehicles or transport support within formations. Figure 4D-2 displays the workflows for obtaining vehicles via EIG contractor support.

Note that for longer term vehicle requests or transport support requests, including drivers, units should utilize existing unit resource management tools such as the Advanced Computer Management System (ACMS) or equivalent service resource management tools.

**Figure 4D.1: Generic workflows utilised in formations**

**Figure 4D.2: Workflow for EIG contracted support**
Chapter 5 - USE OF DEFENCE VEHICLES

Introduction

5.1 Defence vehicles (as defined in Chapter 1, Annex A) must be used for official purposes. If Defence vehicles are used for non-official tasks FBT and/or cost recovery may apply in some circumstances.

Driver safety

5.2 Drivers of Defence vehicles must be cognisant of the differences in the handling characteristics of individual vehicles, in particular the effects of load weights, load dispersion and load shift, with the centre of gravity. Braking and steering input can be greatly affected in some instances. Specific training on individual vehicle types must provide potential drivers with the knowledge and skills to combat the effects on vehicle stability.

Power lines and overhead hazards

5.3 An electric shock can occur without contact being made with overhead lines. Intrusions within the ‘Danger Zone’ may allow a ‘flashover’ or arc to occur. The risk of flashover increases as the line voltage increases IAW Figure 5.1. Due to the heights of some Defence vehicles, trailers, loads, and vehicle mounted communication antennae, the risk of contact or flashover with electricity distribution lines is a continuous hazard. For additional information regarding vehicle mounted antennae see para 5.116 and 5.117.

Figure – 5.1 Risk of Flashover

5.4 When drivers are carrying containers, modules, flatracks or any load above the vehicle’s highest point; they must ensure they are conversant with the load height. Fixed structures including bridges, underpasses, tunnels, warehouses, shelters, and workshop bays must be checked for height restrictions prior to the vehicle entering.

5.5 When drivers are operating specialist vehicles and ancilliary equipment such as vehicle mounted cranes, dump trucks, ILHS vehicles, launch recovery vehicles or vehicles fitted with aircraft stairs a greater overhead risk exists. Operators must ensure that the proximity of the equipment to power distribution lines is critically assessed.

Use of Defence vehicles by Defence members, Defence civilians, Contractors, Consultants or Outsourced Service Providers

5.6 Defence members qualified to operate vehicles must be in possession of a current Defence licence, AC 795 and be authorised to operate the vehicles for which they are qualified. In addition Defence members may be authorised to drive Defence plated Commercial (CL) vehicles up to HR provided they hold the appropriate current State or Territory civilian driver licence for the class of Defence vehicle they are required to operate. They must also understand their responsibilities utilising the AD049, AC626.
and Defence fuel card. Familiarisation training is required for vehicles within ‘R’ and above ‘C’ class (excluding C class 10 seat or above light bus/truck) as detailed in paragraph 11.29b. Recognition of State or Territory civilian driver licence codes MR and HR are dependant on members exposure to various transmission types. The relevant service CDI must be consulted prior to any recognition of State or Territory civilian licence codes MR or HR. Exemptions concerning the requirement for Defence members to hold a civilian licence are detailed in Chapters 3 and 12.

5.7 Defence employees, Defence civilians, contractors, consultants, outsourced service providers, Volunteers of Military Museums, Instructors of Cadets (IOC), Officers of Cadets (OOC) and foreign military personnel may be authorised to drive Defence platted CL vehicles provided they hold the appropriate current country of origin, State or Territory civilian driver licence for the class of vehicle they are required to operate in accordance with Chapter 11—‘Selection and training of personnel to operate Defence vehicles’. They must also understand their responsibilities utilising the AD049, AC626 and Defence fuel card. The policy for the use of vehicles by IOC and OOC is detailed in Annex A.

5.8 For all Defence vehicles other than ‘C’ class CL vehicles as mentioned in paragraph 5.6, the persons detailed in paragraph 5.7 are to receive familiarisation training from a DTO or civilian equivalent. If an over mass general service vehicle is to be operated, a detailed briefing on interpreting jurisdictional permits must be conducted. On the successful completion of this training the person is to be issued form AC 344–1—Record of Attainment and recorded in their form AC 795—Australian Defence Force Driver Qualification Log or equivalent document.

5.9 As a general principle the use of a Defence vehicle by a Defence employee, Defence civilians, contractors, consultants and outsourced service providers, are to be restricted to essential tasking and is to be authorised only where no other form of transport is practical. Annex B details the requirements in relation to vehicle registration, compensation, liability and insurance in the event it is considered necessary for contractors, consultants, outsourced service providers, to drive a Defence vehicle.

Use of Defence vehicles by visiting forces

5.10 Visiting forces are to comply with the same guidelines as Defence members in relation to the operation of vehicles within Australia. The policy for the use of vehicles by visiting forces is detailed in Annex C.

Defence members operating vehicles in foreign countries

5.11 When Defence members are required to operate vehicles in foreign countries, they must be conversant with the requirements of driving a vehicle with different customs and procedures than Australia. Licence requirements and hire conditions must be checked before deploying. In non-warlike zones familiarisation training on public roads must be conducted, particularly with left hand drive vehicles. Annex C details further requirements for operating vehicles in foreign countries.

Defence assistance to the civil community

5.12 Defence vehicles are authorised for use in support of Defence assistance to the civil community (DACC) tasks as directed by the Senior Australian Defence Force Officer (SADFO). DACC vehicle operations are to be conducted in accordance with this manual and are to comply with the Defence Assistance to the Civil Community Manual.

Assistance to civilian drivers

5.13 Assistance by operators of Defence vehicles to civilian drivers is to be governed by the following guidelines:

a. drivers should only render the assistance normally given by a motorist to another [i.e. lending a vehicle jack assisting with wheel changing]

b. the use of any equipment for recovery or technical assistance which should reasonably be undertaken by civilian firms is only to be provided in exceptional circumstances, such as an emergency involving the saving of life or the clearance of a major traffic obstruction.

ALLOCATION OF VEHICLES TO TASKS

General

5.14 To ensure the best use of resources, Defence vehicles are to be allocated to tasks to ensure maximum use of the vehicle carrying capacity. If the vehicle load carrying capacity will not be fully utilised then consideration should be given to changing the type of vehicle allocated to the task.

5.15 To ensure maximum efficiency and economy, vehicles must be driven in such a manner that will avoid undue strain on mechanical components that could cause non fair wear on components and vehicles. The following limitations apply:

a. The all-wheel drive functions on multi-axle drive vehicles are designed to provide additional traction when crossing soft ground or under other emergency conditions. The use of multi-axle vehicles on formed roads or other firm surfaces causes
excessive fuel consumption and serious wear to the engine, transmission and tyres. Unless a vehicle is permanently in all-wheel drive mode, the all-wheel capability is not to be used on formed roads or other firm surfaces (unless specified by the manufacturer).

b. Two wheel drive vehicles should not be driven off formed roads.

5.16 Vehicles should be selected and utilised for tasks that are within the parameters of the vehicle. Difficult terrain driving must not be undertaken utilising CL vehicles that are not designated 4x4 vehicles.

**Authorisation for use**

5.17 Each vehicle must carry a form AD 049—*Vehicle Authorisation and Task Form* that is completed and signed, authorising the driver to utilise the Defence vehicle in the conduct of a task prior to operation of the Defence vehicle. Further details are contained in Chapter 4.

**Briefing of drivers**

5.18 Commanders and Supervisors must ensure that drivers are briefed on all prohibited areas and controlled routes, including permit conditions when required. This includes provision of the entire route including all critical points which may have an effect on the passage of the vehicle/s. If a permit is required for the task, the driver or Packet Commander must be provided a copy. The operation of heavy vehicles and combinations is closely managed by State and Territories authorities. Heavy vehicle drivers and Task Commanders as an element of task preparation, must check with State/Territory road authorities on a daily basis to confirm route conditions and restrictions, prior to commencing a task on the public road network. Additional conditions or restrictions may be included due to prevailing weather, maintenance to road networks/structures or requirement to contact local Road Managers. Drivers must be comprehensively briefed that non compliance to a specific route, may result in disciplinary action, and civil action from road management authorities.

**Registration**

5.19 In accordance with section 123(1) of the *Defence Act 1903*, Defence is not required to register vehicles. Defence vehicles (other than leased or hired vehicles registered under State or Territory legislation) are not to be registered in a State or Territory and must display appropriate, legible Defence number plates.

**Motor vehicle insurance**

5.20 Defence’s insurance coverage is through the Commonwealth’s self-managed insurance fund Comcover. Defence has negotiated, among other categories, motor vehicle loss, destruction or damage for CL vehicles, third party property damage for all Defence white and green fleet vehicles, and third party personal injury insurance coverage for all Defence plated vehicles (subject to Comcover policy terms and conditions). Details regarding insurance coverage and claim reporting procedures are available from the Defence Insurance website or by telephoning 1800 990 900. Reference should also be made to Chapter 10—‘Road safety, accidents, reporting of accidents and inquiries’.

**Carriage of personnel within Defence vehicles**

5.21 Defence vehicles may be used to convey the following personnel within Defence establishment boundaries:

a. Defence members, Defence civilians, Defence employees, contractors, consultants and outsourced service providers

b. civilian employees of other government departments who are attached to or working with the Department of Defence

c. allied Defence Force personnel who are attached to or working with Defence

d. Officer of Cadets (OOC), Instructor of Cadets (IOC) and Cadets

e. visiting forces

f. volunteers

g. other personnel who have been invited by an official for official purposes.

5.22 On occasion Defence vehicles will be utilised to convey other than Defence personnel. APS staff from other government departments may be conveyed on or off a Defence establishment, for the purposes of attending a Defence activity. For the carriage of personnel that are not considered as Defence personnel or APS staff, the unit commander/manager or their delegate must authorise the task in a minute attached to the form AD 049 with a copy of the endorsed Risk Assessment, that authorises carriage of
Chapter 5 - USE OF DEFENCE VEHICLES

5.23 Circumstances where there is opportunity seating in a Defence vehicle do not justify the use of a Defence vehicle for the transportation of dependants unless there is a clear benefit to Defence. Unit commander/managers should be cognisant that the transportation of dependants on a Defence vehicle may be considered private use and may be subject to FBT.

5.24 On occasion, Service Police (SP) remove Defence members from situations that are distressing, unsafe or potentially damaging to the reputation of Defence. In such circumstances, SP may use their discretion in offering and providing transportation to a civilian who, upon removal of the Defence member, would be left alone and exposed to the risks that warranted removal of the Defence member. Where practical, such support is to be authorised by the SP chain of command prior to rendering assistance. The support is to be recorded in the SP member’s Service Police Notebook.

5.25 ADF Chaplains provide support to ADF members and their families in situations that are distressing, unsafe or potentially damaging to the reputation of Defence. In such circumstances, ADF Chaplains may use their discretion by offering and providing transport to civilians, when not doing so would pose a risk or breech of a duty of care to the civilian/s or would negatively impact the wellbeing of a Defence member or the reputation of Defence. Where practical a Chaplain is to gain support from command before transporting a civilian and this support is to be notated on AD 049. Instances that Chaplains may be required to use Defence vehicles to transport civilians include but are not limited to:

a. an ADF member’s dependant/s being provided support as a result of a critical incident
b. an ADF members dependant/s or other civilians to ensure their safety during a critical incident
c. a civilian religious leader to provide spiritual or religious care to an ADF member or their family
d. an ADF members dependant/s to provide support to the member, where other forms of transport are not practical or reasonable
e. an ADF members dependant/s or other civilians to attend or participate in a military funeral or ceremony.

Comcover insurance requirements if volunteers are to be used as drivers

5.26 If volunteers are required to drive Defence vehicles then they must be authorised to do so by Defence. It is at the discretion of Defence to appoint persons who it believes will benefit the organisation, noting that they need to fit the defined term of volunteer in accordance with Chapter 1, Annex A. To obtain insurance for voluntary workers, Defence Insurance is required to disclose to Comcover the estimated number of volunteers and their activities by November each year to obtain cover for the following financial year.

DRIVER AND PASSENGER RESPONSIBILITIES

Australian Defence Force prescribed Blood Alcohol Level

5.27 As detailed in Defence Instruction (General) (Di(G)) PERS 15–4—Alcohol testing in the Australian Defence Force, whilst on duty all Defence members must maintain a zero Blood Alcohol Level (BAL). However, for testing purposes, BAL readings below 0.02 per cent will not be considered as a positive reading. This conforms to the existing Australian Standard (AS) 3547–1997—Breath alcohol testing devices for personal use and is a safety measure employed in the breath test only to ensure that registrations legitimately used medications and other licit substances do not give a false positive reading.

Use of alcohol and prohibited substances

5.28 Policies on the use of alcohol and prohibited substances within Defence are detailed in Di(G) PERS 15–1—Misuse of Alcohol in the Defence Force and Di(G) PERS 15–5—Management of the use or involvement with prohibited substances in the Australian Defence Force.

5.29 Drivers of Defence vehicles:

a. must maintain a zero Blood Alcohol Level (BAL) whilst operating a Defence vehicle
b. must not operate a vehicle if they are under the influence of a prohibited substance.

5.30 Defence drivers must not consume medication and/or substances which impair their ability to operate machinery. When medication prescribed by a medical, dental, pharmacy or nursing officer incurs a restriction in respect to the operation of a motor vehicle, drivers must present a medical certificate (for Defence members a form PM 101—Medical or Dental Fitness Advice) to their
commander/manager. The commander/manager must exclude the member from driving duties for the duration of the recommended restriction as documented in the medical certificate. The Defence licence holder has a responsibility to declare if they have had any changes to the conditions by which they hold their civilian driver’s licence related to the use of medications or if they have been informed by a health professional that they are temporarily unfit to drive a vehicle as a result of taking medication.

5.31 Defence personnel and contracted personnel employed or appointed as driver testing officers, driving instructors or as assistant driving instructors:

a. must maintain a zero BAL whilst conducting the duties and tasks associated with their employment, including instruction and assessment within the cabin of a Defence vehicle

b. must not conduct duties and tasks of their employment, if they are under the influence of alcohol, medications or prohibited substances, which may impair their ability to instruct or assess trainees.

**Seatbelts**

5.32 When seatbelts are fitted, drivers and passengers must wear a seatbelt. The driver is responsible for ensuring that all passengers wear a seatbelt. Seatbelts must be worn in accordance with the design specifications. Exceptions are:

a. when the driver/passenger is in possession of a medical certificate signed by a Medical Officer, that contains an expiry date, stating that they do not have to wear a seatbelt

b. when travelling in reverse at low speed [i.e. walking pace], the Driver may release their seat belt in order to maximise their ability to gain visibility whilst conducting the reversing evolution or

c. Special Force requirements under the SOVOs Vol 5.

5.33 A Defence member being the driver, crew commander or any crew member required to conduct their duties from an open hatch or cupola, are exempt from any provision of a road transport law that requires that a person remain entirely inside a vehicle. This exemption includes armoured vehicle, protected vehicle, amphibious vehicle, SPMV or Special Forces vehicle operations on public road networks. A Risk Assessment (RA) and management plan must be completed and endorsed by a Brigadier/O7 Grade officer (E) or above, encompassing the provision of speed restrictions, use of Personal Protective Equipment (PPE), signage alerting other road users and possibly escort vehicles. Movement of these vehicles by Defence civilians, contractors, consultants or outsourced service providers, between site on adjacent public roads, for maintenance purposes requires permits and pilot vehicles, however the RA is to be endorsed by an O5 Grade officer (E) or above.

5.34 Within a Defence area, unit commanders/managers can waive the requirement to wear seatbelts, if the use of seatbelts would be prejudicial to operational/tactical training. However, a risk assessment and management plan must be completed and endorsed in order to waive the use of seatbelts, and the activity must be conducted within a controlled environment. For example, waivers may be granted when drivers and/or passengers of Defence vehicles are:

a. undertaking specific security responsibilities that require them to place part of their body outside the confines of the vehicle, and the vehicle has an area specifically designed to allow personnel to carry out these duties (e.g a sentry operating from a vehicle cupola)

b. participating as a firer in a vehicle mounted live fire activity or rehearsal

c. directly supervising trainee vehicle crew

d. acting in the capacity of an officer-in-charge, safety officer or safety supervisor during the conduct of vehicle mounted live firing activity or rehearsal

e. participating in the transfer of B vehicles during amphibious activities at sea.

5.35 Commanders and managers must ensure Defence personnel are clearly aware of when they are operating under a waiver, and that they are briefed on the associated risk mitigation requirements and the wearing of relevant PPE.

**Care of vehicles**

5.36 Drivers must take the necessary safety precautions and care of vehicles in their charge. The interior and exterior of vehicles are to be kept as clean and tidy as possible depending on available facilities and operating conditions. Drivers must ensure that vehicles are serviced daily in accordance with Chapter 8—*Vehicle servicing, inspection, repair and maintenance*. It is important that drivers report all defects or difficulties with Defence vehicles promptly to the unit TM/RMO.

**Mobile telephones, GPS, MP3 or other electronic devices**
5.37 In accordance with Australian Road Rule Regulation 300, the driver of a Defence vehicle must not use a mobile telephone while the vehicle is moving or is stationary but not parked. The vehicle must be parked in a legal position, parking brake applied and the ignition switched off. A driver may use a mobile telephone if it is secured in a mounting or cradle affixed to the vehicle and is not being held by the driver, and the use of the mobile telephone does not require the driver, at any time while using it, to press anything on the body of the mobile telephone or to otherwise manipulate any part of the body of the mobile telephone.

5.38 When operating a Defence vehicle the driver must not use earphones for the purpose of entertainment (e.g. listening to music), listening to MP3/I-Pod players or for any other hand-held device that may cause distraction, whilst driving.

**Smoking in Defence vehicles**

5.39 Smoking must not be undertaken in any Defence vehicles, this includes the cabin, load carrying space and within containers or modules.

**Smoking outside Defence vehicles**

5.40 Smoking must not be undertaken within 15 metres of a Defence vehicle, this includes containers, fuel modules and tanker trucks with combustible liquids or goods.

**Dress requirements**

5.41 Whilst driving a Defence vehicle, Defence members must wear the appropriate military uniform as promulgated in respective Service dress regulations or neat civilian attire when authorised in accordance with Chapter 4, paragraph 4.7. Appropriate personal protective equipment (PPE) must be worn when it is required for the safe operation of a vehicle, this includes motorcycles, All Terrain Vehicles (ATVs) and utility carts.

5.42 Military head-dress [i.e. hats, caps and berets] must not to be worn by the driver or operator of a Defence vehicle, except on ceremonial occasions where the vehicle is not required to travel on a public road, and then only when specifically authorised. When using an ‘open’ type vehicle (such as a motorcycle), where the wearing of protective head-dress is mandated, the protective requirement takes precedence over the wearing of military head-dress.

**Discipline of personnel travelling in Defence vehicles**

5.43 The senior occupant in a Defence vehicle must maintain discipline and ensure that:

- a. personnel are not carried in a vehicle unless cargo and passengers are separated by a cargo barrier or cabin wall
- b. passengers do not stand in buses
- c. passengers wear seat belts when fitted, including buses and coaches
- d. the vehicle’s authorised seating capacity is not exceeded
- e. only casualties are transported in an approved ambulance or battle casualty extraction vehicle. Any member travelling in the rear of the vehicle must be seated and restrained in approved seating. Only casualties can travel situated in a litter within an ambulance or battle casualty extraction vehicle. Only a Medical Technician is approved to be unrestrained and move whilst the vehicle is in motion for a medical requirement
- f. passengers do not sit on vehicle sides or tailgates of a moving vehicle
- g. passengers are not carried in the rear of vehicles not fitted with sides and/or tailgate, unless the vehicle is arranged with centre seating
- h. passengers are not carried in dump trucks unless fitted with sides and seating, or specially designed and fitted equipment cages
- i. personnel do not ride in the cabin or on the back of a vehicle which is being towed
- j. personnel do not ride in the cabin or on the back of a vehicle which is loaded on a trailer which is being towed or which is loaded on to the tray of another vehicle
- k. personnel are not carried on trailers or in towed caravans
- l. personnel are not carried on public roads in seating that does not have fitted seatbelts
m. personnel do not ride in the back of a vehicle in which combustible items, dangerous goods, Commonwealth explosives or general stores are carried except specially designed vehicles e.g. Gun Tractor—this provision does not apply to the carriage of personal weapons and first line issues of ammunition

n. personnel do not have any part of the body protruding from the vehicle except from a cupola or other firing position as part of a designated operational security plan

o. passengers do not consume alcohol whilst being conveyed in a Defence vehicle

p. the Battle Management System (BMS) is monitored, if activated

q. the communication suite is monitored, if in operation

r. they assist the driver with any visibility difficulties on the nearside of the vehicle

s. they monitor the driver for signs of fatigue.

Security of Defence Vehicles and cargo

5.44 Drivers must ensure that the security of Defence vehicles and cargo is in accordance with Chapter 15—'Security and storage of Defence vehicles and cargo' and the Defence Security Manual—Communications Security.

HOME GARAGING OF DEFENCE VEHICLES

Use of Defence vehicles between residences and place of duty

5.45 Fringe benefit tax (FBT) will arise for each day a Defence vehicle is home garaged and/or used for private travel i.e. travel from workplace to home and home to workplace. This use of a Defence vehicle would be defined as a reportable fringe benefit. When a Defence vehicle is located at a member’s residence, it is deemed to be available for private use, therefore this availability generates a reportable fringe benefit.

5.46 Approval for use of a Defence vehicle for travel between residences and place of duty will be given only where it is demonstrated that the arrangement is consistent with Defence business outcomes, improves an individual official’s and/or their unit/branch’s effectiveness and increases business efficiency. For example, use of Defence vehicles by unit commanders/managers between home and work, with or without a driver, is not to occur unless that use is incidental to a work purpose. Incidental use includes a trip from the office to home, in order to facilitate an early departure the following morning for an approved business trip or when returning from a trip and it is not possible to garage the vehicle on Defence premises overnight. Home garaging for other than incidental use is to be paid for unless a Home Garaging waiver for a Defence vehicle has been approved. Note: FBT may apply when the Home Garaging charge is waived.

Permanent use of Defence vehicles between residences and place of duty by officials—Permanent Home Garaging

5.47 Officials may be given annual approval for permanent use of a Defence vehicle for travel between residences and place of duty, when the appropriate delegate has determined that a demonstrated business case has been established to justify the permanent use of the vehicle. An authorised official must not approve their own home garaging of a Defence vehicle. Note: FBT may apply when approval is given for travel between residences and place of duty.

5.48 A Group Head may approve home garaging of Defence vehicles or they may provide authorisation to an authorised official. For permanent home garaging, the following officials may be an authorised official:

a. a Defence member not below O–6 (Colonel (E)) rank or, in the case of a unit command appointment, O–5 (Lieutenant Colonel (E)); or

b. a Defence employee who is not below Executive Level 2 or equivalent.

5.49 Examples of circumstances where it may be appropriate to approve permanent home garaging of a Defence vehicle for an official who is not entitled to a dedicated Defence vehicle are:

a. Officials at an overseas post where secure overnight parking is not available at the normal place of work, but the Official’s residence provides secure parking
5.50 Officials approved to permanently use and home garage a Defence vehicle must pay the ‘home garaging’ rate in FINMAN 4—Resource Costing Manual in advance, regardless of the type and size of the vehicle used, unless a cost waiver has been obtained. Form AC 967—Application for Approval and/or Charge Waiver Home Garaging of Defence Vehicles, must be used to request approval to home garage a Defence vehicle. Paragraph 5.51 outlines the waiver process.

5.51 Defence vehicles must be returned to Defence authorised vehicle parks/compounds after hours and during periods of approved leave and when practicable at weekends and public holidays. Home garaging includes the parking of vehicles in open car parking spaces in proximity to the member’s residence.

**Temporary use of Defence vehicles between residences and place of duty by officials—Temporary Home Garaging**

5.52 Officials may be given approval to temporarily use a Defence vehicle for travel between residences and place of duty only if alternative transport options (such as taxis) have been considered first and Defence’s capability is not diminished. Officials approved to temporarily use a Defence vehicle must pay the applicable rate specified in FINMAN 4 regardless of the type and size of the vehicle used, in advance, unless a cost waiver has been obtained. Circumstances that may justify the temporary home garaging of a Defence vehicle or temporary use between residences and place of duty include where:

a. officials would otherwise be subject to the risk of violence

b. due to unforeseen events of a temporary and limited nature, officials are required to commence or cease duty at a time when public transport is not available

c. overnight garaging at a residence avoids the need for overnight accommodation at public expense at a further point during a journey

d. officials are rostered for on call duty that requires the immediate use of a Defence emergency vehicle IOT respond immediately to a call out i.e. Explosive Ordnance Procedure (EOD) personnel.

5.53 Temporary home garaging may only be authorised by a Group Head or one of the following:

a. a Defence member not below O–5 (Lieutenant Colonel (E)) or in the case of a unit or independent sub-unit command appoint, O–4 (Major (E)) rank; or

b. a Defence employee who is not below Executive Level 1 or equivalent.

5.54 When EOD personnel are utilising a specialised vehicle on a rotation basis (pooled vehicle), and are rostered as ‘on call’ there is no reportable FBT for individuals. The AD 049 is used to record the vehicles use by multiple EOD personnel in order to comply with the legislation.

**Reimbursement of Charges**

5.55 When a Defence vehicle is subject to permanent home garaging, reimbursement may be claimed for the working days the vehicle is not home garaged and is returned to a nominated car park/compound (eg for approved periods of absence). Reimbursement may not be claimed for weekends or public holidays. Form AC 966—Claim for Reimbursement of Home Garaging of Commonwealth Vehicles be used to claim reimbursement.

**Waiving of charges for use of Defence vehicles between residences and place of duty by officials**

5.56 The waiving of the home garaging charge creates an FBT liability for Defence. A waiver of the charge for home garaging a Defence vehicle may be sought, using form AC 967, if a business case can demonstrate a significant and measurable benefit to Defence, taking into consideration the cost of FBT. The waiving of the home garaging charge does not concurrently waive the FBT element for private use. Without the home garaging charge to reduce the value of the benefit, the FBT element is increased, then if the home garaging charge had been collected. Some examples where a waiver may be considered include:

a. officials who are frequently required to be on duty outside standard working hours

b. staff counsellors, social workers and chaplains who are frequently required to visit officials away from their normal place of work and who are on roster

c. officials who are frequently required to visit other Defence locations on the way to or from work or home.
5.57 The waiving of charges for home garaging a Defence vehicle may only be approved by the Secretary, CDF and Group heads.

REPAYMENT FOR USE OF DEFENCE VEHICLES

5.58 In the absence of satisfactory public transport or special events, Defence may supply a transport service. In exceptional circumstances and subject to the approval of the commanding officer, transport services may be provided for use on a cost recovery basis as detailed in FINMAN 4. Alternative means, such as public transport, hire cars or taxis, must be considered first. Such circumstances include the conveyance of:

a. Defence personnel to or from their place of duty only, where public transport is not available
b. Defence personnel and their dependents attending religious services or health appointments, where public transport is not available
c. Defence personnel and their dependents for education purposes where there is no satisfactory public transport. Transport by Defence vehicle is provided to the nearest school or to the nearest public transport, whichever is the shortest distance. Travel distance must exceed two kilometres
d. Defence personnel and their dependents attending sporting events. Defence personnel on duty and teams and officials representing Defence at official sporting events are exempt from repayment charges
e. Defence personnel attending training courses and requesting transport to non course related activities i.e. sightseeing or non-essential shopping trips. Cost recovery and FBT procedures should be applied when utilising vehicles for these purposes
f. the provision of Defence vehicles, with or without a driver to:
   1. other Commonwealth and State Government departments and instrumentalities, non commercial authorities, Defence Force contingents of other countries, participating in combined exercises, Service messes, Welfare and Social Clubs
   2. commercial organisations and Government authorities engaged in commercial operations and Defence Force contingents of other countries undergoing unit training other than troop exchanges.
g. Defence members and/or dependants attending a mess endorsed function, on a Defence area or at a hired external venue. The provision of service transport as a suitable duty of care measure, for intoxicated personnel will be subjected to cost recovery and FBT procedures.

5.59 The use of a Defence vehicle on a repayment basis is subject to the approval of the unit commander/manager. Repayment for the use of Defence vehicles by foreign forces on exercise or exchange should be stipulated in an International Arrangement. In all cases, the use of the vehicle is to be recorded on form AD 175—Recoverable Expenditure Use of Defence Vehicles and Drivers. The cost of a Defence vehicle on a repayment basis will be in accordance with the respective vehicle rate in FINMAN 4.

OTHER USE AND HIRE BY DEFENCE

Official visits

5.60 When senior Defence members conduct official visits away from their normal place of duty a Defence vehicle may be provided at public expense. A senior Defence members spouse may travel in a Defence vehicle when their spouse is invited to official functions. Note: FBT may apply when a Defence member’s spouse travels alone in a Defence vehicle to an official function.

Hire or lease of vehicles

5.61 FINMAN 2—Financial Delegations Manual, Schedule F1 specifies the delegates with the authority to approve the hire of vehicles for tasks that cannot be met with allocated resources. The hiring of vehicles to meet transport requests is to be kept to a minimum and is to be in accordance with the Whole of Government arrangements.

5.62 Any vehicle hired or leased for Defence tasking is deemed a Defence vehicle for the duration of its hire and is therefore subject to all relevant provisions of the Defence Road Transport Manual (DRTM). Defence fuel cards must not be utilised to refuel hired vehicles, therefore the fuel card provided by the hire company must be used. Fuel cards provided by the hire company are only to be utilised for the vehicle that was hired, not additional vehicles. If a civilian refuelling installation is unavailable, hire vehicles
utilised for Defence training activities or exercise, may use Defence deployable assets to obtain fuel e.g. bulk fuel installations or truck tanker fuel. The issue of Defence fuel to a hired vehicle, must be recorded in Section 2 of the AD 049 assigned to the vehicle and must also be recorded on the AE 152 at the issuing point.

5.63 A form AD 049 must be raised for any vehicle that is hired for a Defence training activity or exercise and the form AD 049 is to be completed by all drivers of that vehicle in accordance with Chapter 4. Further direction regarding record management for leased and hired vehicles is contained in Chapter 4, paragraphs 4.16 and 4.17. In addition to the form AD 049, the documents specified in paragraph 4.18 must be carried in vehicles hired for Defence training activities and exercises.

Use and management of self drive vehicles issued to Senior Executive Service and senior Australian Defence Force Officers


5.65 Policy on the use and management of commercial vehicles is the responsibility of the Capability Acquisition and Sustainment Group (CASG), which is detailed in DEFLOGMAN, Part 2, Volume 5 Chapter 26—Commercial Vehicle Management.

SAFETY CONSIDERATIONS

Speed limits

5.66 It is a driver’s responsibility to be conversant with applicable speed restrictions relevant to their vehicle and their ability as a driver to operate the vehicle within these limitations and the prevailing environmental conditions. Drivers must obey the signposted speed limits when operating a Defence vehicle, unless operational tasking requires the speed limits to be exceeded i.e. Defence Emergency Vehicle. In these instances the driver must be authorised by an appropriate authority.

5.67 The maximum speed a Defence vehicle may be driven is the posted speed limit or as directed within vehicle permitted conditions. Reductions may apply based on legislated towing speed, vehicle-based restrictions or mandated in convoy orders. Drivers must check the current technical inspection or classification label on the vehicle, and trailer if applicable, before commencing their task and are to adhere to any specified speed restrictions.

5.68 Speeds above the maximum authorised, but not greater than State or Territory regulations, may be approved by the Land Engineering Agency for the operation of vehicles and trailers involved in tests and trials, as a part of authorised test and trials plans and activities.

Manoeuvring in restricted spaces or reversing vehicles

5.69 When the driver of a Defence vehicle is required to manoeuvre in a restricted space or reverse a vehicle, a guide or marshal must be used whenever possible. Under civilian law, the guide is responsible for the safety of the vehicle; however, the driver is not absolved from their duty of care to other road users. The driver is to have a clear view of the guide at all times. Should the driver’s view of the guide become obscured, the driver is to stop the vehicle immediately. Where no guide is available, and where practical, the driver is to dismount and physically check the clearance of the vehicle from any objects in the vicinity before reversing. A driver who strikes an object and/or person whilst reversing may face civilian and/or military proceedings for driving without due care and attention.

5.70 When operating vehicles fitted with reversing cameras, the driver is to use a combination of the camera, mirrors and physical checks to ensure the vehicle is manoeuvred safely.

5.71 When reversing a vehicle fitted with a trailer, the use of a guide directing the vehicle from the front is difficult and can be cumbersome. A guide can be positioned to the side of the vehicle or trailer to assist the driver, but must not be positioned behind the vehicle or trailer.

5.72 Drivers of vehicles with ILHS may reverse vehicles, utilising fitted reversing cameras, when conducting load transfer procedures to ILHS trailers, or when manoeuvring to engage ILHS with ISO containers, modules or flatracks. Extreme care should be undertaken to ensure that the immediate area the vehicle is traversing is clear of personnel before any vehicle movement. The use of a guide is recommended to ensure personnel remain clear and to assist the driver aligning the vehicle with the intended load.

5.73 Hand signals. When a guide or marshal is used they should direct the driver using the generic hand signals detailed in Annex D. The driver and guide must be competent in the employment of hand signals before the vehicle is moved. General rules for using hand signals are:

a. When a guide is stationary, signals are to be given from the front or driver’s side rear of the vehicle so that the driver of the guided vehicle can either physically see the guide or see the guide through the side mirror on the driver’s side

b. When a guide is walking forward, the guide must maintain a position in front of the vehicle and be no further rearward than the driver or passenger door. Guides must not run or walk backwards when guiding a vehicle

c. Signals are to be continued for the duration of the entire movement
Chapter 5 - USE OF DEFENCE VEHICLES

5.81 Commanders/managers and staff authorised to task drivers must be aware of the problems of driver fatigue. Prior to any task, commanders/managers must ensure that drivers have had sufficient rest and sleep. The use of driver rest log books/sheets is strongly endorsed on exercises and operations for this purpose. On operations, commanders will endeavour to maintain the work rest cycles as far as practicable. The chain of responsibility legislation applies to fatigue management from the unit commander via operations staff through to the driver. Restrictions on drivers’ duty hours are shown in paragraphs 5.82–5.83. Consideration is to be given to drivers who have performed work other than driving during the day, and the commander/manager is responsible for deciding if the driver is sufficiently alert and has had sufficient rest prior to any driving task. Commanders must ensure that drivers do not perform any combination of duties including driving tasks for a period greater than 12 consecutive hours.

5.82 Drivers must have a minimum of eight hours of continuous rest in an environment conducive to sleep, in a 24-hour period. A rest conducive environment is a location where noise and movement are kept to minimum and the temperature is at a comfortable level IOT induce sleep. During Defence activities an area conducive to sleep can be difficult to manage, therefore managers must regularly monitor drivers for signs and symptoms of fatigue. TM, RMOs and planning staff are responsible, on behalf of the unit commander/manager for the development and implementation of driver fatigue management plans using the form PH 032—Driver’s Log or similar personal log/database as shown in Annex E, and driver fatigue management plans (risk assessments) must be recorded and archived in Defence Records Management System as soon as possible, after the activity. Drivers are responsible for advising their commander/manager when they assess they are too fatigued to safely operate a vehicle. The chain of command should encourage drivers to monitor their personal and other section members levels of fatigue, particularly in the field environment, and report observations accordingly.

5.83 The following restrictions apply:

a. drivers must have a short halt of at least 10 minutes at approximately every two hours plus or minus 30 minutes

b. if the driver loses contact with the guide at any time, then the vehicle must be stopped immediately.

c. when visibility is such that day signals are impracticable, the signal must be given by means of a torch or other signal lamp

d. during the guiding or marshalling, the vehicle must be driven slowly (engaging low range is recommended, if available)

e. if the driver loses direct sight of the guide at any time, then the vehicle must be stopped immediately.

Movement in the vicinity of dismounted troops

5.74 When planning and conducting activities that involve operation of Defence vehicles in close proximity to dismounted troops, commanders/managers must assess the risks to those troops. Consideration must be given to risks that arise in situations such as movement in administrative areas and in tactical and training scenarios. Factors such as poor lighting and weather and height and density of vegetation (in which the effects of camouflage and concealment further obscure visibility of dismounted troops) should be considered. Consequently, specific control measures must be adopted to reduce the threat of injury to personnel so far as reasonably practicable. Examples of such measures may be the use of additional safety officers, adjustments to maximum vehicle speeds, adjustments to the sequence and timing of training activities and the allocation of specific and separate lanes of operation for troops and vehicles.

5.75 Commanders/managers must ensure that all activity participants, particularly drivers, are briefed and, if necessary, provided additional training to ensure they are aware of the risks and control measures to be adopted. Activity participants must then comply with directed control measures.

Vehicle lights

5.76 Defence vehicles, including trailers, travelling on public roads at night and on occasions of limited visibility, are to display front, rear, side and width indicator lights and reflectors. Oversize vehicles are to have headlights on low-beam while travelling in daytime.

5.77 Defence vehicles operating in convoys on public roads are to have, as a minimum, their low beam lights on continuously day and night.

5.78 Whenever Defence vehicles are stationary by the sides of public roads at night or in other limited light conditions, the parking lights (or hazard lights, if fitted) are to remain switched on.

Night observation devices and blackout lighting

5.79 The use of night observation devices and blackout lights by drivers of Defence vehicles during training is restricted to designated Defence areas where there is no likelihood of access by civilian vehicles. Annex E details the requirements for operating vehicles, at night, within harbour locations and the use of guides. The use of night observation devices and blackout lights by drivers of Defence vehicles on operations are to be detailed as part of orders for that operation.

5.80 When a commander requires the use of night observation devices or blackout lights, all units training in the vicinity are to be notified of the training boundaries in which night observation devices are to be used. Orders are to reflect reduced speeds and driving time as per Chapter 11 LWP-CSS 4-3-2. Road Transport Operations Handbook 2011.
drivers must not drive for a continuous period of more than five hours (including short halts)

c. drivers must have a minimum break of 30 minutes after five hours driving (including short halts)

d. drivers must not drive for a period of more than 12 hours including short halts, breaks, loading/unloading and servicing tasks in any 24-hour period which includes one period of eight hours continuous rest

e. drivers’ rest periods does not include time taken in a moving vehicle. A ‘relief driver’ is only permitted IAW the definition given in the definitions (two up driving) at Chapter 1

f. drivers of heavy vehicles must have had at least one period of 24 hours consecutive rest during the preceding seven days and must not be tasked during this period of rest.

5.84 The following exemptions to paragraph 5.81 may be made for exercise activities on the approval of a Brigadier/O–7 Grade Officer (E):

a. the restriction that drivers are to have had at least one period of 24 consecutive hours of rest during the preceding seven days can be waived for convoys travelling to/from an exercise area using nominated staging areas

b. if drivers have driven a vehicle for 50 hours or less over the preceding six days, the requirement to have had a ‘rest’ period of 24 consecutive hours on the seventh day may be waived.

Fire precautions

5.85 Unit commanders/managers are to ensure that drivers are aware of the fire fighting resources available to them and that they are trained in their use. Protection of vehicles from fire is a driver’s responsibility. Drivers must ensure that:

a. an Emergency Procedure Guide—Vehicle Fires, is carried when transporting Dangerous Goods

b. fire extinguishers and fire suppression systems are serviceable, fully charged and ready for use. Vehicles are to be grounded until any fault with the fire extinguishers or fire suppression systems are rectified

c. engines are switched off when refuelling and when loading dangerous goods and explosives

d. care is taken to avoid spillage, especially on hot exhaust pipes, when refuelling

e. vehicles are not refuelled within 50 metres of a naked flame and that smoking is not permitted while refuelling or when explosives or flammable/combustible materials are being carried or handled

f. they report any fuel leak immediately

g. fuel containers are not carried inside vehicle cabins under any circumstances.

5.86 When dangerous goods and combustible goods, are part of a vehicle load the driver is responsible for ensuring that the dangerous goods and combustible goods containers are stowed and secured in such a way that no leakage is likely to occur. Further information on the carriage of dangerous goods is provided in Chapter 7, Annex B.

5.87 Unit commanders/managers are to ensure that fires involving Defence vehicles are reported in accordance with Group requirements.

Road movement preparation

5.88 In preparation for road movement, a driver must ensure that Defence vehicles are equipped with the following items:

a. First aid kits, which are to include appropriate PPE such as non-surgical, disposable, nitrile gloves are to be carried in all General Service (GS) vehicles. It is recommended that Commercial Line (CL) vehicles are to carry first aid kits to enable personnel to render assistance, particularly in the event of a road accident. If any items of the first aid kit have been utilised, identified as unsuitable or have expired use by dates, they are to be immediately replaced via the supply chain.

b. Fire extinguisher (for GS vehicles and CL vehicles, where applicable in accordance with Electrical and Mechanical Engineering Instructions (EMEI)).
5.89 During tasks, drivers and/or passengers may be required to halt their vehicle close to the roadway, to re-adjust loads, change tyres or assist with road accidents. Numerous vehicle related tasks may be conducted at night, it is recommended that 'high vis' vests are provided to the vehicle crew for administrative movement. This will provide the members with an enhanced safety measure, when conducting roadside activities e.g. tyre changing or traffic control on a public road.

**Protective clothing for riders of Defence motorcycles, all-terrain vehicles and utility carts**

5.90 Protective clothing is provided by Defence, that is specifically designed to protect the rider. It is made of leather or a rugged fabric with reinforcing to the elbows, shoulders, knees and spine.

5.91 Body armour and/or off road bike boots may be worn at the discretion of the unit commander/manager.

5.92 Helmets that comply with Australian/New Zealand Standard (AS/NZS) 1698:2006—Protective helmets for vehicle users must be worn by individuals. If reuse/sharing of helmets is required (e.g. helmets utilised by students on a course) then helmets are to be provided with a liner and/or sterilised after use. Damaged helmets must not be reissued for use. For SOCOMD personnel, tactical riding requirements are IAW SOVO Volume 5 SOV.

5.93 SP performing ceremonial duties are authorised to wear their ceremonial uniform for those specific duties only.

5.94 **Motorcycles.** The minimum dress standard for riders of Defence motorcycles is:

a. full face helmet, which meets the requirements of AS/NZS 1698:2006
b. protective gloves
c. enclosed shoes (as a minimum combat boots when riding Defence motorcycles)
d. long sleeve shirt and trousers
e. protective jacket
f. protective trousers
g. eye protection compliant with AS 1609–1981—Eye protectors for motor cyclists and racing car drivers, if the full face helmet does not have a visor
h. kidney belts for use on other than Class One roads
i. SOCOMD tactical riding requirements are IAW SOVO Volume 5 SOV.

5.95 **Utility carts.** The minimum dress standard for operators and passengers of utility carts that have a Rollover Protective Structure (ROPS) fitted, on Commonwealth property and Defence areas, is an in-service enhanced combat helmet, eye protection, enclosed shoes, long sleeves and long pants. If a vehicle does not have an Australian/New Zealand standards approved ROPS fitted, operators of utility carts wear an (open or full face) helmet that meets the requirements of the AS/NZS 1698:2006 and eye protection which meets the requirements of the AS 1609-1981 in addition to enclosed shoes, long sleeves and long pants.

5.96 **All-terrain vehicles (ATV).** The minimum dress standard for operators of Defence ATV on Commonwealth property and Defence areas is:

a. helmet, (open or full face) which meets the requirements of the AS/NZS 1698:2006
b. protective gloves
c. enclosed shoes (as a minimum combat boots must be worn when riding an ATV)
d. long sleeve shirt and trousers
e. protective jacket
f. protective trousers
g. if the helmet does not have a visor, eye protection that meets AS 1609–1981
kidney belts for use on other than Class One roads

i. SOCOMD tactical riding requirements are IAW SOVO Volume 5 SOV.

Pillion passengers

5.97 Pillion passengers are not permitted on Defence motorcycles or ATVs. Personnel are not to be carried on the rear trays of utility carts. Passengers seated in utility carts must observe the same minimum dress standards as the operator.

Licensing

5.98 Refer to Chapter 11 for guidance on licensing requirements of Defence motorcycle, ATV and utility cart operators including the requirement to attend courses.

Use Of Defence Vehicles For Non–Military Tasks

Sport and recreation leave

5.99 Unit commanders/managers may approve the use of Defence vehicles at public expense for conveying Defence members to participate in sporting events and other forms of recreation when public transport is not available or the timetable or vehicle capacity is unsuitable. This approval is only for events when the members are considered on duty. Such journeys are subject to the usual authorisations and documentation requirements as detailed in this manual and FINMAN 4.

5.100 Use of Defence vehicles for sport and recreation may be approved for the following purposes:

a. **Inter and intra-Services sports.** To convey teams and officials to sporting events organised and controlled by Defence.

b. **Civilian teams.** To convey civilian teams who have been invited to compete against cadets or trainees, between units and the nearest public transport only.

c. **Service teams participating in civilian competitions.** To convey teams, officials and spectators to non-service venues when the team is representing Defence in a civilian sporting competition.

d. **Tattoos and gymkhanas.** To convey participating teams and officials to tattoos and gymkhanas organised and controlled by Defence.

e. **Sick and injured.** To convey sick and injured members of units represented at sporting events, tattoos and gymkhanas organised and controlled by Defence to a medical treatment facility.

f. **Personnel on recreation leave.** To convey entitled living-in Defence members between units and the nearest public transport when they are proceeding on or returning from recreation leave. Note: FBT may apply to use of a Defence vehicle while on recreation leave.

g. **Staff cadets, officer cadets and trainees.** Defence vehicles are to be used free of charge for conveyance of staff cadets, officer cadets and trainees to and from sporting events that form part of their training syllabus. This entitlement extends to teams, officials and officer cadet/trainee spectators, and includes non-Service sporting venues, as long as the event is a bona-fide syllabus item.

Carriage of passengers in Defence vehicles

5.101 Drivers are only to carry authorised passengers in Defence vehicles. Other than as provided in this chapter, civilians are not to be carried in Defence vehicles.

5.102 For detailed information on the carriage of personnel in the rear of Defence vehicles refer to Chapter 6—'Movement of personnel in the rear of Defence Vehicles'.
When responding to an emergency situation, Defence Emergency Vehicles (DEV) are afforded the same right of way on public roads as civilian emergency vehicles, as detailed in the DRTEF.

**Driving of Defence Emergency Vehicles**

5.103 When responding to an emergency situation, Defence Emergency Vehicles (DEV) are afforded the same right of way on public roads as civilian emergency vehicles, as detailed in the DRTEF.

**Driving of Defence Emergency Vehicles**

5.104 Only Defence members who have qualified on an Emergency Vehicle Driver Course and have been issued an emergency endorsement to their Defence drivers licence are permitted to drive an emergency vehicle in an emergency situation with sirens on and lights flashing. Drivers of emergency vehicles must only proceed with sirens on and lights flashing upon the express permission of an Authorising Officer.

5.105 Defence personnel may drive a Defence emergency vehicle for non urgent and vehicle maintenance purposes, if that member holds an appropriate Defence drivers licence or a State/Territory drivers licence for that specific vehicle type following familiarisation training (excludes provisional licence holders). Defence personnel must not use the lights or sirens and must comply with all State and Territory road rules whilst operating the vehicle.

5.106 Defence employees, Defence civilians, contractors, consultants and outsourced service providers, may drive Defence emergency vehicles for non-urgent and vehicle maintenance purposes. This will include road testing and movement of the vehicles on and off Defence sites to facilitate maintenance requirements. The person must hold the appropriate current State or Territory civilian driver’s licence (open class) for the type of vehicles they are required to operate on formed roads. They are to be familiarised with the vehicle types that they are to operate in accordance with paragraphs 11.23 and 11.25.

5.107 Defence employees, Defence civilians, contractors, consultants and outsourced service providers, may drive Defence emergency vehicles in emergency situations following completion of an accredited Emergency Vehicle (EV) course and hold the appropriate current State/Territory drivers licence (open class) for the type of vehicles they are required to operate on formed roads. They must be familiarised with the vehicle types that they are to operate in accordance with paragraph 11.29. Drivers of emergency vehicles must only proceed with sirens on and lights flashing upon the express permission of an Authorising Officer.

**Selection for Defence Emergency Vehicle Drivers**

5.108 For selection, training and licensing of Defence personnel to drive emergency vehicles, refer to Chapter 11 and Chapter 12 —‘Driver’s licences and associated documentation’. Strict prerequisites apply as follows:

a. Personnel selected should be identified in accordance with the Learning Management Plan who are required to operate DEV (such as fire fighters, health personnel or ammunition technicians).

b. Personnel selected must hold an extant Defence B vehicle driver’s licence with at least one licence code i.e. LR2J or MR2. The civilian equivalent open (not provisional) ‘C class’ licence can then be utilised, if the member holds a Defence B vehicle drivers licence as stated. Personnel must produce a signed statutory declaration that states that they have not had previous driving offence convictions or licence disqualifications for a period not less than one-year, and have not been convicted with alcohol related driving offences or high speed offences.

**Emergency response guidelines**

5.109 When operating DEV in emergency response situations the following guidelines apply:

a. Drivers of DEV must conform to the appropriate State or Territory road regulations pertaining to the use of emergency vehicles in emergency response situations. Drivers are solely responsible for their actions and must note:

   1. a senior Defence member on board the vehicle, or in communication with the vehicle, cannot order a driver to disregard State/Territory road regulations
   2. judgement decisions regarding the operation of the vehicle must only be made by the driver.

b. DEV vehicles must always be operated in a safe manner appropriate to the situation. Speed should always be consistent with safety; for example, there is little point in administering correct first aid treatment at the accident site if an ambulance patient is injured or killed due to dangerous driving on the way to a medical facility.

c. Drivers must exercise due care when parking their vehicle at an emergency scene and must conform to the directions provided by the civil authorities, SP, or senior Australian Defence Force (ADF) emergency response commander present.

**Ambulances**

5.110 Ambulances are provided for the conveyance of sick and injured personnel. They must not be used for the carrying non-medical support cargo or passengers. Additional medical support equipment may be carried where such carriage will not at any time impede the ability of the vehicle to operate in its primary role and additional equipment can be properly secured. Civilian casualties may be carried in Defence ambulances in emergency situations. Defence members attending a Defence arranged specialist
appointment are to use private transport, public transport or a Defence passenger vehicle whenever possible. A Defence ambulance may be used for the transport of personnel to specialist appointments when an ambulance is the most appropriate vehicle i.e. stretcher bound patients.

5.111 PMVA or ASLAV ambulance are not classified as a Defence Emergency Vehicle, rather a field casualty extraction vehicle. There is no aligned training aside from PMV/ASLAV driver’s course to operate these vehicles. These vehicles are only to be used within Defence establishments, training areas and authorised operational areas, for the purpose of extracting casualties. The PMVA and ASLAV ambulance are not authorised to move patients and/or personnel to specialist appointments.

Service Police vehicles

5.112 Only SP who have qualified on a Defence Emergency Vehicle Driver Course and have been issued an emergency endorsement to their Defence driver licence, are permitted to drive a SP vehicle using lights and sirens. Such use within Australia is confined to Defence establishments and training areas until such time as SP vehicles are recognised under the DRTEF. Apart from compliance with the DRTM, the use of SP vehicles by SP must be in accordance with the Australian Defence Force Service Police Manual.

5.113 A Defence member may drive a Service Police vehicle in a non-emergency situation only if that Defence member holds an appropriate Defence or State/Territory open drivers licence (no Provisional licence holders permitted), following familiarisation training for that vehicle type. They must not use the lights or sirens whilst the vehicle is moving and must comply with all State and Territory road rules whilst operating the vehicle.

OPERATION OF ANCILLARY EQUIPMENT

Use of ancillary equipment fitted to vehicles

5.114 Many Defence specialist vehicles are fitted with mission related ancillary equipment such as:

a. dump truck hoists
b. recovery/lifting equipment
c. cranes
d. fuel and water tanks and pumps
e. sirens and flashing lights
f. communication equipment
g. modules
h. fire fighting equipment [i.e. pumps, hose etc]
i. integrated load handling system (ILHS)
j. dry support bridge (DSB).

5.115 Although Defence members who hold an appropriate licence may drive vehicles fitted with ancillary equipment, Defence members must not operate ancillary equipment unless they have been trained on the equipment. Bulk Fuel Tankers (BFT) and Tank Pump Assemblies (TPA) must only be driven or transported by non BFT qualified drivers when the tanks have been certified purged/degassed in accordance with the relevant technical publication and a ‘Certified Empty—Free From Dangerous Goods’ label (AG021) is completed and affixed to the item in a prominent position. All training and subsequent endorsement codes are to be recorded in the member’s form AC 795. Ancillary equipment is to be operated in accordance with operator manuals and/or Defence policy documents.

Warning: A driver who is not BFT qualified is not authorised to drive a BFT vehicle simply because they are accompanied by a petroleum or BFT operator.

5.116 Some Defence vehicles are fitted with fall and restraint system ancillary equipment such as the Total Restraint Access Module (TRAM) fitted to the BFT and water tankers. Fall and restraint systems must be used only by qualified operators. Fall and restraint systems must be used when operators are working above 2m. When Defence vehicles are not fitted with a fall and restraint system commanders are to implement risk mitigation strategies to reduce the risk so far as reasonably practicable.
5.117 Communication equipment can be fitted to a range of Defence vehicles, that require the mounting of antennae to the external mountings on the vehicle. Drivers are to be aware of the height of the antennae when fitted to the vehicle and there proximity to overhead hazards i.e. electricity and telecommunication distribution cables. Drivers must ensure that the antennae are secured and lowered to not exceed a height of 4.3m (from ground level) on Australian public roads and in areas where the danger of antennae contacting electricity or telecommunication distribution cables is possible.

5.118 If man portable communication devices are being utilised with antennae protruding from the vehicle cabin or load area are being utilised, the driver is to direct that the operator lower the antenna during the movement of the vehicle.

Warning: A driver of a vehicle fitted with external communication antennae is to ensure that the antennae is lowered to a height of 4.3m from ground level or removed, when operating on Australian public roads or in an area that could contain overhead hazards such as electricity distribution cables.

**USE OF PROTECTED MOBILITY VEHICLES**

5.119 Protected Mobility Vehicles i.e. PMV, provide Defence a capability with enhanced protection, mobility and firepower. PMVs are categorised as protected B Vehicles. Policy regarding the safe operation of the PMV is detailed in Annex G.

**DIFFICULT TERRAIN DRIVING AND THE CROSSING OF WATER OBSTACLES**

**Difficult terrain driving**

5.120 Difficult terrain driving must not to be undertaken in Defence Vehicles unless:

a. the vehicle being used is manufactured for that purpose

b. drivers have been assessed as competent in, or are being trained in, driving in difficult terrain and have had their Defence licence and/or form AC 795 suitably endorsed.

5.121 Unit activities that require Defence vehicles to be driven onto sporting fields or maintained grassed areas or tracks, adjacent to airfields or within Defence establishments are not considered to be in difficult terrain. An assessment of the area intended to be traversed by the Defence vehicles, must be undertaken by an authorised officer; taking into account the driver’s qualifications, the vehicles suitability and the impact on the environment in dry or wet conditions.

5.122 On the completion of a difficult terrain driving activity or field training exercise, before the Defence vehicle is driven on public roads, a physical inspection must be conducted to confirm if any damage to the vehicle, undercarriage or steering function has been sustained. If damage is suspected, the vehicle must be inspected by a qualified vehicle tradesperson before being driven further.

**Crossing water obstacles**

5.123 Water crossing operations are potentially hazardous and require a risk assessment that must, as a minimum, consider the depth of the water, the water flow rate and potential obstacles in the water. The following safety precautions are essential risk mitigation strategies that must be adopted for the protection of all involved:

a. boots are to be worn by personnel walking through water

b. when appropriate, personnel must not enter the water unless a safety line is attached (this is especially important for poor swimmers or non-swimmers)

c. at least one person must be nominated as a lifesaver (preferably an individual who is considered to be a strong swimmer in accordance with a Service swim test)

d. the person directing a vehicle across a water obstacle must stand on the bank at the exit point and under NO circumstances is the guide to walk backwards through the water

e. a sentry must be posted if the water is suspected to be inhabited by dangerous animals [i.e. crocodiles, sharks and jelly fish]

f. personnel seated within a Defence vehicle negotiating a water obstacle, are not to be restrained by seat belts, for the duration of the water crossing in order to allow personnel to disembark quickly in an emergency
5.124 Defence vehicles have a non-prepared fording depth and a prepared fording depth, which requires additional training and vehicle preparation. The fording depths of vehicles vary and therefore drivers must refer to the relevant vehicle User Handbook before any water crossing is attempted.

Annexes:

A. Use of Defence vehicles by Australian Defence Force Instructors of Cadets and Officers of Cadets

B. Use of Defence Vehicles by Defence Employees, Defence Civilians, Contractors, Consultants and Outsourced Service Providers

C. Use of Defence vehicles by visiting forces

D. Hand signals

E. Night operations

F. Driver Work Rest Sleep Record

G. Protected Mobility Vehicle operations
CHAPTER 5 ANNEX B - USE OF DEFENCE VEHICLES BY CONTRACTORS, CONSULTANTS OR OUTSOURCED SERVICE PROVIDERS

INTRODUCTION

This annex details policy for the use of Defence vehicles by authorised Defence employees, Defence civilians, contractors, consultants and outsourced service providers. The policy is to provide guidance on the use of Defence vehicles by Defence employees, Defence civilians and Contractors, Consultants or Outsourced Service Providers and to protect the interests and safety of drivers of Defence vehicles and the Commonwealth itself. Private use of a Defence vehicle by Defence employees, Defence civilians, Contractors, Consultants or Outsourced Service Providers may be subject to Fringe Benefits Tax (FBT).

APPLICABILITY

This policy is applicable to all Defence employees, Defence civilians, Contractors, Consultants or Outsourced Service Providers who operate Defence vehicles. This includes, but is not restricted to, the following:

a. armoured fighting vehicles
b. engineer plant equipment
c. cranes
d. aircraft loading and unloading vehicles
e. airfield specific vehicles
f. tow motors
g. fork lifts and materiel handling equipment
h. semi articulated road trains
i. buses
j. heavy, medium and light trucks
k. cars
l. Defence emergency vehicles
m. Protected Mobility Vehicles
n. motorcycles, all-terrain vehicles and utility carts
o. trial/demonstrator vehicles associated with the Capability Acquisition and Sustainment Group or the Defence Science and Technology Group.

LICENSEING, REGISTRATION AND ROAD TRANSPORT EXEMPTIONS
All Defence employees, Defence civilians, Contractors, Consultants or Outsourced Service Providers operating Defence vehicles are to have in their possession a valid civilian licence correctly coded for the particular type of vehicle they are operating. The licence should also be valid for the particular Australian State or Territory that they are operating the vehicle within. If they are travelling inter-state they are to contact the relevant Roads and Traffic Authority to confirm the validity of their licence to operate the vehicle within that State or Territory. Further guidance is outlined in Chapter 12 —‘Driver’s licences and associated documentation’.

**y qualifications**

In addition to a civilian licence, all Defence employees, Defence civilians, Contractors, Consultants or Outsourced Service Providers operating military specific vehicles are to have in their possession a valid and correctly endorsed form AC 344 —Record of Attainment Certificate and/or form AC 795—Australian Defence Force Driver Qualification Log, covering the particular type and variant of vehicle they are operating. They are also to be in possession of the correctly endorsed Defence travel or tasking documentation for the particular vehicle and travel or task they are undertaking. Further guidance is outlined in Chapter 12.

**OPERATION OF DEFENCE VEHICLES**

All Contractors, Consultants or Outsourced Service Providers operating Defence vehicles are to comply with the requirements of the DRTM, DRTEF and vehicle user handbooks. Where there is conflict between requirements of those documents the Directorate of Logistics—Army should be consulted to determine which prevails. Contractors, Consultants or Outsourced Service Providers are to adhere to Defence requirements pertaining to the operation of vehicles on Commonwealth property, including Defence areas. These requirements are stipulated in this manual and include notifiable accidents, driving under the influence of alcohol or drugs, carriage of dangerous cargo, movement of weapons and the carriage of passengers. The requirement to comply with the DRTM and DRTEF must be stipulated in the contracts under which Contractors, Consultants or Outsourced Service Providers have access to Defence vehicles.

**Options for Defence vehicles leased to Contractors, Consultants or Outsourced Service Providers**

Contractors, Consultants or Outsourced Service Providers are responsible for obtaining State or Territory road transport exemptions required for the movement of over dimension loads or other load or goods requirements, and to pay, as part of the contract price, all costs for and incidental to obtaining any exemptions associated with the use of the Defence vehicle for the duration of the lease and any extensions. The Contractors, Consultants or Outsourced Service Providers is also required to produce evidence, to the satisfaction of Defence Contract Officer, at the commencement of the lease and whenever requested, of appropriate and current State or Territory exemptions.

**CONTRACTUAL REQUIREMENTS FOR THE COMMONWEALTH**

**f Defence vehicles by Contractors, Consultants or Outsourced Service Providers**

When entering into a contractual relationship with a Contractors, Consultants or Outsourced Service Providers; the use of Defence vehicles by the Contractors, Consultants or Outsourced Service Providers is to be restricted as much as possible.

However, there may be circumstances in which it is necessary for Contractors, Consultants or Outsourced Service Providers to operate a Defence vehicle, for instance:

a. when the Contractors, Consultants or Outsourced Service Providers are engaged to manage a vehicle fleet

b. when the Contractors, Consultants or Outsourced Service Providers are engaged to repair, maintain or store Defence vehicles either as part of a maintenance base support, or through a life support, contract

c. delivery of driver/operator training where the training needs to be performed in a Defence vehicle

d. circumstances concerning acquisition or trials.
As a matter of general principle, Defence should avoid providing vehicles as Government Furnished Equipment (GFE) to the Contractors, Consultants or Outsourced Service Providers for the purpose of delivering contracted services. However, if vehicles are provided as GFE, there is to be either:

a. a sound strategic case for doing so; or

b. a sound business case for doing so, such that it provides the best value-for-money solution for Defence.

acts between the Commonwealth and Contractors, Consultants or Outsourced Service Providers

There are a number of matters in relation to Defence vehicles which are to be clearly set out in contracts with Contractors, Consultants or Outsourced Service Providers. These matters include:

a. the legal relationship between the Commonwealth and the Contractors, Consultants or Outsourced Service Providers

b. the responsibility of Contractors, Consultants or Outsourced Service Providers to make provision for workers’ compensation for themselves and their employees

c. liability of Contractors, Consultants or Outsourced Service Providers to indemnify the Commonwealth for loss and damage suffered by the Commonwealth in relation to contractor's use of Defence vehicles

d. the requirement for Contractors, Consultants or Outsourced Service Providers to take out suitable insurance to support the indemnity

e. the requirement for Contractors, Consultants or Outsourced Service Providers not to prejudice the Commonwealth's insurance with Comcover and, where requested, to assist Defence with its obligations under its Comcover policy

f. requirement to obey Commonwealth Instructions

g. private use of a Defence vehicle by Contractors, Consultants or Outsourced Service Providers may be subject to FBT

h. if the Defence vehicle is being leased to a Contractors, Consultants or Outsourced Service Providers.

relationship between the Commonwealth and Contractors, Consultants or Outsourced Service Providers

The legal relationship between the Commonwealth acting through the Department of Defence, on the one hand, and Contractors, Consultants or Outsourced Service Providers on the other hand, is to be clearly indicated in the relevant contracts.

Workers’ compensation for Contractors, Consultants or Outsourced Service Providers

Workers’ compensation for Contractors, Consultants or Outsourced Service Providers are to be the sole responsibility of the respective Contractors, Consultants or Outsourced Service Providers. This requirement is to be included in all relevant contracts with Contractors, Consultants or Outsourced Service Providers.

Indemnities and insurance from Contractors, Consultants or Outsourced Service Providers

All relevant contracts are to include an indemnity from the Contractors, Consultants or Outsourced Service Providers, in relation to any loss or damage caused to the Commonwealth by the Contractors, Consultants or Outsourced Service Providers.
Providers use of Defence vehicles, and a requirement to carry suitable insurance cover. As a matter of policy, the scope of the indemnity will be restricted to situations where the Contractors, Consultants or Outsourced Service Providers:

a. is in breach of contract with the Commonwealth;

b. is negligent; or

c. is reckless or wilfully irresponsible.

Guidance on indemnities and insurance can be obtained from the Defence Insurance Office. Guidance on contract terms for use of Defence vehicles by Contractors, Consultants or Outsourced Service Providers is to be obtained from the relevant Group contracting staff.

Subject to advice from the Defence Insurance Office, the following insurance and indemnity clause should be included in a contract. The Contractors, Consultants or Outsourced Service Providers shall effect and maintain the following for an amount determined by a Defence Contract Officer and on terms and conditions acceptable to the Commonwealth:

a. third party personal injury and property insurance

b. insurance to cover the loss or damage to a Defence vehicle

c. workers’ compensation insurance.

Defence vehicles with Defence plates which are not registered in a State or Territory are not covered by Compulsory Third Party (CTP) policies. CTP covers all drivers of a vehicle against liabilities to third parties for bodily injury and death. Contractors, Consultants or Outsourced Service Providers cannot buy CTP insurance for a vehicle of which they are not the registered owner. As a result Comcover agreed to extend the Comcover policy to fill this gap by covering Contractors, Consultants or Outsourced Service Providers for CTP risks while driving unregistered Defence plated vehicles. Comcover also extended third party property damage cover. As a result, for Defence plated vehicles Contractors, Consultants or Outsourced Service Providers do not need to effect their own motor vehicle liability insurances.

If the vehicle is not Defence plated then the CTP policy effected with registration will cover all Drivers for liability for third party injury. The Contractors, Consultants or Outsourced Service Providers would need its own insurance to cover liabilities for third party property damage arising from their use of the Defence vehicle. This cover may be effected under a limited motor vehicle comprehensive policy or under a public liability (PL) policy, noting that cover for this risk under PL policies differs. In all cases the Contractors, Consultants or Outsourced Service Providers requires insurance to cover the risk of loss or damage to the vehicle itself, unless Defence retains this risk.

Contracts to Contractors, Consultants or Outsourced Service Providers

If the Contractors, Consultants or Outsourced Service Providers is permitted under their contract with Defence to engage sub-contractors, then the Contractors, Consultants or Outsourced Service Providers indemnity is to cover use of Defence vehicles by any sub-contractors.

Commonwealth insurance arrangements with Comcover

Defence has negotiated with its insurer Comcover, motor vehicle loss, destruction or damage to Defence white fleet (Commercial (CL)) vehicles, third party property damage for both Defence CL and General Service fleet vehicles and third party personal injury for all Defence plated vehicles and third party property damage for all Defence vehicles, and insurance for ‘off the shelf’ Defence vehicles (which excludes specialist military vehicles). In this regard the Commonwealth’s own insurance does not remove the need for Contractors, Consultants or Outsourced Service Providers to provide suitable indemnities and take out their own insurance for these risks.

Defence personnel administering contracts with Contractors, Consultants or Outsourced Service Providers or dealing with Contractors, Consultants or Outsourced Service Providers are to be aware of the obligations of Defence under its Comcover insurance policy. For further advice regarding Defence’s insurance arrangements, Defence Personnel can contact the Defence Insurance Office via email definsurance@defence.gov.au.

Contractors, Consultants or Outsourced Service Providers should assist Defence personnel with Defence’s obligations under the Comcover policy and not prejudice Defence’s insurance coverage.
Information on the management of claims against Defence is contained in Chief Executive Instructions (CEI) 8.1 — ‘Managing Claims against the Commonwealth’ and CEI 8.7 — ‘Insurance’. Information regarding Defence’s current liability insurance arrangements and claim reporting procedures can be found on the Defence Insurance Office website. All actual or likely claims against Defence are to be reported to the Claims Manager Defence Insurance Office in accordance with claim reporting instructions.

Commonwealth instructions

When required to operate Defence vehicles, Contractors, Consultants or Outsourced Service Providers are to comply with relevant Commonwealth instructions. This requirement to comply with Commonwealth Instructions and the liability for default is to be clearly stated within any contract under which the use of a Defence Vehicle by Contractors, Consultants or Outsourced Service Providers is to be granted.
Chapter 5 Annex A - USE OF DEFENCE VEHICLES BY DEFENCE INSTRUCTORS OF CADETS OR OFFICERS OF CADETS

Introduction

This annex details policy for the authorisation to drive Defence vehicles by Australian Defence Force Cadets, Officers of Cadets (OOC) or Instructors of Cadets (IOC) when holding the appropriate current State or Territory licence. This policy meets Defence's statutory obligations under the Work Health and Safety Act 2011 (WHS Act) to take reasonably practicable steps to mitigate risk and provide for the proper protection and safety of OOC, IOC, cadets, Defence recognised volunteers and the public.

Scope

This policy is applicable to all ADF Cadet members who are OOC and IOC who are authorised to operate Defence vehicles; and Defence Approved Helpers who are authorised to tow trailers with privately owned vehicles. This includes the following:

a. Defence plated Commercial (CL) vehicles
b. Defence hired civilian vehicles
c. General Service (GS) B Vehicles (limited to LR2 and MR2 variants)
d. Defence trailers with both Defence and state/territory plates
e. Use of privately owned vehicles to tow Defence trailers, with 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.

Authorisation

As outlined in paragraph 5.7, OOC and IOC may be authorised to drive Defence plated CL and GS B Vehicles on formed roads provided they hold the appropriate current State or Territory civilian driver licence for the class of Defence vehicle they are required to operate in accordance with Chapter 11—‘Selection and training of personnel to operate Defence vehicles’. Authorisation is not to be granted for ‘A’, ‘C’ or ‘D’ vehicles as defined in Chapter 1 Annex A.

OOC or IOC 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; OOC and IOC need to ensure that their licence issue date and the class/type of Defence vehicle they are qualified to operate are recorded with the relevant service cadet Headquarters (HQ).

Authorisation to drive Defence plated CL and GS B Vehicles must be granted by an ‘Authorising Officer’. An Authorising Officer is a Transport Manager/Road Movements Officer or an ‘approved Defence member or Defence employee’. Authorising officers are to hold a Defence licence for the class of Defence vehicle for which the OOC or IOC are seeking authorisation. Requests to be an ‘approved Defence member or Defence employee’ are to be raised through the applicable service cadet HQ to their parent Service Chief Driving Instructor or National Manager Transport Training—Navy.

Each service cadet HQ must maintain a record of the approved members or Defence employees who provide OOC/IOC with authorisation to drive Defence plated CL and GS B Vehicles to IOC or OOC. Records of individuals authorised to drive a Defence vehicles must be maintained and include the date of authorisation to drive Defence vehicles and the class/type of Defence vehicle authorised.

An authorised Defence Approved Helper (volunteer) is authorised to tow a Defence trailer with their privately owned and plated vehicle, if the requirements of the towing acknowledgment are met as per paragraph 13.
Familiarisation training meets Defence’s requirements under the WHS Act, to provide familiarisation on all equipment that OOC and IOC may be required to operate. However, under the WHS Act, workers have an obligation with regard to their own safety. OOC and IOC are to be mindful that they are considered to be ‘workers’ under the WHS Act and when signing Part 1 of the form AD 049, they are acknowledging that they are familiar with the safe operation of the vehicle. OOC and IOC must be conversant with the AD 049, AC 626 and Defence fuel card usage, prior to operating a Defence vehicle.

Familiarisation training is not permitted on GS B vehicles or trailers, this includes G Wagon, MAN 40M, Unimog, Bushmaster, 1500kg trailers. Sessioned exported training is required to operate these vehicles, civilian State or Territory licences are not recognised for GS vehicle operations.

Familiarisation training must be conducted prior to authorisation being granted to drive Defence CL vehicles or tow CL trailers.

This familiarisation training must be conducted by an ADF driver testing officer or authorised Defence contractor for the class of Defence vehicle for which the OOC or IOC are seeking authorisation, and needs to include the following in accordance with Chapter 11—’Selection and training of personnel to operate Defence vehicles’ paragraph 11.31.

Conditions under which authorised Instructors of Cadets, Officers of Cadets or Defence Approved Helper operate Defence vehicles

Authorised OOC, IOC or Defence Approved Helper, must hold a current State or Territory licence, and may only operate Defence vehicles under the following specified conditions:

a. For CL vehicles (including Defence-hired civilian vehicles)—on roads and formed roads as defined in Chapter 1 Annex A. Unit coord staff are to be aware that formed roads can transition to difficult terrain following weather events. Risk assessments are to ensure that these possibilities are assessed.

b. OOC and IOC that hold a current Defence licence from full-time or reserve service are permitted to operate Defence CL or GS vehicles for which they hold a Defence qualification.

c. Operation of the LAND 121 vehicle on public roads, is restricted in its movement due to oversize over mass road authority restrictions. Drivers must be cognisant of DRTEF conditions and possible permit requirements.

d. Vehicle movement is authorised on public roads and in Defence establishments, Defence areas, private property and in national parks, state forests etc. as approved by State/Territory agencies.

e. Vehicle movement is only to occur on Defence-approved activities, covered by appropriate documented and endorsed risk assessments and mitigation plans approved by the individual service cadet HQ.

f. Vehicle movement is only to occur for administrative movement types only, as defined in.

g. Vehicle movement may occur during daytime’ or night-time and when at night-time is not to include any blackout or NFE driving.

h. Must only involve the carriage of cadets, OOC or IOC in designated seats with seatbelts fitted with no movement of unrestrained passengers permitted.

i. Defence Approved Helpers are not permitted to operate a Defence vehicle, however are permitted to tow a Defence trailer with a privately owned and plated vehicle.

j. Must not involve driving over difficult-terrain, as defined in Chapter 1, Annex A.

k. Dangerous goods such as fuel, hexamine and other routine substances used in field-based activities may be carried, however, drivers are to ensure that the carriage of passengers and cargo are separate, as per paragraph 5.40 and Chapter 7.
Trailers may be towed, containing cargo, but the individual must have received familiarisation training by an authorised officer (being a DTO, a TM/RMO or an approved Defence member or Defence employee) on trailer towing, with the Defence vehicle, prior to this movement occurring.

Small arms ammunition may be carried, subject to all of the requirements of movement of ammunition specified in the Defence Security Manual (DSM) and the NSW Firearms Act 1996. Where State/Territory legislative requirements exceed the requirements of the NSW legislation, the higher standard is to be applied.

The operation of Defence vehicles and trailers for ADF cadet activities is summarised in Table 5A-1.

**Table 5A-1. Operation of Defence Vehicles and Trailers - ADF Cadet activities**

<table>
<thead>
<tr>
<th>Ser</th>
<th>Vehicle</th>
<th>Trailer</th>
<th>DIO</th>
<th>Defence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Defence owned/leased vehicle towing a Defence trailer</td>
<td>Defence trailer</td>
<td>Comcover insures both the vehicle and trailer for excepting as described under point d: a. Own damage if comprehensive insurance applies. b. Third Party Property Damage Liability (TPPDL) c. Third Party Injury Liability (CTP) if the vehicle/trailer is Defence registered. d. If the vehicle/trailer is State or Territory registered the Third Party Injury Liability (CTP) is insured under the registration arrangements.</td>
<td>Operated in accordance with DRTM</td>
</tr>
</tbody>
</table>

Comcover does not restrict who can drive a Defence vehicle. The policy insures drivers that are approved by Defence to drive the vehicle. From a Comcover perspective approved drivers include ADF/APS members of Defence, an OOC/IOC, contractor or indeed anyone else. As long as the driver is suitably licensed and is not driving illegally - e.g. over the alcohol limit. The DRTM does not impact on the Comcover policy terms and conditions.

| 2   | Defence owned/leased Vehicle towing a Privately owned trailer | The Defence vehicle is insured as per serial 1a, b & c as above. | The towing of a civilian registered trailer that is not on lease or hire contract to Defence behind a Defence |


<table>
<thead>
<tr>
<th>3</th>
<th>Defence owned/leased vehicle towing a trailer</th>
<th>Hire trailer contract as per serial 2, however, the hire contract is likely to include comprehensive and TPPDL insurance as part of the hire arrangement. CTP would be insured by the rental company as owners of the trailer. Note, Comcover does not insure the trailer under its comprehensive insurance policy.</th>
<th>Trailers hired or leased by Defence may be towed by a Defence vehicle provided that the conditions of the DRTM are met and the trailer is fit for purpose.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Private Vehicle towing a Defence trailer</td>
<td>It is likely that the private vehicle owners would provide cover as described under serial 2, excepting CTP.</td>
<td>Defence owned trailers can be towed behind privately owned and plated motor vehicles. Prior to towing the trailer the owner/driver must provide relevant details via an acknowledgment managed by the unit OIC. Maintenance and serviceability of privately owned vehicles is unknown. The compatibility of privately owned vehicles and hitching equipment to tow trailers is unknown.</td>
</tr>
<tr>
<td>5</td>
<td>Private Vehicle towing a Private trailer</td>
<td>The private vehicle owner’s policies would apply - Defence/Comcover insurance would not apply</td>
<td>Person must be approved to use a private vehicle and trailer during a Defence activity.</td>
</tr>
<tr>
<td></td>
<td>Private Vehicle</td>
<td>Hire trailer</td>
<td>As per serials 3 and 5 Defence/Comcover insurance would not apply</td>
</tr>
<tr>
<td>---</td>
<td>----------------</td>
<td>--------------</td>
<td>-----------------------------------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>Hire Vehicle</td>
<td>Defence trailer</td>
<td>As per serial 3</td>
</tr>
<tr>
<td>8</td>
<td>Hire Vehicle</td>
<td>Private trailer</td>
<td>As per serials 3 and 5 Defence/Comcover insurance would not apply</td>
</tr>
<tr>
<td>9</td>
<td>Hire Vehicle</td>
<td>Hire trailer</td>
<td>As per serials 3 and 5 Defence/Comcover insurance would not apply</td>
</tr>
</tbody>
</table>

**g Defence owned trailers behind privately owned and plated vehicles**

Single service cadet organisations conduct numerous activities requiring vehicle and trailer support from Defence. It has been acknowledged that Defence vehicles may not be available due to competing tasks, funding priorities and remote locations. Sailing and glider activities require the use of specialist trailers in order for the equipment to be transported to the relevant locations. Therefore an OOC, IOC or Defence Approved Helpers are permitted to utilise an authorised privately owned vehicle to tow a Defence CL trailer, in the event that a Defence vehicle is not available. Prior to a Defence trailer being towed, the owner/driver of the privately owned vehicle must acknowledge a number of conditions. These conditions are required to confirm that the owner/driver acknowledges liabilities relating to damage and insurance obligations of themselves and Defence. The acknowledgment must be completed annually and the owner/driver must notify the unit OIC of any changes i.e. insurance, licence or registration. The acknowledgment conditions are as follows:

- a. Summary of Defence's insurance coverage of the use of a privately owned vehicle for Defence activities and towing Defence owned or hired trailers
- b. Guidance on the payment of tolls and reimbursement processes
- c. Guidance on home garaging policy requirements
d. Acknowledge that privately owned equipment is not permitted in the Defence trailer e.g. gas bottles, fishing equipment, tentage, at anytime

e. Private owners name, address and contact details

f. Private owners State or Territory licence details

g. Private owners motor vehicle details including registration

h. Private owners insurance details including a copy of the policy for the the towing vehicle (must be a comprehensive policy)

i. Declaration by the private owner that the vehicle is compatible for use with the Defence trailer, they intend to tow including towbar, weight/mass, electrical plug and safety chains

j. Acknowledge that their blood alcohol level when driving a vehicle towing a Defence trailer is 0.00.

If the owner/driver of the privately owned vehicle is unable to provide the information or an acknowledgment is identified as not current by the unit OIC, the owner/driver of the privately owned vehicle must not to tow a Defence trailer. The acknowledgment can be located in the Cadet, Reserve and Employer Support Division (CRES) Youth Policy Manual.
Chapter 5 Annex C - USE OF VEHICLES BY VISITING FORCES

This annex contains Defence policy on the use of vehicles by Visiting Forces. This policy meets Defence’s statutory obligations under the Work Health and Safety Act 2011 (WHS Act), to take reasonably practicable steps to mitigate risk and provide for the proper protection and safety of the public and Defence Officials (which, as defined in the Chapter 1, Annex A, includes Visiting Forces). Visiting Forces are legally obliged to comply with Australian law pursuant to the terms of their respective Status of Forces or other applicable agreements. Private use of a Defence vehicle by members of a visiting force may be subject to Fringe Benefits Tax (FBT) and the cost recovery provisions outlined in FINMAN 4—Resource Costing Manual.

The information contained in this annex is Defence policy and should be used as a guide when developing new agreements.

Visiting Forces operating foreign vehicles in Australia

Visiting forces operating their own equipment on the public road network in Australia are obliged to act in a manner consistent with the same rules and regulations applicable to Australian Defence Force members. The relevant Australian sponsor unit is to arrange the following prior to visiting forces operating their vehicles on the public road network in Australia:

a. appropriate vehicle insurance as required by relevant State and Territory law
b. vehicle permits, from the relevant State and Territory road transport authorities, if vehicles do not comply with current exemptions for Defence vehicles in regards to oversize or over-mass limitations (refer to Chapter 3)
c. ensure that Visiting Forces Vehicle Data Sheet as shown in Table 5C.1 are submitted to Directorate of National Logistics DNL, Strategic Logistics Branch (SLB), Joint Logistic Command (JLC), within the timeframe shown in Table 5C.2.

The guidelines listed in paragraph 3 do not apply if the visiting forces vehicles are not driven on the public road network in Australia, that is, when the vehicles will only be driven within the boundaries of designated Defence areas or within military establishments.

Table 5C.1: Visiting forces vehicle data sheet Click to print

<table>
<thead>
<tr>
<th>Ser</th>
<th>Characteristics</th>
<th>Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vehicle Description (identify whether right or left hand drive)</td>
<td>E.G. MK 28 Extended cargo (Oshkosh)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Include an image or sketch</td>
</tr>
<tr>
<td>2</td>
<td>Length (mm)</td>
<td>Truck/Vehicle: Measured from the further most front extrusion to the further most rear extrusion. Generally front brush bar to rear of the tray.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Combination: If the vehicle is a truck and trailer or prime mover/tractor and trailer show the length of the loaded combination.</td>
</tr>
<tr>
<td>3</td>
<td>Width (mm)</td>
<td>Unladen: The measurement when unladen at the vehicles widest point, less external rear view mirrors, which are not to be included in this measurement.</td>
</tr>
<tr>
<td>Column</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
<td>---------</td>
</tr>
<tr>
<td>4</td>
<td>Height (mm)</td>
<td>Unladen: &lt;br/&gt;Laden:</td>
</tr>
<tr>
<td>5</td>
<td>Axle Distances (mm)</td>
<td>Distance from previous axle.</td>
</tr>
<tr>
<td>6</td>
<td>Ground Contact Width (mm)</td>
<td>The distance between the outer most points of ground contact of the outside tyre on each end of the axle.</td>
</tr>
<tr>
<td>8</td>
<td>Tyre Size (mm)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Tyres Per Axle</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Gross Vehicle Mass (GVM)</td>
<td>This is the maximum weight of the vehicle as listed by the manufacturer.</td>
</tr>
<tr>
<td>11</td>
<td>Gross Combination Mass (GCM)</td>
<td>This is the maximum weight of the vehicle when in combination with a trailer as listed by the manufacturer.</td>
</tr>
<tr>
<td>12</td>
<td>Tare Weight (Tare)</td>
<td>Sometimes referred to as kerb weight. (without a load)</td>
</tr>
<tr>
<td>13</td>
<td>Rear Overhang</td>
<td>The distance between the centre of the rear axle group and the rear most part of the vehicle tray.</td>
</tr>
<tr>
<td>14</td>
<td>Complementary Information</td>
<td>List any special details that may assist the JLC Permit Office in understanding the vehicle.</td>
</tr>
</tbody>
</table>
All measurements are to be shown in metric system e.g. mm and kg

Table 5C.2: Visiting forces - Timeline for permit process Click to print

<table>
<thead>
<tr>
<th>Ser</th>
<th>Event</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Receipt by DNL of Visiting Forces Vehicle Data Sheet (one sheet for each vehicle type)</td>
<td>D - 90</td>
</tr>
<tr>
<td>2</td>
<td>Review and validation of the provided dimension and mass data against:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Defence Dimension and Mass Standards (DDMS)</td>
<td>D - 80</td>
</tr>
<tr>
<td></td>
<td>National Heavy Vehicle Law Mass and Dimension Regulations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State and Territory Dimension and Mass Regulations</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Preparation of:</td>
<td>D- 66</td>
</tr>
<tr>
<td></td>
<td>Summarised written advice to JLC OPS whether the visiting forces vehicles fall within the current standards and regulations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preparation of permit applications to National Heavy Vehicle Regulator (NHVR) and/or State and Territory transport departments and liaison with local governments.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Review of permit applications by State and Territory jurisdictions including local governments.</td>
<td>D - 52</td>
</tr>
<tr>
<td>5</td>
<td>Negotiation allowance</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Receipt of approved permits and checking to ensure:</td>
<td>D - 10</td>
</tr>
<tr>
<td></td>
<td>that all requested detail has been included</td>
<td></td>
</tr>
<tr>
<td></td>
<td>reviewing the conditions included in the permits and identifying any critical requirements</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Issue permits to requesting organisations</td>
<td>D - 3</td>
</tr>
<tr>
<td>8</td>
<td>Access to public roads/facility road</td>
<td>D - Day</td>
</tr>
</tbody>
</table>

**Visiting forces operating Australian Defence vehicles in Australia**

**Within designated Defence areas or within military establishments.** Visiting forces required to operate Defence vehicles within designated Defence areas or within military establishments are to undertake familiarisation training for the vehicle type/s to be operated, this is to be completed by the host unit. For individuals posted on exchange for periods three months or greater they must undertake the relevant State or Territory road law assessment and achieve a result of competent. If the visiting forces element is a formed body, a road law familiarisation presentation is authorised as an effective option, to ensure local road rules are observed. However, the governing Status of Forces Agreement should be
consulted as it may oblige Australia to recognise licences issued by the authorities of a visiting force ‘without driving test or fee’. Vehicle licence comparisons for ASIC countries (Canada, New Zealand, United Kingdom and the United States) are available in ASIC ADVPUB ACS 5009 – Vehicle Operator Qualifications (copies of all ASIC air standards and publications can be accessed via the ASIC RAAFWEB site. Drivers are to be authorised to drive on form AD 049—Vehicle Authorisation and Task Form.

**On the public road network.** Visiting forces required to operate Defence vehicles on the public road network in Australia are to:

a. hold a current, valid, driving licence of their country or Defence force with an equivalent code for the vehicle being operated

b. undertake familiarisation training for the vehicle type/s to be operated, including a driving evaluation. This is to be conducted by their sponsor unit, familiarisation training with an Australian Defence Driver Testing Officer (DTO)

c. complete road law assessment for individuals on exchange programs for periods three months or greater and provide additional information that may be relevant to that region by their sponsor unit

d. complete road law familiarisation training presentation for formed bodies or groups and provide additional information that may be relevant to that region by their sponsor unit

e. be authorised on a form AD 049.

Defence general service and commercial line vehicles are not to be issued or authorised for private use, unless it can be demonstrated that the arrangement is consistent with Defence business outcomes, improves the unit/branch’s effectiveness and increases business efficiency. If authorisation is provided, FBT will arise for each day the Defence vehicle is used for private travel. This use of a Defence vehicle would be defined as a reportable fringe benefit.

**Visiting Forces operating civilian vehicles in Australia**

Visiting Forces may operate civilian vehicles in Australia using an international driving licence. If postings or detachments are 12 months or greater, visiting forces personnel are to apply for a State or Territory licence according to their place of residence. The Northern Territory requires visitors to obtain a Northern Territory licence after three months. An exemption to the three month regulation may be applied for through the local authorities.

**Foreign Defence members operating vehicles belonging to visiting forces in Australia**

Before operating foreign vehicles in Australia, Defence members are to:

a. ensure the vehicle complies with the requirements detailed in paragraphs 3 and 4

b. hold an Australian (either State, Territory or Defence) driver’s licence relevant to the type of vehicle to be driven

c. be authorised by the relevant visiting forces road transport supervisor.

**Defence members operating road transport vehicles in foreign countries**

Defence members operating vehicles in foreign countries are to comply with all the rules and regulations governing road transport activities relevant to that country. Guidance for Defence members operating road transport vehicles in ASIC countries is available in ASIC ADV PUB ACS 5009 – Vehicle Operator Qualifications.

Defence members intending to operate road transport vehicles in foreign countries are to be briefed on local traffic conditions, traffic regulations and tactics, techniques and procedures. If operating CL vehicles in non-warlike zones, members are to receive familiarisation training with a DTO, including a driving evaluation. This requirement is particularly relevant if operating a left hand drive vehicle for the first time. Familiarisation training must encompass procedures on vehicle accidents and how to communicate with local security or law enforcement personnel.

Licensing requirements may vary greatly from Australia. The use of Defence licences to operate commercial vehicles may not be suitable, therefore requiring personnel to have appropriately coded Australian state or territory licences that
local authorities will recognise. The operation of passenger vehicles such as coasters or buses can require additional evidence, and is not covered under the generalised processes of Australia. The use of international driving permits may only be suitable for short periods. Liaison with Host Nation Liaison Officers and in theatre TM/RMOs can provide greater detail of requirements prior to deployment.

The movement of readily identifiable Defence vehicles in foreign countries may be restricted IAW unilateral agreements. Drivers of vehicles must be aware of any restrictions of vehicles within foreign Defence establishments or public areas. Restrictions on the movement of Defence vehicles whether they are general service (GS) or Commercial (CL) vehicles could be:

a. time of day or night for movement
b. identified locations or routes
c. religious or national holidays
d. covering of loads identifiable as military equipment
e. load lists specific to each vehicle or trailer
f. drivers to wear civilian clothing
g. use of escorts
h. permits for oversize loads
### Table 5D.1: Signals for guiding or marshalling single vehicles by day

<table>
<thead>
<tr>
<th>Serial</th>
<th>Meaning of Signal</th>
<th>Illustration of Signal</th>
<th>Description of Signal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>COME FORWARD</td>
<td>(a)</td>
<td>With both hands moving backwards and forward, the palms of the hands are turned towards the chest as if ‘pulling’ the vehicle.</td>
</tr>
<tr>
<td>2.</td>
<td>REVERSE</td>
<td>(b)</td>
<td>With both hands moving forward and backwards, the palms of the hands turned to the vehicle as if ‘pushing’ off the vehicle.</td>
</tr>
<tr>
<td>3.</td>
<td>TURN TO THE LEFT/RIGHT</td>
<td>(c)</td>
<td>The arm is held horizontal to the ground at shoulder level. ‘Turn to the left’ is given with the right arm. ‘Turn to the right’ is given with the left arm. The steering wheel is to be turned at a steady speed while the arm is horizontal. To speed up turning, the hand is pivoted at the wrist in an up and down motion.</td>
</tr>
<tr>
<td>4.</td>
<td>INDICATING DISTANCE</td>
<td>(a)</td>
<td>With both hands, the palms of the hands face each other. The distance between the hands indicates the distance between the guided vehicle and an obstacle to be approached. Touching hands means the distance between the guided vehicle and the obstacle has become nil.</td>
</tr>
<tr>
<td>5.</td>
<td>STOP</td>
<td>(b)</td>
<td>One or both arms are raised vertically. The palms of the hands are turned to the vehicle.</td>
</tr>
</tbody>
</table>
6. SWITCH OFF/STOP ENGINE

With the right arm and hand extended, the down turned hand is moved horizontally across the throat in a 'cutting' motion.

7. START UP

Circular movement of the right hand, as if turning a crank handle.

Table 5D.2: Signals for guiding or marshalling single vehicles by night

<table>
<thead>
<tr>
<th>Serial</th>
<th>Meaning of Signal</th>
<th>Illustration of Signal</th>
<th>Description of Signal</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>COME FORWARD</td>
<td></td>
<td>With an illuminating device moving vertically from chin to waist.</td>
</tr>
<tr>
<td>2.</td>
<td>REVERSE</td>
<td></td>
<td>Cause the light to flicker by switching it on and off.</td>
</tr>
</tbody>
</table>
3. TURN
   a. Clockwise turn right
   b. Anti-clockwise turn left
With an illuminating device, at least chest level, rotating slowly in a circular motion (clockwise or anti-clockwise to the driver).

4. STOP
Moving the illuminating device horizontally across the body.

5. SWITCH OFF/STOP ENGINE
Switch off or cover the illuminating device.

Table 5D.3: Signals to be used by traffic control personnel

<table>
<thead>
<tr>
<th>Serial</th>
<th>Meaning of Signal</th>
<th>Illustration of Signal</th>
<th>Description of Signal</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>STOP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1.</strong></td>
<td>(To traffic coming from all directions faced)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arm is raised vertically with the palm of the hand forward and the body facing the traffic to be stopped. Red light signal used similarly.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>STOP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2.</strong></td>
<td>(To traffic approaching from front and behind)</td>
</tr>
<tr>
<td></td>
<td>Turned side-on to traffic approaching from the front and behind with arms extended, forearms raised vertically and open palms of hands facing oncoming traffic (use only during good visibility).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>ALTERNATIVE SIGNAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.</strong></td>
<td>(With the same meaning as that of serial 2)</td>
</tr>
<tr>
<td></td>
<td>One arm horizontal, other forearm held vertical, body facing one of the lines of traffic to be stopped (use only during good visibility).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FORT or TURN TO YOUR LEFT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4.</strong></td>
<td>(To traffic approaching from the direction faced)</td>
</tr>
<tr>
<td></td>
<td>Right arm is extended horizontally, left arm is folded across the body to the right.</td>
</tr>
<tr>
<td></td>
<td>(A green light may be used with this signal.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>GO</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5.</strong></td>
<td>Signal to either a stopped or moving vehicle to proceed.</td>
</tr>
<tr>
<td></td>
<td>This signal may, or may not, be started from either of the ‘STOP’ positions at Serial 1 and Serial 2. In any case, the hand and arm are extended horizontally with fingers pointed towards the vehicle(s) for which the signal is intended. The forearm then describes an arc in the vertical plane and stops with fingers pointing towards the direction to be taken by the vehicle(s).</td>
</tr>
</tbody>
</table>
6. SLOW DOWN  

   The arm is extended horizontally and then moved slowly up and down. (A red light may be held in the moving hand.)

7. SPEED UP  

   The fist is raised and lowered quickly above the right shoulder. (A green light may be held in the moving hand.)

<table>
<thead>
<tr>
<th>Serial</th>
<th>Meaning of Signal</th>
<th>Illustration of Signal</th>
<th>Description of Signal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>'I am going to turn to my RIGHT'.</td>
<td><img src="image1.png" alt="Illustration" /></td>
<td>The use of right direction indicator, or the right arm extended horizontally.</td>
</tr>
</tbody>
</table>
| 2.     | 'I am MOVING OFF'.  
          'I am ACCELERATING'. | ![Illustration](image2.png) | Right arm is extended with the forearm raised vertically with palm of the hand to the front and then moved slowly down and up several times. Same signal when vehicle is moving. |
| 3.     | 'I am SLOWING DOWN or STOPPING'. | ![Illustration](image3.png) | Right arm extended forearm raised vertically with palm of hand to front. |
Chapter 5 Annex E - NIGHT OPERATIONS

The operational situation will often require transport operations to be conducted during the hours of darkness using reduced lighting or night fighting equipment (NFE).

Driving under reduced lighting, blackout conditions or using NFE is an extremely arduous activity for drivers. Extended night operations increase the potential for accidents to occur as obstacles, roads, personnel and equipment, which are easily observed during daylight hours, become extremely difficult to see at night. Commanders/managers are to be cognisant of the risks of driver fatigue as this is significantly increased due to the additional cognitive load induced by the use of NFE and drivers being subject to intense periods of concentration and sleep deprivation.


tutions for night operations

To minimise the risk to Defence members, equipment and stores, commanders at all levels are to ensure that clear orders are issued to all members involved in night driving operations. These orders must be based on a documented and endorsed risk assessment and accompanying risk mitigation plan.

The minimum information that is to be considered by commanders and disseminated to members prior to night driving operations is:

a. safety and emergency evacuation procedures
b. vehicle preparation
c. activity boundaries
d. speeds (max of 30kph blackout without NFE & max of 60kph with NFE)
e. spacing (minimal two second rule, increase if dust is obscuring visibility)
f. routes (check lighting restrictions & critical points)
g. road or track markings
h. use of guides (guiding vehicles from MSR/SSR into unit locs)
i. actions on:
   1. accidents
   2. contact ground, indirect fire and air
   3. becoming lost
   4. breakdowns
   5. approaching vehicles (on white light or blackout)
   6. halts
   7. Excessive dust (lower speed & beware of vehicles following)

Commanders and supervisors are to enforce and monitor the following points (including, where practicable, on operations):

a. a vehicle is to be guided whenever it is moved within a unit echelon/harbour/location
b. when driving with NVG fitted, both monocules are to be lowered and employed

c. a guide is to be used when reversing

d. guides are to use the minimum amount of light

e. blackout brake lights remain illuminated when stopped

f. where possible, the driver is to ensure that the driver’s window is open to assist in communication

g. if approached by a vehicle driving on white light, the Driver should immediately turn the vehicle’s white lights on and not look directly at the other vehicle’s headlights lights

h. no one, at any time, is to stand between vehicles

i. lights are not concealed from following vehicles

j. vehicles are to be moved completely off the road during emergency servicing or maintenance.

Our areas

The risk of vehicles driving over sleeping personnel can be reduced by careful planning and layout of night positions in echelons and harbour areas.

The following general provisions apply to the layout of harbour areas at night:

a. entry and exit points, vehicular track system and the direction of vehicular movement in the echelon or harbour area are to be clearly defined

b. vehicles entering or exiting the echelon or harbour area are to be guided by a dismounted guide

c. sleeping areas for soldiers are to be sited away from entry or exit points, the vehicular track system and vehicle parking areas, except in the case of soldiers operating vehicle-mounted crew serviced weapons systems

d. when the tactical situation does not permit the use of vehicle lights, guides are to physically check the area to ensure that members are not sleeping in or adjacent to the line of movement or the areas allotted for parking.
Driver work rest sleep record

To assist with the management of driver fatigue, unit managers and supervisors should consider the use of a driver work rest sleep record for investigations and unit task scheduling.

**Figure 5F.1: An Example of a Driver Work Rest Sleep Record**

<table>
<thead>
<tr>
<th>PMKeyS No.</th>
<th>Rank</th>
<th>Name</th>
<th>Unit</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8XXXXXXXX</td>
<td>PTE</td>
<td>GE WHITE</td>
<td>8 TPT</td>
<td>EX XXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Timeline</th>
<th>0100-1300</th>
<th>0200-1400</th>
<th>0300-1500</th>
<th>0400-1600</th>
<th>0500-1700</th>
<th>0600-1800</th>
<th>0700-1900</th>
<th>0800-2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driving</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Load/Unload</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicle Maintenance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Tasks</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rest</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sleep</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driver’s Signature</th>
<th>Supervisor’s PMKeyS Name/Rank</th>
<th>Supervisor’s Signature</th>
<th>Record Checked Y/N</th>
<th>Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE White</td>
<td>8XXXXXXXX K Mjilgsdish CPL</td>
<td>K Mjilgsdish</td>
<td>Y</td>
<td>21 X</td>
</tr>
</tbody>
</table>

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Feedback: [Click to send email feedback.]
Chapter 5 Annex G - PROTECTED MOBILITY VEHICLE OPERATIONS

Introduction

The employment and operation of Protected Mobility Vehicles (PMV) across Defence is to be in accordance with DRTM, relevant doctrine and PMV User Handbook.

Crewing. The requirement for a vehicle commander for the PMV is a command decision based on risk and, in operational circumstances, the threat and operating environment.

When a qualified vehicle commander is not present, commanders/ managers should consider placing a suitably experienced member in the vehicle commander seat who is tasked to support the driver in safely operating the vehicle. Due to the spatial considerations inherent in PMV operations, where available another qualified driver who understands the dimensions and capability of the vehicle should be used. On urban roads it is mandatory to have either a qualified crew commander or a suitable member in the vehicle commander seat in order to reduce the risk of collision with other road users and civil infrastructure. The member seated in the vehicle commander’s seat is responsible for assisting the driver in the safe operation of the PMV.

Seatbelts. In accordance with Chapter 5 of the Defence Road Transport Manual (DRTM), the PMV driver and/or vehicle commander, if present, is responsible to advise all passengers of the requirement to wear seatbelts in accordance with the design specifications of the vehicle. Exceptions during PMV operations are when:

a. members are required to man a PMV weapon station within Defence areas during training

b. members are standing at an alternative PMV weapon station acting in the capacity of an Officer in Charge or other range safety appointment during the conduct of live firing practices in accordance with the relevant range regulations applicable.

Age of weapons during training

During all PMV movement weapons are to be stowed in the correct weapon mounts fitted to the vehicle.

Personal weapons in PMVs must be carried in the loaded or unloaded degree of weapon readiness (DOWR) in accordance with Chapter 15 of the DRTM.

During operations, the DOWR for weapons carried in PMVs may be amended by the operational theatre commander.

Bat lock

The combat lock restricts access to the interior of the vehicle by locking the rear door handle. During training activities and domestic tasking, the lock is not to be applied as it could delay rescue in a vehicle accident situation.

Water crossing

Prior to negotiating a water obstacle the hatches are to be locked opened, for the duration of the water crossing in order to allow personnel to disembark quickly in an emergency.
Chapter 6 - MOVEMENT OF PERSONNEL IN THE REAR OF DEFENCE VEHICLES

INTRODUCTION

6.1 Defence transports personnel in Defence vehicles for both operational and administrative purposes. In doing so the requirements of the Work Health and Safety Act 2011 (WHS Act), must be satisfied.

6.2 This chapter applies to the movement of personnel in any Defence vehicle, or that part of the vehicle, which does not provide forward facing purpose-designed seating, seat belts and rollover protection. This chapter does not apply to Protected Mobility Vehicles or the movement of patients or casualties in purpose designed Defence emergency vehicles. Chapter 5—'Use of Defence Vehicles' details the restrictions on these vehicles.

6.3 The types of movement referred to in this chapter, which are critical to its application, are defined in Chapter 1, Annex A.

APPLICABILITY

General

6.4 The provisions of this policy apply equally to the carriage of Defence personnel and non-Defence personnel in Defence vehicles.

Australian Defence Force Cadets

6.5 Australian Defence Force (ADF) Cadets are deemed to be Commonwealth workers under the WHS Act and as such, duty of care and due diligence obligations for ADF Cadets are the same as for Defence members. ADF Cadets and their Defence hosts are bound by the authority of Defence Instruction (General) PERS 19-18—Defence Work Health and Safety Manual to comply with the content of this manual. The training of ADF Cadets is not part of the Chief of the Defence Force Preparedness Directive and therefore all movement, including the training of ADF Cadets is to comply with the restrictions placed on administrative movement. The movement of ADF Cadets to and from an exercise area is defined as administrative movement.

Recovery vehicles

6.6 The transportation of the crew of a disabled vehicle is an owner unit responsibility. Wherever possible, every effort should be made to provide appropriate transport for the crew of the vehicle being recovered. Some recovery vehicles have the capacity to transport the crew of disabled vehicles in specific compartments, which are not fitted with approved restraints. The movement of disabled vehicle crews unrestrained in the rear of recovery vehicles must be authorised during training movement within Defence areas, and then only with a speed restriction placed on the recovery vehicle.

Joint Service exercises and overseas deployment

6.7 On domestic operations, joint and combined exercises in Australia and overseas where the ADF, or an element of the ADF, is the controlling authority, this chapter applies to all Defence personnel. In circumstances, where visiting forces personnel are transported in Australian Defence vehicles they must comply with this chapter.

6.8 On overseas deployment where the ADF, or one of its elements, is not the controlling authority, the policy of the controlling authority or Service is to apply. However, if the ADF Force Commander judges that it would pose an unacceptable risk to Australian Defence personnel, representation to the host nation or Service should be made to make alternative arrangements to minimise the risk. Risk management principles are to be applied to ensure that the safety of Defence personnel is not compromised.

Visiting forces

6.9 The use of Defence vehicles by visiting forces is outlined in Chapter 5 of this manual.

AUTHORISED MOVEMENT OF PERSONNEL

General
6.10 When movement of personnel is proposed, the movement type as defined in Chapter 1, Annex A, is to be applied to the vehicle type that will be moving the personnel, i.e., General Service (GS) or purpose designed passenger carrying vehicles. When movement of personnel in commercial vehicles fitted with side seating is proposed, the policy for GS vehicles is to be applied except for Military/Service Police variants where no other reasonable alternative is available.

General Service vehicles

6.11 Table 6–1 provides a break down of the conditions for authorised and non-authorised movement categories for GS Defence vehicles.

### Table 6–1: Conditions for movement of personnel in General Service vehicles - [click to print table](#)

<table>
<thead>
<tr>
<th>Type of Movement</th>
<th>Authorised under DRTM</th>
<th>Not Authorised under DRTM</th>
<th>Commanders Risk Management Decision*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operational</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warlike/non-Warlike not in Australia or in the defence of Australia.</td>
<td>Movement of personnel in a protected restrained side seated vehicle with personal weapons, marching order, and basic section stores (Warlike)</td>
<td>Movement of personnel in unrestrained side seating with personal weapons, marching order, and basic section stores (Warlike/non-Warlike)</td>
<td>Movement of personnel and restrained cargo in the same cargo area</td>
</tr>
<tr>
<td></td>
<td>Movement of personnel in unrestrained side seating with personal weapons, marching order, and basic section stores (Warlike/non-Warlike)</td>
<td>Movement of personnel and restrained cargo in the same cargo area</td>
<td>Movement of personnel and restrained cargo in the same cargo area</td>
</tr>
<tr>
<td></td>
<td>Restrained movement (PCRS) of personnel with personal weapons, marching order, and basic section stores (Warlike/non-Warlike)</td>
<td>Movement of personnel and restrained cargo in the same cargo area</td>
<td>Movement of personnel and restrained cargo in the same cargo area</td>
</tr>
<tr>
<td></td>
<td>Utilisation of front facing seating CL buses with restraints (non-Warlike)</td>
<td>Movement of personnel in the same space as unrestrained cargo</td>
<td>Movement of personnel in the same space as unrestrained cargo</td>
</tr>
<tr>
<td><strong>Operational</strong></td>
<td>Movement of personnel in purpose designed modular seating with restraint system (PCRS or PMV-M). May include personal weapons, marching order and basic section stores</td>
<td>Movement of personnel in the same space as unrestrained cargo</td>
<td>Movement of personnel in the same space as unrestrained cargo</td>
</tr>
<tr>
<td>DACC operations</td>
<td>Movement without convoy orders</td>
<td>Movement without convoy orders</td>
<td>Movement without convoy orders</td>
</tr>
<tr>
<td>Eg. Disaster relief operations within Australia</td>
<td>Unrestrained side seating for Defence personnel and/or displaced civilians</td>
<td>Unrestrained side seating for Defence personnel and/or displaced civilians</td>
<td>Unrestrained side seating for Defence personnel and/or displaced civilians</td>
</tr>
<tr>
<td></td>
<td>Must be cognisant of vehicle fording depths</td>
<td>Must be cognisant of vehicle fording depths</td>
<td>Must be cognisant of vehicle fording depths</td>
</tr>
</tbody>
</table>
### Article 6 - MOVEMENT OF PERSONNEL IN THE REAR OF DEFENCE VEHICLES

#### Training—Local

<table>
<thead>
<tr>
<th>Training—Local</th>
<th>Administrative Movement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Eg Movt between a Defence barracks and Defence area (eg: Lavarack to TFTA) or movt within a defined Defence area</strong>&lt;sup&gt;1&lt;/sup&gt;</td>
<td><strong>Utilisation of front facing seating CL buses with restraints (if road system is suitable)</strong></td>
</tr>
<tr>
<td><strong>Restrained movement (PCRS) of personnel on public road network to and within a Defence area</strong></td>
<td><strong>Restrained (PCRS) movement of personnel on public road network and roads within a Defence area</strong></td>
</tr>
<tr>
<td><strong>Unrestrained side seating movement of personnel wholly within a Defence area within restricted speed limits</strong></td>
<td><strong>Unrestrained side seating movement of personnel in the rear of Defence vehicles outside of defined Defence area</strong></td>
</tr>
<tr>
<td><strong>Movement without convoy orders</strong></td>
<td><strong>Movement of personnel and cargo in the same load space (less marching order)</strong></td>
</tr>
</tbody>
</table>

#### Notes:

**a.** This is designed to enable Formation and Group Commanders (1 Star minimum) to risk manage decisions regarding personnel movement. Any approval for movement granted under this provision is to be via a formal risk assessment and mitigation plan.

**b.** Defence area as defined by Chapter 1; Annex A and the relevant Range Instructions. Defence areas are not to include large sections of public roads between the Defence establishment and the Defence area [i.e. roads between Lavarack Barracks and Townsville Field Training Area (TFTA) or roads between Gallipoli Barracks and Greenbank Training Area]. The Defence area may include public roads immediately adjacent to the Defence area where movement along a public road is integral to the conduct of an exercise [i.e. roads between Range Control and the southern sectors of Cultana or Tooborac Road adjacent to Puckapunyal Field Training Area].

#### 6.12 When making a risk management decision on the unrestrained movement of personnel, a commander/manager is to demonstrate that they have actively mitigated either the likelihood or consequence of the risk of serious personal injury and/or death posed by unrestrained movement. Such mitigations may include:

**a.** setting a reduced maximum speed limit [i.e. 40 km/h]

**b.** personal protective equipment or personnel being carried in the vehicle [i.e. helmets]

**c.** use of escort vehicles front and rear when moving on the public road network.

#### 6.13 These provisions are designed to give the formation/group commander/manager some authority in relation to personnel movements. This authority is limited to provisions in column (d) and cannot be used to waive the other provisions in the above table.

**Driver training**
6.14 Unrestrained personnel must not be transported in the rear of a vehicle whilst a driver under training is operating the vehicle. This includes any type of additional training, i.e. G Wagon or trailer training course.

**Purpose designed passenger carrying vehicles and modules**

6.15 Personnel may be transported in purpose designed passenger carrying vehicles or personnel modules during any type of movement, including administrative movement, provided that the vehicle offers the passenger(s) forward, rear or side facing purpose designed seating fitted with serviceable seat belts. For side seating equipped vehicles, an approved restraint system is required. The carriage of personnel within these modules must be considered for limited durations and not for long distance movement. The carriage of personal weapons inside the cabin of CL buses is to be avoided. Unrestrained weapons become projectiles in the event of collision or unexpected braking. Weapons should be stored in transit cases in luggage areas.

6.16 When purpose designed passenger carrying vehicles and modules are utilised, it is recommended that passenger manifests or nominal rolls are provided for each vehicle. These documents will provide the task commander, packet commander and respective vehicle operators with the names and number of personnel they are carrying on the task. These lists will enable personnel to be accounted for at the completion of halts and in the event of a vehicle accident. The employment of 'chalk commanders' to each vehicle, from the unit being transported would also assist with command and control of the personnel aboard the vehicles.

6.17 Whenever there is a requirement for the carriage of cargo within a purpose designed passenger carrying vehicle, commanders/managers are to ensure that all cargo is adequately secured using systems such as stowage bins or tie down straps. Within the vehicle’s personnel module, personal webbing may be stowed under the seating and personal weapons stowed in the vehicle’s purpose designed weapon racks. No other stores or equipment are permitted in the personnel module while passengers are also being transported in that module, except under the operational circumstances described in Table 6–1. Prior to movement of passengers, the driver is to conduct a safety brief.

6.18 The safety brief provided by the task commander or driver to the passengers is to detail the following at a minimum:

a. All passengers to be seated and seat belts to be worn during, if fitted to vehicle, during vehicle movement (unless operational ROE states otherwise)

b. No body part is to be projected outside the confines of the vehicle

c. Weapons and personal equipment must be secured IOT prevent hazardous projectiles within the seated space

d. Approximate duration of route and if difficult terrain will be traversed

e. Rest break timings and actions on halts (including debuss to offside of vehicle)

f. Inform driver of any suspicious vehicles monitoring the vehicle or packet’s movement

g. Provision of vehicle sentries

h. A pre-determined signal for communicating with the driver, if the passengers require the vehicle to be halted.

6.19 When supervisors and managers intend employing the MAN 40M vehicle in combination with the Gun Tractor Personnel Module (GTPM) (NSN 2510-66-153-3254), to carry personnel, they must understand the conditions of use. The conditions of use for the 40M/GTPM in combination are as follows:

a. Personnel are not to be transported within a GTPM when loaded to a MAN 40M tray with crane or a MAN HX77 Integrated Load Handling System.

b. Personnel are to be transported within the GTPM when the module is loaded at the front of the MAN 40M tray and for a maximum of four hours, within any 24 hour period for the speeds listed in serial d.

c. If more than eight personnel are required a second GTPM may be loaded in the rear position and personnel are only to be carried in the rear once the front module is fully laden.

b. While transporting personnel, road speed is to be limited to 90kph on first class roads or 80kph on second class roads.

e. Personnel are to utilise the vehicle tray ladder to access the GTPM ladder and module.

f. Although no specific condition or maximum speed is provided for driving over difficult terrain, units are to assess and risk manage travel over difficult terrain to ensure safe carriage of personnel based on the prevailing conditions.
6.20 The conditions listed above have been analyzed taking into account daily vibration doses that personnel may be subjected to when occupying a GTPM. The daily vibration dosage rates were assessed against Australian Standards 2670.1-2001. Exceeding daily vibration rates may lead to health impacts including kidney damage, cardiovascular effects and potentially spinal injuries to personnel.

The carriage of personnel utilising the 40M and GTPM beyond the conditions of use, may potentially expose personnel to hazardous conditions and possible injury. Units are to assess and risk manage all activities that involve travel in Defence vehicles.

Risk management

6.21 Commanders/managers at all levels are to be cognisant of the risk inherent in moving personnel in the rear of vehicles, regardless of the category of the move; this is to be mitigated so far as reasonably practicable.

6.22 This chapter and the application of formal, documented risk assessment and mitigation must be used as the basis for decision making. Movement of personnel in vehicles not purpose designed for passenger carriage, for other than operational movement, must not occur unless a formally documented risk mitigation plan is completed and signed by the unit commander/manager.

Parades and ceremonial occasions

6.23 On ceremonial occasions carriage of personnel unrestrained in the rear of Defence vehicles is authorised provided the following conditions are met:

a. the unrestrained carriage is to occur only for the specific duration of the specified activity
b. movement to and from the activity is to be completed in accordance with the conditions of administrative movement specified in Table 6–1
c. the carriage-way or parade ground is to be restricted to dedicated ceremonial use for the duration of the activity
d. vehicle speed is not to exceed marching pace
e. spacing between vehicles, and between vehicles and personnel, must be maintained at safe braking distance.

6.24 Drivers of the parade or ceremonial vehicles must be briefed on the conditions specified in paragraph 6.23 and the relevant parade or ceremonial instruction is also to detail these conditions within the risk analysis.
Chapter 7 - LOADING OF DEFENCE VEHICLES AND TRAILERS

INTRODUCTION

7.1 This chapter directs vehicle and load limitations, cargo loading responsibilities and the carriage of general cargo for Defence vehicles. TM/RMO are to ensure that a current copy of relevant Load Restraint Guide Handbooks are made available to staff and drivers associated with loading and operating loaded Defence vehicles.

MASS AND DIMENSION LIMITS

General

7.2 Vehicle load limitations specified in the manufacturer's handbook and those contained in the DRTEF must be observed. Load limits for General Service (GS) vehicles are contained in the relevant authorised vehicle user handbooks and Electrical and Mechanical Engineering Instructions.

7.3 Unit commanders/managers are not authorised to direct that a Defence vehicle be loaded to exceed the requirements of paragraph 7.2, or to waive the requirements to obtain an operating permit as detailed below.

7.4 State and Territory road transport authorities assign size and weight limitations to road transport vehicles for reasons of public safety, protection of the road's surface and the structural integrity of bridges. Defence complies with State and Territory rules and regulations unless an exemption or permit has been granted. The use of the National Heavy Vehicle Regulator website is endorsed as an overmass reference. The journey planner will assist with the route availability for overmass vehicles and combinations.

Defence exemptions

7.5 Defence has been granted several exemptions from Commonwealth, State and Territory Road Transport Legislation with regard to specific over-mass and over-dimension vehicles and loads. Details and conditions of these exemptions are contained in Chapter 3—Legislation. These exemptions are generally applicable only when Defence members are driving Defence vehicles. There are some limited exceptions applicable to Defence employees who operate a Defence vehicle with an engineering exemption (see Chapter 3).

7.6 The loaded mass of a dog or pig trailer must not exceed the loaded mass of the towed vehicle. To do so, the combination must be specially identified in a SPMV list in the DRTEF or is otherwise exempted from road transport laws specifying vehicle mass limits via a specific jurisdictional permit. The total mass of a combination, and any load, is not permitted to exceed the towing vehicle's GCM.

Permits

7.7 When a vehicle or load does not comply with jurisdictional exemptions or the DRTEF and is not specified in Chapter 3, TM/RMO or contractor/outsourced service provider are responsible for applying for the appropriate permit via Strategic Logistics Branch (SLB). The operating permit must be obtained before moving the vehicle on the public roads network. The driver must carry the permit and is to produce it for inspection on demand by a person representing the State or Territory road traffic authority, civilian or Service Police.

7.8 Where it is necessary to operate a vehicle or load that is outside the limits of the DRTEF on the public road network, applications for jurisdictional permits are to be submitted via the chain of command to SLB. Where Local Productivity Initiatives (LPI) are in place individual units and formations may deal directly with jurisdictional authorities in accordance with the LPI. Refer also to Chapter 3, paragraph 3.20.

Placarding of vehicles

7.9 When vehicles, loads or combinations are operating in excess of the Defence Dimension and Mass Standards as detailed in the DRTEF (refer to Chapter 3), the vehicles and loads must be placarded in accordance with the Defence Placarding Standard detailed in Annex A to this chapter.

INTEGRATED LOAD HANDLING SYSTEM

7.10 The use of an Integrated Load Handling System (ILHS) is a new capability to Defence. The operation of the ILHS requires some specific safety principles due to the unique nature of loading and unloading at angles, rather than traditional horizontal
loading/unloading techniques.

7.11 ISO containers, modules and flatracks are utilised with the ILHS to form the mechanism to store and secure loads, and in which individual and multiple loads are restrained.

7.12 Prior to undertaking an unloading or loading task an ILHS operator must:

a. Access the immediate environment as suitable for the task
   1. Checking the slope of the ground, area to be as flat and level as possible
   2. Checking that the area is suitable to contain the load ie large enough to deposit or extract the load and that the surface is serviceable
   3. Check for overhead obstacles ie powerlines or communication cables, minimum of 10m and 5m for fixed objects above
   4. Check that the load is still suitably restrained to the flatrack prior to unloading or loading

b. Brief crew member on guiding requirements and coordination tasks with unsecuring and securing procedures

c. Ensure all other personnel are directed to a safe zone, minimum of 10m from all sides, prior to any mechanical actions from the ILHS or movement of the vehicle

d. ILHS operations are to halt, if any unauthorised personnel enter the loading/unloading point, or an unsafe practice occurs

e. During the ILHS operation, if the Container Handling Unit (CHU) is being employed, pers must remain vigilant of the suspended movement of the CHU on the hook

f. During the hook operation no member is to have their hands within the confines of the equipment, whilst a mechanical action is in progress. The driver/operator is to be made aware first in order to halt the mechanical operation, before a crew member handles a component of the ILHS or the load at any stage

g. When personnel are opening a container that has been unloaded via ILHS, they must consider that the internal load may have shifted during transit and may dislodge from the container when the doors are opened

h. Personnel may be required to enter a container or mount a module/flatrack that is loaded on a ILHS vehicle or trailer. Vehicle operators are to thoroughly check that no personnel are present inside or on top of a module/flatrack, prior to moving the vehicle or trailer

7.13 During the transfer of an ISO container or flatrack from a ILHS vehicle to a trailer or in reverse order the following precautions must be considered:

a. No personnel are to be located between the ILHS vehicle and trailer

b. The vehicle operator must ensure that the area they intend reversing into is clear of personnel

c. That a crew member is present to assist with the operation

d. Ensure that the trailer's braking system is engaged prior to the transfer

e. Ensure that the draw bar of the trailer is fully lowered prior to the transfer

7.14 Before driving from the loading point the driver must physically check (although the HOME indicator lights are illuminated) that the container, module or flatracks on the vehicle and trailer are locked safely for transportation.

CARGO LOADING RESPONSIBILITIES

7.15 TM/RMO, supervisors and drivers of Defence vehicles are responsible for the safe loading of cargo onto Defence vehicles. In meeting this responsibility, TM/RMO, supervisors and drivers must ensure that:
7.16 Drivers must not accept responsibility for previously loaded vehicles, containers, modules or flatracks until they are satisfied that the conditions of the DRTM, DRTEF and Load Restraint Guide are met, unless conditions whilst on operations necessitate expediency.

7.17 TM/RMO and supervisors must employ effective vehicle load monitoring procedures designed to ensure that:

a. loads are suitably secured and protected on vehicles
b. the Gross Combined Mass and load dimensions do not exceed the limitations of the vehicle specification
c. before departure, the driver’s documents must be annotated (this must included form AE052 – Container/Module/Flatrack Weight Declaration), releasing the loaded vehicle.

7.18 The driver is responsible for the safe delivery of the load. The driver must:

a. check the loading to ensure that articles loaded onto a vehicle match the particulars on the delivery note/manifest
b. obtain a receipt for the load (normally endorsed on the original delivery note/manifest) and return that receipt to the transport despatching office
c. inform the TM/RMO if a person refuses to acknowledge receipt of the load
d. note and record any damaged or broken packages on the delivery note or other relevant documents

### Securing of loads

7.19 Only Defence approved load restraints must be used to secure loads to Defence vehicles. The driver of a vehicle is responsible for the security of the vehicle’s load and must ensure that the load is restrained, in accordance with the Load Restraint Guide or as directed by a certified restraint system. After the load has been secured, drivers are to halt and check the security of the load. If the driver is operating within a built-up area and is therefore unable to complete this check within 15 minutes, it is to be completed as soon as practicable thereafter. When loads are being restrained by chains and binders, the use of ‘cheater bars’ (lengths of pipe) to extend the leverage of the binder handle must not be used.

7.20 Tarpaulins are not to be considered load restraints, but coverings to protect the load from the effects of dust, mud and water. Tipper trucks loaded with soil, sand etc, must have tarpaulins securely covering the load when travelling on public roads.

7.21 Loads contained in freight containers, including tricons, must be restrained to minimise the contents shifting during travel. Shifting loads can have severe effects on the handling characteristics of a vehicle. Consequently, the shifted contents could expose...
personnel to injury, when the container doors are opened.

7.22 Loads that project or overhang from the load carrying space must be appropriately placarded and if required the appropriate permits must be obtained.

Cheater bars are not permitted to be used during the loading of vehicles or flatracks. Use of these items may cause serious injury to personnel in the immediate vicinity of the loading activity.

Affects of surge with liquid loads

7.23 Drivers of vehicles carrying bulk liquid loads such as fuel, water or wet cement must be conversant with the affects of surge by the load, when the vehicle changes direction or halts. The stability and handling characteristics of the vehicle can be severely affected by the dynamic movement of the liquid mass. The driver must be aware that steering, braking and vehicle positioning can be affected.

CARRIAGE OF VEHICLES AND EQUIPMENT

7.24 When carried as a load, Defence vehicles must be loaded and secured in accordance with the relevant State or Territory Load Restraint Guide (current edition) issued by the National Transport Commission (NTC) and the Victorian Road and Traffic Authority approved restraint guidelines.

7.25 Engineer plant, earth moving and Materiel Handling Equipment is to be loaded and secured in accordance with Army Standing Orders for Vehicle Operators (SOVO), Volume 3 - C Vehicles and Forklifts. Air Force Ground Support Equipment is to be loaded and restrained in accordance with the Load Restraint Guide.

7.26 For specific procedures on loading, securing and carriage of equipment, drivers are to refer to User Handbooks, Australian Air Publications and the Load Restraint Guide. Guidance on equipments not covered in these publications can be sought from the CDI-D, through the relevant service Chief Driving Instructor.

7.27 The restraint system for the Rough Terrain Container Handler (RTCH) onto the Drake trailer is located in Annex B.

7.28 The medium plant transporter trailer may be used as a loading/unloading ramp. Safety procedures to be followed are:

a. Tow the medium plant trailer to an area of flat stable ground suitable for vehicle loading, with no overhead obstructions ie power lines.

b. Arrange the trailer so that the dolly is perpendicular to the trailers longitudinal centreline.

c. Apply the trailers park brakes and uncouple the truck.

d. Ensure the stabiliser legs are deployed to the ground.

e. Lower the loading ramps.

f. Maneuver the receiving vehicle or trailer within proximity of the front tray edge of the medium plant trailer, without striking the trailer.

g. The vehicle to be loaded/unloaded must be carefully guided at all times.

7.29 The driver is responsible for the safe loading and delivery of the vehicle and equipment. The driver must ensure that they:

a. load the vehicles/equipment onto a vehicle and/or trailer IAW the Load Restraint Guide

b. employ approved guiding methods IAW DRTM IOT position the load without endangering personnel within the loading point

c. secure the load with approved suitable and serviceable restraint devices

d. physically check that the vehicle/equipment’s crew have vacated the load and that entry/exit doors/hatches have been secured prior to the load carrying vehicle moving from the loading point

e. obtain the keys for the vehicle/equipment from the consignor prior to departing the loading point
f. obtain a receipt for the load (normally endorsed on the original delivery note/manifest), noting deficiencies and damages; and provide that receipt to the Task Commander

g. inform the Task Commander if a person refuses to acknowledge receipt of the load

h. identify the deficiencies and damages to the vehicle/equipment to the consignee and record any damages on the delivery note or other relevant documents.

**CARRIAGE OF CARGO**

**Carriage of dangerous goods**

7.30 The transportation of dangerous goods requires the driver of the vehicle to be qualified to carry dangerous goods. The policy and procedures for the carriage of all classes of dangerous goods are detailed in Annex C.

**Carriage of personal weapons**


**Carriage of personal field equipment**

7.32 Defence personnel must not carry personal field equipment on the extremities of Defence vehicles. External vehicle surfaces such as mirrors, brush guards and bonnets, are not acceptable load bearing/securing points. When travelling on the public road network, items such as field equipment are to be secured in designated load space areas such as the cabin, tray space or storage bins. Within Defence areas, personal field equipment may be secured to the outside of GS vehicles provided it does not obscure the driver’s vision, obstruct the operation of the vehicle, damage the vehicle, hinder egress from the vehicle or present a fire hazard.

**Carriage of camouflage poles**

7.33 **Camouflage poles.** All types of camouflage poles must be carried within the confines of the load space of Defence vehicles at all times.

**Carriage of camouflage nets**

7.34 **Administrative movement.** Camouflage nets must not be carried external to the load space of Defence vehicles other than G-Wagon (which has purpose design cam nets racks) during administrative movement on the public road network (see movement types in definitions, ).

7.35 **Local and operational training movement.** Camouflage nets may be carried external to the vehicle during local and operational training movement only (see movement types in definitions, ). When doing so, camouflage nets are to be folded and bound in such a manner that they cannot unravel or be displaced by wind or movement of the vehicle. They must be firmly secured to the top of the vehicle or load space using a minimum of two ropes or approved straps. No part of the camouflage net is to be left dragging or flapping external to the vehicle.

7.36 Scrim and camouflaged hessian vehicle coverings (including 'shaggy dog') must not be carried on the extremities of Defence vehicles on the public road network or during administrative movement. On reaching a Defence area or Defence establishment scrim or camouflaged hessian vehicle coverings may be carried on the extremities of the vehicle as long as it does not interfere with the operation of the vehicle control functions, exhaust system or safety/warning devices.

**Carriage of accountable COMSEC material**

7.37 Vehicles carrying accountable COMSEC material (ACM) must be escorted and the vehicles must not to be left unattended at any time. Keying material should be transported separately from other ACM wherever possible. Unless operationally prohibitive, Controlled Cryptographic Items (CCI) must not be transported with weapons as this alters the risk profile for the transportation of each. Further information on transportation of ACM is contained in the Australian Defence Force Publication 6.0.3.1—Communications Security Instructions.

**Carriage of alcohol**

7.38 Defence personnel must not carry alcohol in a Defence vehicle unless it is authorised by a unit commander/manager or their approved delegate on the task order and a minute must be attached to the form AD 049—Vehicle Authorisation and Task Form or the freight delivery note.
ADF Chaplains are not required to seek command approval for the carriage of sacramental wine for the purpose of conducting religious services.

Box metal shipping steel

The Box Metal Shipping Steel (BMSS) container is regarded as general cargo and is not required to be secured by twist locks. The BMSS is to be secured using chains to eliminate lateral and longitudinal movement. Single BMSS are to be restrained with two chains. When more than one BMSS are carried, each container is to have at least one securing chain and in such circumstances, the greater emphasis is to be placed on preventing uncontrolled forward movement of the BMSS.

Freight containers

Freight containers, modules, flatracks and some Defence procured equipment are equipped with corner castings designed to interlock with mating twistlocks, either for lifting or securing for transport. All equipment fitted with twistlock castings must be restrained by four twistlocks for transport. Tie rails and lashing equipment on general freight vehicles are not strong enough to adequately restrain laden freight containers. Every twistlock must be in the fully locked position before moving off. When three TRICON containers are connected via interconnectors, only the two twistlocks at each end are to be locked. All of the interconnectors are to be in the fully locked position before moving off. In the event that the corner casting footprint is not compatible, the container must be lashed IAW the certified load restraint system or the Load Restraint Guide.

Purpose built shelters and refrigeration units

Purpose built shelters, modules and refrigeration units procured by Defence equipped with corner castings designed to interlock with mating twistlocks for transport. All equipment fitted with castings is to be restrained by four twistlocks, where the twistlock footprint is suitable. For instances where the twistlock footprint is incompatible with the castings pattern, a certified load restraint system is authorised to be employed.

Carriage of animals in Defence vehicles

Defence personnel must not carry animals in Defence vehicles unless they are authorised for military purposes, for example Explosive Detection Dogs or approved unit mascots, or have been specifically authorised by the Unit Commander/Manager. When authorised, animals are to be appropriately restrained in purpose built carriers or carried in the rear cargo space of a station wagon, 4wd or utility. Qualified handlers should travel with animals being carried in Defence vehicles at all times.

Annexes:

A. Defence placarding standard

B. Rough Terrain Container Handler restraint systems

C. Carriage of dangerous goods

Last reviewed: 20/11/2018 11:35:39 AM  
Feedback: Click to send email feedback.

DRTM 23 NOV 2018
INTRODUCTION

1. The Defence Placard Standard has been developed to allow Defence units to operate nationally to a single standard. The Defence Placarding Standard is aligned with the Defence Dimension and Mass Standards, to allow Defence vehicles to operate on the public road network, unless an exemption has been granted.

2. Under the DRTEF, Defence has been granted a number of day to day exemptions from the specified provisions of Commonwealth, State and Territory Road Transport Legislation regarding placarding of Defence vehicles and convoys. The exemptions and conditions which relate specifically to oversize vehicles within convoys and the requirement for pilot and escort vehicles are detailed in the DRTEF. A Defence vehicle that is operating within the Defence Dimensions and Masses Standards specified in Table 7A.1, or a Defence vehicle specified in DRTEF Appendix 3 (i.e.HRV), is exempt from the provisions of any road transport law including:

a. specifying vehicle width, length, height limits and vehicle mass limit (other than as they relate to protrusions) and

b. requiring display of flags, warning placards, additional warning lights or the need to be accompanied by an escort or pilot vehicle.
## Table 7A.1: Defence Dimension and Mass Standards

<table>
<thead>
<tr>
<th>Serial</th>
<th>Description</th>
<th>Dimension/Mass</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Defence vehicles (except as specified below)</td>
<td>2.6 m</td>
</tr>
<tr>
<td>2</td>
<td>Low Loader, Doll, Jinker with 4 or 8 tyres on each axle</td>
<td>2.8 m</td>
</tr>
<tr>
<td>3</td>
<td>Indivisible Load</td>
<td>3.5 m</td>
</tr>
<tr>
<td>4</td>
<td>Indivisible Load</td>
<td>4.9 m</td>
</tr>
<tr>
<td>5</td>
<td>Rigid Truck</td>
<td>12.9 m</td>
</tr>
<tr>
<td>6</td>
<td>Truck and Dog/Pig/Tag Trailer</td>
<td>21 m</td>
</tr>
<tr>
<td>7</td>
<td>Gun Tractor (Mack R) and M777 Gun</td>
<td>21 m</td>
</tr>
</tbody>
</table>

**Mass - Rigid Truck and Prime Mover**

<table>
<thead>
<tr>
<th>Serial</th>
<th>Description</th>
<th>Dimension/Mass</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Steer axle with tyres with a section width less than 375 mm</td>
<td>6.5 t</td>
</tr>
<tr>
<td>9</td>
<td>Steer axle with tyres with a section width of 375 mm to 395 mm</td>
<td>7.0 t</td>
</tr>
<tr>
<td>10</td>
<td>Twin steer axle group with a non load sharing suspension</td>
<td>10 t</td>
</tr>
<tr>
<td>11</td>
<td>Twin steer axle group with load sharing suspension</td>
<td>11 t</td>
</tr>
<tr>
<td>12</td>
<td>Single drive axle fitted with single tyres with a section width less than 395 mm</td>
<td>7.0 t</td>
</tr>
<tr>
<td>13</td>
<td>Single drive axle fitted with dual tyres or single tyres with a section width not less than 395 mm</td>
<td>9.0 t</td>
</tr>
<tr>
<td>14</td>
<td>Tandem drive axle group fitted with dual tyres</td>
<td>18.5 t</td>
</tr>
<tr>
<td>15</td>
<td>Tandem drive axle group fitted with single tyres with a section width not less than 395 mm</td>
<td>18.5 t</td>
</tr>
<tr>
<td>16</td>
<td>Tri drive axle group fitted with dual tyres or tyres with a section width of at least 395 mm</td>
<td>22.0 t</td>
</tr>
</tbody>
</table>

**Trailers**

<table>
<thead>
<tr>
<th>Serial</th>
<th>Description</th>
<th>Dimension/Mass</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>Single axle fitted with dual tyres</td>
<td>9.0 t</td>
</tr>
<tr>
<td>18</td>
<td>Tandem axle fitted with dual tyres (divisible)</td>
<td>16.5 t</td>
</tr>
<tr>
<td></td>
<td>Tandem axle fitted with dual tyres (indivisible)</td>
<td>18.5 t</td>
</tr>
<tr>
<td>19</td>
<td>Tri axle fitted with dual tyres (divisible)</td>
<td>20.0 t</td>
</tr>
<tr>
<td></td>
<td>Tri axle fitted with dual tyres (indivisible)</td>
<td>25.0 t</td>
</tr>
<tr>
<td>20</td>
<td>Quad axle group fitted with 4 tyre axles, with 1.2, 2.4, 1.2 m axle spacings</td>
<td>35.0 t</td>
</tr>
<tr>
<td>21</td>
<td>Quad axle group fitted with 8 tyre axles, with 1.2, 2.4, 1.2 m axle spacings</td>
<td>35.0 t</td>
</tr>
</tbody>
</table>
MILITARY SPECIFIC VEHICLES

Single vehicle movement

3. As specified in paragraph 6, Armoured Personnel Carriers (APC), Australian Light Armoured Vehicles (ASLAV) and variants are exempt from the requirement for oversize warning placards, warning lights and escort/pilot vehicles when undertaking single vehicle movement on public roads.

4. When tank variants or fire and rescue vehicles undertake single vehicle movement on public roads, permits must be sought from the relevant State or Territory authority in accordance with Chapter 7, paragraph 7.7 and vehicles are to be placarded in accordance with this annex.

REQUIREMENT AND SPECIFICATIONS OF WARNING DEVICES ON OVERSIZE VEHICLES AND LOADS

Requirement for signs and placards

5. Defence vehicles moving as part of a Defence convoy are exempt from any provision of a road transport law that requires that oversize vehicles be accompanied by escort or pilot vehicles fitted with placards that read ‘OVERSIZE LOAD AHEAD’, subject to the following conditions:

a. Defence convoys that include one or more oversize vehicles, must be accompanied by escort or pilot vehicles, at the front and the rear of the convoy fitted with placards that read ‘OVERSIZE CONVOY AHEAD’

b. the total number of vehicles in a Defence convoy or packet that includes one or more oversize vehicles must not exceed five vehicles, excluding the escort or pilot vehicles

c. vehicles within the convoy or packet are to be spaced sufficiently to allow overtaking opportunities for other traffic

d. radio communications must be available for all vehicles within the convoy

e. lights are to be illuminated on all vehicles while travelling in convoy.

Requirement for signs and placards on Armoured Personnel Carriers and Australian Light Armoured Vehicles on public roads

6. All variants of APC and ASLAV are exempt from the requirement of a road transport law to display oversize warning placards, additional warning lights and the
need to be accompanied by escort or pilot vehicles when undertaking single vehicle movement subject to the following conditions:

a. this exemption is only to apply during the daytime
b. lights are to be illuminated for all travel
c. when travelling in residential areas, the vehicles must comply with State and Territory directions for such movement.

7. For multiple APC and ASLAV movement, a permit is required that will require the display of oversize warning placards, additional warning lights and the need to be accompanied by escort or pilot vehicles.

Requirement for oversize warning placards on Defence vehicles

8. An exemption under the DRTEF applies for selected Defence vehicles and trailer combinations from any requirement in a road transport legislation to display flags, oversize warning placards and additional warning lights and the need to be accompanied by escort or pilot vehicles. The exemption from the oversize requirements applies to:

a. Mack R series vehicle
b. RMMV variant 40M and two axle dog trailer
c. RMMV variant HX77 and three/four axle trailers

Warning placards

9. If a vehicle or combination, together with any load, is not wider than 2.6 m and no longer than 21 m, a rear ‘OVERSIZE’ warning placard only is required. If the load projects to the rear, the placard must be at the rear of the load. For vehicles wider than 2.6m and/or longer than 21m see DRTEF Table 2.1 Defence Dimension and Mass Standards.

10. If a vehicle or a combination together with any load is wider than 2.6 m, or longer than 21 m, it must have two ‘OVERSIZE’ warning placards—one warning placard at its front and one warning placard at its rear. If the load projects to the rear, the rear placard must be at the rear of the load. Oversize warning placardss must be IAW the Heavy Vehicle National Law (HVNL)

11. Warning placards on oversize vehicles or combinations must:

a. be constructed from a stiff, flat, weatherproof material, ensuring it is a flexible, weatherproof material and the placard is held taut, securely, clearly visible, unlikely to become dislocated, furl or otherwise difficult to be read by other road users and ensure that it is retroreflective. Placards are to be a minimum thickness of 0.8 mm(zincalume) to 1.6 mm (aluminium) and with minimum dimensions of 1200 mm wide by 450 mm high
b. have a face with a yellow surface which complies with Class 1 or 2 of Australian / New Zealand Standard (AS/NZS) 1906.1:2007—Retroreflective materials and devices for road traffic control purposes Parts 1 to 4 inclusive

c. have a black 20 mm wide border set at least 10 mm in from the edge unless the placard has been made with a box edge

d. display the word ‘OVERSIZE’ in 200 mm high black upper case lettering which must be at least 125 mm from both the top and bottom of the placard as shown in Figure 7A–1

e. conform with Australian Standard (AS) 1744–1975—Forms of Letters and Numerals for Road Signs in typeface Series C(N)

f. be maintained in a clear and legible condition

g. have its manufacturer’s name or trademark permanently marked in letters between three and 10 mm high on any visible location of the placard

h. be kept clean so they can be easily read by other road users

i. not be displayed when the vehicle or combination is not operating oversize

j. be mounted vertically with the lower edge of the placard:
   1. above the bottom of the bumper bar; or
   2. if there is no bumper bar, at least 500 mm from ground level.

Figure 7A.1 Oversize sign

12. The rear placard on an oversize vehicle or combination can be made of a flexible material if the load is unsuitable for a stiff placard.

13. A warning placard may be split into two parts subject to the following conditions which apply in addition to those for a standard placard:

a. the combined length of its parts must be at least 1200 mm

b. the part mounted on the left must show the word ‘OVER’ and the part mounted on the right must show the word ‘SIZE’
c. there must be no border between the two parts

d. both halves of the placard must be situated on the vehicle at the same height above the ground.

Front and side projections

14. Any load on a vehicle is not to project more than 1.2 m in front of the vehicle, or more than 150 mm from the outermost part of either side of it.

Rear projections

15. The load on a vehicle must carry a warning signal if the load:

a. projects more than 1.2 m behind the vehicle

b. projects to the rear of the vehicle so that the end of the load cannot be seen easily from behind; or

c. is on a pole-type trailer.

16. If a vehicle is carrying a load which is in accordance with paragraph 14 then the following warning signals must be displayed:

a. In daytime—the warning signal must be a brightly coloured flag or piece of material, with each side at least 300 mm long.

b. At night—the warning signal must be a red light that can be seen for 200 m.

Flags

17. If a vehicle or a vehicle and trailer combination, together with any load, is wider than 2.6 m, or longer than 21 m it must display four flags. The flags are to be at least 450 mm long and at least 450 mm wide and are to be made of a coloured material that is bright red, yellow, or red and yellow. One of the flags must be positioned at each side of both the front and rear. The positioning of flags on oversize loads is shown in Figure 7A–2:

a. of any projecting load; or

b. of the vehicle or combination (if there is no projecting load).

Figure 7A.2: Positioning of flags on oversize loads
Delineators

18. If a load projects more than 150 mm beyond one side of an oversize vehicle or vehicle and trailer combination, and the projection is less than 500 mm thick top to bottom, there must be delineators attached to the front and rear of the projection. If the load projects more than 150 mm beyond both sides of the vehicle there must be at least four delineators with at least one on each side at the front and at least one on each side at the rear. The positioning of delineators on oversize loads is shown in Figure 7A–3.

19. A delineator must:

a. be at least 300 mm long and at least 300 mm wide
b. comply with Class 1 or 2 of AS/NZS 1906.2:2007, or as amended
c. if at the front of the projection, be attached so that its reflective surface is facing forward of the vehicle
d. if at the rear of the projection, be attached so that its reflective surface is facing rearward from the vehicle.

Figure 7A.3: Positioning of delineators on oversize loads
Warning lights

20. During daylight hours a warning light must be displayed on a vehicle, vehicle and trailer combination or load when:

a. width exceeds 3 m; or

b. a load projects more than 150 mm beyond one side of an oversize vehicle or combination, and the projection is less than 500 mm thick top to bottom.

21. At night an oversize vehicle or vehicle and trailer combination must display:

a. a warning light, if the vehicle or vehicle and trailer combination together with any load, is wider than 2.6 m or longer than 21 m

b. side marker lights showing yellow to the front and red to the rear spaced no more than 2 m apart along both sides of the vehicle and along any front or rear load projection

c. two rear marker red lights fixed to the rear of any rear-projecting load, within 400 mm of each side of the load, and at least 1 m but not more than 2.1 m above the ground.

22. The warning light on an oversize vehicle or combination must:
a. emit a rotating, flashing, yellow coloured light
b. flash between 120 and 200 times a minute
c. have a power of at least 55 watts
d. not be a strobe light
e. be clearly visible at a distance of 500 m in all directions or be supplemented by one or more additional warning lights so that the light is clearly visible at a distance of 500 m in all directions
f. be switched on only when the vehicle or combination is travelling, or is stationary in a position that is likely to cause danger to other road users. If the vehicle is not required to have a warning light, then it must not have one switched on.

Headlights

23. Headlights on an oversize vehicle must be on low beam for daytime travel.

PILOT AND ESCORT VEHICLE REQUIREMENTS

Employment of pilot and escort vehicles

24. Defence oversize and overmass vehicles can operate utilising a combination of special permits conditions, DRTM and exemptions under DRTEF. Road conditions and restrictions may apply via daily amended route 'condition reports', through relevant State/Territory road transport authorities. Drivers and Task Comds are to confirm route conditions, including pilot and escort requirements. Drivers and Task Comds must be aware that pilot and escort vehicle requirements can vary from regional areas to built up zones. Confirmation of pilot and escort requirements must be conducted for all elements of the proposed route, before proceeding on the task.

Purpose of a pilot vehicle

25. The purpose of a pilot vehicle is to provide advance warning to approaching traffic of the presence of an oversize vehicle or combination. A pilot vehicle is to be positioned so as to give adequate warning to other road users and the driver of the oversize vehicle. In some instances, more than one pilot vehicle will be necessary to meet these requirements.

Purpose of an escort vehicle

26. The purpose of an escort vehicle is to preserve road safety and to direct traffic around the oversize load IOT minimise inconvenience to other road users, and ensure that no damage is caused to other property.

Requirements for a pilot vehicle
27. The requirements for a pilot vehicle for an oversize vehicle or combination vary depending on the size of the load and individual State and Territory legislation. When a vehicle or combination is:

a. over 2.6 m and up to 3.5 m wide and up to 25 m long there is no requirement for a pilot or escort vehicle;

b. between 3.5 m and 4.5 m wide and/or 25 m to 30 m long one pilot vehicle only is required;

c. between 4.5 m and 5.5 m wide and/or 30 m to 35 m long two pilot vehicles are required; or

d. over 5.5 m wide and over 35 m long two pilot vehicles and a civilian police escort are required.

28. An ADF pilot or escort vehicle must meet the specification as follows:

a. not greater than 6.5 t GVM

b. four or more wheels

c. can tow a trailer, not to exceed the standard trailer for the class of Defence vehicle towing.

**Position of pilot vehicles**

29. When one pilot vehicle accompanies an oversize vehicle, the pilot vehicle must travel:

a. behind an oversize vehicle when travelling on a divided road

b. in front of an oversize vehicle when travelling on a road that is not divided.

30. When two pilot vehicles accompany an oversize vehicle, one pilot vehicle must travel in front of the oversize vehicle and the other behind.

**Distance between pilot vehicle and oversize vehicle**

31. A pilot vehicle must travel far enough away from the oversize vehicle it is accompanying to give adequate warning to other road users of the presence of the oversize vehicle. In doing so, the pilot vehicle must take into account traffic speed, weather, visibility and other driving conditions.

**Position of escort vehicles**

32. The pilot vehicle will normally be ahead of the escort vehicle, on a road with a single lane in each direction. The pilot vehicle can also halt traffic at critical points to ensure that the oversize vehicle is not impeded by cross traffic.
Towing of trailers

33. Defence, under the DRTEF, has been granted an exemption which permits the towing of a trailer by a pilot vehicle subject to the following conditions:

a. the towing vehicle must not have a GVM of more than 6.5 t

b. the size of the trailer towed must not exceed the standard covered load trailer for that class of Defence vehicle

c. if appropriate, the trailer must be equipped with braking controlled and activated by the towing vehicle

d. the load carried in the trailer towed must not in any way (width or height) impede the driver's view of the vehicle or vehicles being escorted.

Load carrying

34. The operator of a Defence pilot and escort vehicle can carry tools and equipment, subject to compliance with the following conditions:

a. only the personal tools and equipment of the operator are to be carried in the vehicle

b. the tools and equipment must not in any way (width and height) impede the driver's view of the load being escorted, or impair the driver's ability to drive in a safe manner.

Communications between drivers

35. An oversize vehicle and any accompanying pilot or escort vehicle must have an electronic device that allows the Drivers to communicate effectively with each other and other public road users. To accord with Australian Road Rules regarding the use of mobile phones the communication device should normally be a citizen band or two-way radio.

REQUIREMENT AND SPECIFICATIONS OF WARNING DEVICES ON PILOT VEHICLES

Warning placards

36. Pilot vehicles are required to display warning placards which must:

a. be dual faced and be made of a stiff, flat, weatherproof material (eg Zincalume at least 0.8 mm thick or aluminium at least 1.6 mm thick) with minimum dimensions of 1200 mm wide by 450 mm high

b. have a face with a yellow surface which complies with Class 1 or 2 of AS/NZS 1906, parts 1 to 4 inclusive
c. have a black 20 mm wide border set at least 10 mm in from the edge unless the sign has been made with a box edge

d. display on both faces, the word ‘OVERSIZE’ in black upper case lettering at least 200 mm high and at least 300 mm from the bottom of the placard. In addition the placard must display the words ‘LOAD AHEAD’ in black upper case letters at least 100 mm high and at least 100 mm from the bottom of the placard. The standard layout for an ‘OVERSIZE LOAD AHEAD’ placard is shown in Figure 7A–4

e. conform with AS 1744, in typeface Series C(N) for the word ‘OVERSIZE’ and Series D(N) for the words ‘LOAD AHEAD’

f. be maintained in a clear and legible condition

g. have its manufacturer’s name or trademark permanently marked in letters between three and 10 mm high on any visible location of the placard

h. be kept clean so they can be easily read by other road users

i. not be displayed when the vehicle or combination is not operating oversize or when a vehicle is not operating as a pilot vehicle

j. must be mounted on the roof of the pilot vehicle and must not lean back more than 200 mm from vertical as shown in Figure 7A–5

k. can have bottom corner cut-outs not more than 150 mm wide and not more than 100 mm high if they are needed for mounting the warning lights

l. are to read OVERSIZE CONVOY AHEAD when the pilot vehicle is being used to accompany over size packets within a convoy. In these cases the use of a ‘Sleeve Sign’ with the word CONVOY is to be inserted over the word LOAD.

Figure 7A.4 Oversize load ahead sign

Figure 7A.5: Mounting of warning sign on pilot vehicle
Warning lights

37. A pilot vehicle must have one or more warning light fixed upright either above or below the warning sign or at each side.

38. A pilot vehicle travelling in front of an oversize vehicle or combination can place a filter behind the warning light to reduce the intensity of the light directed towards the Driver of the oversize vehicle or combination. The requirements for warning lights are detailed in paragraphs 20–22 of this annex.

Headlights

39. A pilot vehicle’s headlights must be on low beam at all times while escorting an oversize vehicle or combination.
Introduction

This annex details the operator instructions for the tie down restraint systems for the Kalmar Rough Terrain Container Handler (RTCH) on the Drake trailer.

When manoeuvring the RTCH onto and off the trailer, directional control may be compromised resulting in injury from the RTCH falling from the trailer. Loading the RTCH onto the trailer requires the RTCH wheels to fully engage the ramps and semi-trailer deck. In the event the RTCH drives to one side of the trailer, the RTCH wheels may no longer be supported by the trailer.

A qualified vehicle guide is to be employed to direct the RTCH onto and off the trailer. When removing and refurbishing the top handler it is strongly advised that an ECN 229 Vehicle Mechanic is utilised to reduce potential damage and safe operation of the RTCH.

Reinforcement

There are two restraint systems available to lash the RTCH to the Drake trailer. Restraint system A primarily requires that the RTCH is driven on in reverse and the top handler is removed for travel. Restraint system B requires the RTCH to be driven on forwards, with the top handler remaining attached and positioned on the dolly structure.

Reinforcement A

Loading Procedure. Prior to lashing the RTCH the following is to occur:

a. Ensure the RTCH is configured for road transport with the tool roll, four bogie wheels and top handler removed.

b. The top handler is removed and refurbished IAW EMEI ENGR EQUIP T 266-4 WP018900 and WP 025900 utilising an ECN 229 Vehicle Mechanic.

c. Ensure a valid transport excess mass permit is carried in the vehicle cabin and that the laden combination is in accordance with that permit.

d. Prior to fitting of the restraints, conduct an inspection of all restraint system components:
   1. 14 x 9 t rated 13 mm chains
   2. 14 x 9 t rated ratchet load binders
   3. 2 x 13.5 t bow shackles
   4. 2 x 8.5 t bow shackles

e. Position the combination on flat level ground

Widen the dolly and trailer to 4.0m.

Reverse the RTCH onto the trailer with the back of the RTCH up against and in contact with the tank stop of the trailer gooseneck, ensuring the RTCH lateral position is central on the trailer (equal distance either side of the RTCH to the trailer edges).

Relocate the trailer spare tyres from the front of the trailer to the rear.

Figure -7B.1 below indicates the chain positions on the near-side of the combination. The off-side has a reciprocal arrangement.

Position and assemble the restraints in accordance with Figures 7B.1 to 7B.8. Position A is made up of 2 chains and 2 binding ratchets per side, position D utilises a 8.5 t bow shackle per side, and positions E and F share a 13.5 t bow shackle per side.

Figure – 7B.1 Tie down restraint system position of chains
Figure - 7B.2 Position A (2 x chains 7 2 x binding ratchets per side)

Figure - 7B.3 Positions B and C

Figure - 7B.4 Position C
Note: An 8.5 tonne bow shackle is utilised at Position D.
A 13.5 t bow shackle is shared by both position E & F. Ensure this bow shackle is not twisted.

The chain for position E is crossed over from the nearside to the offside and vice versa to provide greater lateral restraint.

The positioning of the RTCH on the trailer is essential to the functionally of the restraints as displayed in Figure – 7B.9.

Figure – 7B.9 Side profile of loaded RTCH

Ensure the ratchet load binders are appropriately tensioned.

Undertake an inspection of the tie down restraints regularly, re-tensioning as required.

**Removal and Unloading Procedure.** Prior or during the removal of the tie down restraint system, conduct an inspection of all chains, bow shackles and ratchet load binders for degradation to ensure a satisfactory condition for future use.

Unloading of the RTCH from the trailer is the reverse of the loading procedure. The trailer spare tyres will need relocating prior to the unloading of the RTCH.

Any chain, bow shackle or ratchet load binder showing signs of deformation, cracking or pronounced signs of wear or corrosion shall not be used as part of the restraint system.

**Loading Procedure.** Prior to lashing the RTCH the following is to occur:

a. Ensure the RTCH is configured for road transport with the tool roll, four bogie wheels and top handler remains attached

b. Ensure a valid transport excess mass permit is carried in the vehicle cabin and that the laden combination is in accordance with that permit

c. Prior to fitting of the tie down restraints, conduct an inspection of all restraint system components:

1. 2 x 6 t rated 10 mm chains (3.5m L)
2. 2 x 6 t rated 10 mm turn buckles
3. 2 x 9 t rated 13 mm chains (3.5 m L)
4. 4 x 9 t rated 13 mm chains (2.5 m L)
5. 4 x 12 t rated 32 mm bow shackles
6. 4 x 9 t rated 13 mm turn buckles
d. TBA position the combination on flat level ground

Widen the dolly and trailer to 4.0 m

Position two recycled tyres onto the gooseneck to act as dunnage for the top handler

Drive the RTCH onto the trailer with the centre of the front tyre in alignment with the 65 t load point marker on the trailer. Ensure the RTCH lateral position is central on the trailer (equal distance either side of the RTCH to the trailer edges).

Relocate the trailer spare tyres from the front of the trailer to the rear.

Figure – 7B. 10 below indicates the chain positions on the near-side of the combination. The off-side has a reciprocal arrangement

Position and assemble the restraints in accordance with Figures – 7B-10 to 7B-18.

Figure – 7B.10 Restraint system position of chains

Figure – 7B.11 Positioning of top handler on trailer

Figure – 7B.12 Top handler front restraints (1 x chain and 1 x binding ratchet per side)
Figure – 7B.13 Top handler front restraints (1 x chain and 1 x binding ratchet per side)

Figure – 7B.14 Top handler rear restraints (1 x chain and 1 x binding ratchet per side)

Figure - 7B.15 Top handler front restraint (1 x chain and 1 x binding ratchet per side)
In order to secure the top handler unit in accordance with figures 7B.12 to 15 the following items are utilised:

a. 6 t 10 mm chains (3.5 m L)
b. 6 t 10 mm turn buckles

Figure – 7B.16 Centre restraints (1 x chain, 1 x binding ratchet and 1 x bow shackle per side)

In order to secure the RTCH in accordance with figure 7B – 16 the following items are utilised for each side:

a. 9 t 13 mm chains
b. 1 x 12 t 32 mm bow shackle
c. 1 x 9 t 13 mm turn buckle

Figure – 7B.17 Centre restraints (1 x chain, 1 x binding ratchet and 1 x bow shackle per side)
In order to secure the RTCH front and rear in accordance with figures 7B–17 to 18 the following items are utilised:

a. 9 t 13 mm chains (2.5 m L)
b. 9 t 13 mm turn buckle

In order to reduce the force applied on the front restraint points a 12 t bow shackle is used

Ensure all ratchet binders are appropriately tensioned.

Undertake an inspection of the restraint system regularly, re-tensioning as required.

**Removal and Unloading Procedure.** Prior or during the removal of the restraints, conduct an inspection of all chains, bow shackles and ratchet load binders for degradation to ensure a satisfactory condition for future use.

Unloading of the RTCH from the trailer is the reverse of the loading procedure. The trailer spare tyres will need relocating prior to the unloading of the RTCH.

Any chain, bow shackle or ratchet load binder showing signs of deformation, cracking or pronounced signs of wear or corrosion shall not be used as part of the restraint system.
8.1 Commanders/managers are to ensure adherence with the following principles in relation to Defence vehicle servicing, inspection, repair and maintenance:

a. All servicing of Defence vehicles, except Commercial Line (CL) vehicles, must be conducted in accordance with the appropriate vehicle User Handbooks (UHB) and servicing instructions. For the majority of vehicles, servicing instructions are contained in Electrical Mechanical Engineering Instructions (EMEI).

b. All CL vehicles must be maintained in accordance with Original Equipment Manufacturers schedule of servicing and maintenance in accordance with DEFLOGMAN, Part 2 Volume 5, Chapter 26 — Commercial Vehicle Management.

c. Vehicle servicing must take priority over vehicle tasking, except to satisfy an operation priority.

d. Drivers and mechanics are to be allowed sufficient time to carry out servicing in accordance with servicing instructions.

e. Faults found at an inspection must be rectified as soon as possible.

f. Vehicle drivers must complete all operator servicing tasks and are to assist tradesmen in completing technical maintenance and servicing under constant supervision (not applicable to AF personnel due to level of vehicle servicing qualification).

8.2 The maintenance and safe operation of Defence vehicles is the responsibility of the unit commander/manager. To meet this responsibility unit commanders/managers are to appoint a Transport Manager (TM)/Road Movements Officer (RMO) to ensure that vehicles and ancillary equipment are serviced and maintained regularly in accordance with current instructions. The TM/RMO must ensure that all servicing requirements and safety checks are conducted and all defects are repaired as soon as possible. All vehicles must conform to EMEIs for road worthiness. Where satisfactory maintenance standards in accordance with the contracted arrangements are not maintained by a contractor, consultant or outsourced service provider; the relevant Contract Manager must be advised so that the issue can be negotiated and remediated. Excessive delays experienced in the servicing or repair of vehicles are to be reported to unit commanders/managers who need to take appropriate action.

8.3 For General Service (GS) vehicles, only repair parts and lubricants that conform to the specifications listed in EMEIs are to be used.

**DAILY SERVICING**

8.4 Daily servicing of all Defence vehicles must be carried out by the designated driver as detailed below:

a. **First parade servicing.** Must be completed before the vehicle is first driven by each new driver on separate tasks.

b. **Halt parade servicing.** Must be conducted at each halt as directed by unit and/or convoy orders.

c. **Last parade servicing.** Must be conducted on completion of a task and is in addition to the halt parade servicing.

8.5 The servicing in paragraph 8.4 is to be in accordance with the relevant vehicle UHB.

8.6 **Diesel exhaust fluid.** The introduction into service of a range of vehicles with emission control systems will require additional servicing requirements. Operators driving vehicles requiring diesel exhaust fluid e.g. AdBlue, must ensure that the suitable amount of additive is present in the additive tank. The additive is not to be added to the fuel tank, a separate tank is available. Consult the UHB for further detail IRT how the emission systems function and the storage requirements for the additive.

**PERIODIC SERVICING**
Periodic servicing includes initial, minor and major services of equipment and associated responsibilities are detailed below. It is the responsibility of unit commanders/managers, TM/RMO/ Vehicle Custodian and drivers to ensure that all vehicle servicing is completed in accordance with the appropriate vehicle servicing schedule.

All vehicle servicing is to be recorded in the relevant columns of the vehicle form GM 120—Record Book for Service Material or electronic equivalent on Military Integrated Logistics Information System (MILIS) (MSE600). The initial, minor and major servicing is to be carried out on new or reconditioned equipment and major assemblies in accordance with relevant Integrated Logistic Support Instructions, manufacturing instructions, CL vehicle management policy, or respective EMEI. The Technical Regulation of ADF Materiel Manual—Land (TRAMM–L) provides direction regarding the development of unit Technical Integrity Maintenance Systems and unit Technical Integrity Maintenance Directives (TIMD).

**B VEHICLE INSPECTIONS AND CLASSIFICATION**

### Non-technical inspections

8.9 B Vehicle Non-Technical Inspections (NTI) are to be conducted by trained operators using authorised NTI report forms, at the frequency mandated by Materiel Specific Instructions (MSI). The NTI report forms to be used are Web Forms and detailed in Chapter 4—‘Vehicle Documentation’. Units are to document their NTI process in their TIMD in accordance with the TRAMM–L, Section 3, Chapter 4—‘Regulation of Land Materiel Maintenance’. Provided servicing and operator maintenance is conducted in accordance with the manufacturer’s recommended regime, CL do not require NTI.

8.10 Units are to maintain NTI register Annex A provides an example of the minimum requirement of a NTI register.

### Technical inspections

8.11 Technical inspections are to be carried out by qualified and competent technical personnel in accordance with authorised MSI. Results are to be recorded on a form GI 041—Technical Inspection Report—Vehicles, and the classification details entered in part two of the vehicle form GM 120 or electronic equivalent on MILIS (MSE600).

### Reporting of defects/non-fair wear

8.12 Any driver of a Defence vehicle who discovers a fault, not repairable by Driver maintenance or a possible incident of non-fair wear, must raise a form ST 022—Defective Vehicle Report, affix a form AD 209—Label—Suspected Fault to the windscreen and report the situation to the TM/RMO. If the fault renders the vehicle unsafe, the TM/RMO must ensure that it is not driven again until the fault has been rectified. If the fault renders the vehicle unusable, the vehicle may be moved to a suitable repair area and must not be driven again until it has been repaired to at least a Restricted Use standard.

8.13 Where faults are suspected to be the result of defective or unsatisfactory materiel, as described in TRAMM–L Section 1, Chapter 7—‘Reporting of defective or Unsatisfactory Land Materiel’, a Report on Defective or Unsatisfactory Materiel—Land (RODUM), must be submitted via the CASG RODUM website.

### Technical classification

8.14 Technical classification is the process of categorising, recording and certifying for the purpose of identifying the state of technical integrity of land materiel and the required level of maintenance support, at the time of Technical Inspection. Certifying requires the name and signature of the individual classifying the materiel to be entered on dated inspection documentation, and in a Computerised Maintenance Management System. Land materiel classification includes a useability code, a maintenance code and an Estimated Repair Time and any restrictions on use if applicable. The method of classification of vehicles is contained in TRAMM–L Section 3, Chapter 4.

**REPAIR OF B VEHICLES**

### General

8.15 Technical maintenance and repair of vehicles must be carried out in accordance with the following grades of repair:

a. **Operator maintenance.** Those maintenance tasks which can be carried out by authorised personnel who are qualified to operate the materiel. It includes routine and daily servicing, function tests, NTI, authorised operator repair tasks, and operator tasks during scheduled services in accordance with the relevant vehicle UHB.
b. **Light grade repairs.** Those maintenance tasks which can be carried out in the unit by tradesmen organic to the unit, using portable tools and a limited range of fast moving spare parts. In the main, this repair grade is restricted to minor repairs requiring adjustment and quick replacement of components.

c. **Medium grade repairs.** Those maintenance tasks which require greater engineering capacity than can be provided by unit tradesmen and technical support sub-units. In the main, these tasks are limited to assembly and module replacement. Medium grade may include some repairs to assemblies and modules including repair operations needing light machine tool support and a wider range of repair parts and specialised facilities.

d. **Heavy grade repairs.** Those maintenance tasks which require extensive engineering facilities. They consist of tasks ranging from repairs to individual components, overhaul of assemblies and modules, and overhauls and rebuilds of complete equipments. Heavy grade repairs are generally time consuming and require the use of extensive machine tools, test equipment and facilities. They require a comprehensive range of repair parts.

8.16 When vehicles are called into Defence and civilian workshops the amount of fuel in the tanks, any part 1 Complete Equipment Schedule (CES) deficiencies and the odometer reading is to be entered on the maintenance documentation by the repair agency representative in the presence of the driver. On collection of the vehicle by the unit, the same procedure is to be adopted by the unit representative.

**Vehicle warranties**

8.17 Vehicles may be subject to warranty conditions. The Joint Logistic Command Business Unit which receives the vehicle from the supplier is to prepare a warranty conditions insert slip and affix it inside the front cover of the vehicle’s form GM 120 or enter it onto the electronic equivalent on MILIS (MSE600). User units, through workshops, are to ensure that defects that are covered by warranty conditions are corrected by the supplier or their agent and a RODUM is submitted. Unit TMs/RMOs must ensure servicing is carried out in accordance with the authorised technical documentation so as not to void any warranty.

**Minor repair requisition**

8.18 Generally, the need for minor repair requisitions to locally procure maintenance support occurs during road movement through remote localities where Defence facilities or an accompanying military forward repair team are not present. Where no reasonable alternative for recovering or repairing the vehicle using Defence asset exists, emergency minor repairs may be locally procured. Defence personnel are to ensure that such emergency minor repairs do not alter the technical integrity of the vehicle. Emergency repairs to GS Vehicles are the responsibility of the parent unit and should generally be procured using a Defence Purchasing Card. On completion of the repairs, the vehicle is to be taken to the closest Defence repair facility and a technical inspection completed.

**MAINTENANCE**

**Restrictions on driver maintenance**

8.19 Drivers and unit transport staff must not:

a. carry out adjustments to their vehicle beyond those authorised by their trade category, except in an emergency;

b. alter governors, speed limiters, fuel injector pumps, ABS, traction control or other safety mechanisms;

c. attempt to start an engine with the air cleaner removed; or

d. perform technical tasks unless supervised by qualified technical personnel.

**Maintenance of vehicle equipment**

8.20 The term ‘vehicle maintenance’ includes the maintenance of individual items of equipment of the CES that are subject to servicing, inspection and repair. These items are to be checked in conjunction with routine vehicle NTI. For example, fire extinguishers.

**Safety precautions for tyres with split rims, locking rings or alloy rims**

8.21 Tyre maintenance shelters (TMS) are only to be utilised by qualified operators in accordance with the UHB.
The following precautions need to be observed when dismantling and assembling tyres on split rims and/or rims fitted with locking rings or alloy rims:

a. The outer ring nuts are not to be loosened until the tyre is completely deflated. When fitting a tyre to a split rim all the outer nuts are to be tightened before inflating the tyre.

b. A tyre fitted with a locking ring is to be completely deflated before removal of the locking ring. Details of the method of fitting and removing locking rings are in EMEI VEH A 291–1—Tyres and Tubes—Care and Maintenance—B Vehicles. Tyres on a multi-piece rim are to be inflated inside a safety cage. If a safety cage is not available, the alternate tyre changing method detailed in Annex B is to be used.

c. Split rims come as a matching set from the manufacturer and are not to be interchanged with other rim assemblies or types, due to the possibility of serious injury or death.

Cleaning of B Vehicles

8.23 The use of steam or other high pressure working systems for cleaning vehicles in unit wash stations is to be restricted to the minimum required to remove heavy grease and mud deposits from areas such as engine crankcases and front axles. Unit personnel are not to hose engine compartments or cab interiors with either high pressure water or steam. Water or steam under pressure entering the electrical components or vehicle braking and steering systems can cause these systems to fail. This does not restrict the use of steam in workshops for cleaning complete vehicles and major assemblies before overhaul.

8.24 Personnel using steam cleaning equipment are to be trained in the operation of that equipment and use appropriate personal protection equipment.

8.25 When washing vehicles, care is to be taken to protect the brake system from water. Hydraulic brake fluid absorbs moisture from the air and this drastically lowers the boiling point of the brake fluid so that heavy application of the brake could cause the fluid to boil. This could result in a vapour lock forming in the brake system and a possible reduction in braking effectiveness. To avoid brake fluid contamination it is essential that personnel washing vehicles prevent water entering the breather hole in the filler cap of the brake master cylinder.

8.26 The indiscriminate use of cleaning chemicals such as detergents and kerosene in the engine compartments of vehicles may result in failure of electrical components. These agents are not to be used for cleaning electrical components mounted in or on vehicles. Units are to strictly control the use of cleaning chemicals and detergents. Their use is permitted only for softening heavy grease and dirt deposits. After the application of chemicals, the treated parts are to be cleaned as soon as practicable.

8.27 Defence personnel must not use mixtures of gasoline and oil, or other flammable liquids (e.g. range fuel) for cleaning engine components or the body work of a vehicle.

Cold climate precautions for B Vehicles

8.28 Most engine cooling systems contain additives. The strength of the mixture may have to be altered to suit different climatic conditions; however, prior to any changes being carried out vehicle operators should refer to the specific equipment technical documentation for information on coolant system additives. Drivers are to ensure that radiators are covered in extreme cold during halts and overnight stops.

8.29 To minimise engine wear in cold conditions, drivers are to:

a. control the engine to a fast idling speed during warming up

b. lightly load the engine as soon as possible after start up to avoid prolonged running with low coolant temperatures.

8.30 All operators and managers are to ensure that arrangements are made for batteries to be kept fully charged during reduced tempo periods. The employment of appropriately qualified duty staff to conduct daily servicing, will assist with the functionality of unit vehicles following reduced tempo periods

Annexes:

A. Non-Technical Inspection Register

B. Alternate tyre changing procedure
Non-Technical Inspections (NTI) are to be conducted and the records maintained in accordance with authorised technical documentation and stipulated inspection frequencies. Each NTI report is valid until superseded by one bearing a later date. NTI report forms and checklists are to be maintained in accordance with Materiel Specific Instructions. The current and the previous NTI report are to be retained within the unit to provide a history of NTI. If the vehicle is transferred to another unit, the NTI register, current NTI and previous NTI are to be transferred with the vehicle.

If electronic copies of the NTI report cannot be maintained, units are to maintain a register in the format shown below for recording NTI. This policy permits the unit chain of command to monitor the condition of their equipment, and to ensure that faults identified during an NTI have been corrected by the time that the next NTI is conducted. Earlier reports may be destroyed. A folio is to be maintained for each vehicle on charge to the unit. The unit commander/manager or delegate is to sign each entry in the register.

### REGISTER OF NON-TECHNICAL INSPECTIONS

<table>
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<th>Serial</th>
<th>Date</th>
<th>Odometer reading</th>
<th>Inspection code</th>
<th>Outstanding action</th>
<th>Action completed Y/N and date</th>
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This Procedure Is To Be Applied If There Is No Safety Cage Available

On completion of reassembling the tyre and split rim in accordance with Electrical and Mechanical Engineering Instruction Vehicle A 291–1—Tyres and Tubes—Care and Maintenance—B Vehicles place the wheel assembly on the ground and place a chain single leg through the rim and around the tyre. The chain is to be connected using a ‘D’ shackle. If using an open hook, ensure the hook is facing uppermost. Members are to seat the locking ring on the split rim by ensuring equal spacing around the tyre.

The tyre is then inflated to seat the locking rim and outer rim so that they do not move (warning: do not over inflate). Once the locking and split rims are in place and correctly seated, (if available) position another vehicle over the wheel so that it is under a rear differential or where no damage can be done to the vehicle (the wheel assembly could also be slid under the vehicle using the correct manual handing technique).

When the wheel is under a vehicle (not under the fuel tank), the split rim should be facing up so that it can be constantly monitored. The valve should be closest to the outer edge so that the member has access to the valve as the tyre is inflated. At no time is the member to leave the tyre/wheel unattended whilst it is being inflated.

As the tyre is being inflated, the member is to stop the air supply and check the pressure with the tyre pressure gauge regularly, until the tyre has reached the correct pressure as outlined in the user manual or to the tyre manufacture’s specifications.

At no time is the body to be placed over the wheel/rim while the tyre is being inflated.

**Figure 8B.1 Wheel assembly**

**Figure 8B.2: Under vehicle**
WARNINGS

Personal protection equipment is to be used for all tyre changing.

Inflating a tyre under a vehicle is NOT as safe as using a safety cage. This method should only be used when a safety cage is not available or for operational reasons, in accordance with reference A.

Extreme care must be taken to avoid personal injury.
At no time is the member to leave the tyre/wheel unattended whilst the tyre is being inflated.

Failure to adhere to these procedures may result in serious injury or death.
Chapter 9 - RECOVERY AND TOWING OF DEFENCE VEHICLES, TRAILERS AND EQUIPMENT

RECOVERY OF VEHICLES

General

9.1 When a vehicle becomes disabled or defective the owner unit is to either effect recovery from within its own resources (tow chains, A-frames, manpower, vehicles with winches and organic maintenance and recovery elements) or obtain the required recovery assistance through its formation support unit. Only personnel that are qualified are to attempt self recovery, utilising approved equipment and techniques. If a formation is unable to effect recovery with its resources, they or the unit that owns the vehicle are to utilise the Joint Logistic Command managed National Vehicle Recovery Plan (NVRP), which is governed by Joint Logistics Command Corporate Governance Standards (CGS) Chapter 2—National Vehicle Recovery Plan. The NVRP provides contracted resources to recover disabled vehicles where and when a formation is unable to effect recovery. Further details on the policy and responsibilities for the recovery of vehicles are detailed in Defence Instruction (Army) LOG 07–1—Army Recovery Policy.

Operation of winches

9.2 Winching is a potentially dangerous operation and the necessary safety precautions and operating procedures cannot be understated. Safety procedures for controllers, drivers and work parties are contained in Annex A and are to be conducted in accordance with Land Warfare Procedures—Combat Service Support 4–2–1—Recovery Mechanic’s Handbook.

9.3 The hand signals for winch recovery operations are contained in Annex B.

9.4 Before conducting winch operations and as a part of Non-Technical Inspections winch operators must ensure that:

a. all items, particularly winch ropes, are thoroughly inspected and checked for serviceability
b. frayed, kinked or damaged steel wire ropes are replaced
c. protective gloves or other coverings are worn by members required to handle steel wire ropes
d. defective cables are not used
e. incorrectly wound winch ropes are laid out, inspected and rewound correctly.

9.5 For each task requiring the use of a winch there must be a nominated controller. The controller must be a member that has been assessed as competent in the handling of winches and associated stores on an approved Defence drivers course (including Defence recognised external RTO conducted recovery training).

9.6 The controller must ensure that members of the recovery work party are capable of carrying out their allotted tasks in accordance with Annexes A and B.

Towing of vehicles

9.7 Except in emergencies, or when specialist recovery vehicles are used, vehicles must be towed with a Defence approved tow bar in accordance with the Defence Road Transport Exemption Framework (DRTEF). The use of an ‘A Frame’ to remove a casualty vehicle is to move the vehicle to a safe location, where vehicle traffic is not obstructed and the safety of vehicle crews is not endangered. From the safe location the casualty vehicle is to be evacuated utilising other means such as lift tow or trailer. Movement of casualty vehicles by A Frame (outside of operations) over 20km in duration would require authorisation from an equipment maintenance manager.

9.8 Defence vehicles are exempted from any provision of a road transport law that prohibits using rigid ‘A Frames’ for towing. Details and the conditions of the exemption are contained in the DRTEF.

9.9 The maximum speed of a vehicle that is not a specialist recovery vehicle, with a vehicle under flat tow, is 50 kilometres an hour (km/h) or as specified in the vehicle User Handbook (UHB). A Frames and other towing apparatus must comply with Australian Design Rule 62/02—Mechanical Connections Between Vehicles.

9.10 The distance travelled under tow is to be minimised as far as practicable and recorded on form AD 049—Vehicle Authorisation and Task Form of the towed vehicle.

9.11 Drivers must ensure that correct precautions are carried out prior to flat towing any vehicle:
a. removing the propeller shaft, to prevent damage to the drive train (drivers are only to remove in emergencies or after obtaining approval from an equipment maintenance manager).

b. instructions for towing should be detailed on an instruction plate in the cab or in the UHB.

c. if in doubt, specialist recovery support (either Defence or civilian) should be requested.

9.12 Defence vehicles that are being towed by ‘A Frames’ are exempt from any provision of a road transport law that requires that a person ride in the cabin of the vehicle on tow subject to the following conditions:

a. flat towing by rigid ‘A Frame’ is only to be used to recover vehicles disabled by mechanical failure

b. a reflective ‘ON TOW’ placard must be fitted with operating left and right tail, brake, and turn indicators suitably connected to operate in unison with the towing vehicle lights

c. where fitted, towing and towed vehicles must utilise inter-vehicle brake connectors

d. towing speed must not exceed 50 km/h

e. the mass of the towing vehicle must be equal to or exceed the mass of the towed vehicle

f. the towing vehicle must operate with running lights at all times

g. if they are functional, the towed vehicle must operate its side, park and tail lights at all times

h. the vehicle under tow must not tow a trailer or any other equipment

i. the distance travelled under tow must be the minimum required to move the disabled vehicle to a location where it can be repaired or salvaged

j. Defence specialist recovery vehicles must display rotating amber flashing lights fixed to the towing vehicle.

9.13 Paragraph 9.12 does not apply to flat towing using a rigid ‘A Frame’ in the following instances:

a. to recover a damaged vehicle

b. to recover an over-mass or over dimensional vehicle or vehicle carrying dangerous goods

c. in metropolitan areas where access to contracted civilian towing is available

d. to reposition disabled vehicles from one repair agency to another.

Recovery of commercial vehicles

9.14 Commercial vehicles (CL) under warranty must be recovered utilising the road side service, if provided by the manufacturer. For CL Vehicles not under warranty and where there is no manufacturer roadside service, Defence recovery resources may be used if the use of such equipment will not result in further damage to the disabled vehicle. Advice on recovery procedures is to be sought from the nearest manufacturer dealer or from the vehicle operator handbook prior to commencing the recovery task. If doubt exists about the procedures for the recovery of a particular CL vehicle or further damage cannot be reasonably assured, then a civilian contractor is to be used for the task.

9.15 The transportation of passengers and cargo from an equipment casualty remains an owner unit responsibility. The unit that owns the disabled vehicle is responsible for all passenger and cargo transfer arrangements and associated costs. Advice is available from the organisation conducting the recovery task and units are to liaise with these organisations to determine passenger, cargo and trailer transfer arrangements. The crew of the disabled vehicle is not to travel in the crew cab of the recovery vehicle unless in exceptional circumstances as detailed in Chapter 6—‘Movement of personnel in the rear of Defence vehicles’.

TOWING OF TRAILERS
General

9.16 Trailers are designed to be towed by specific classes or types of vehicles. As a general rule, the wheel tracks of the trailer should match those of the towing vehicle; however, this is not mandatory.

9.17 The driver of the towing vehicle must ensure that the tow coupling is correctly attached, all lock pins are fitted, air lines attached, lighting cable plugged in and lights tested prior to commencing towing. Where fitted, safety chains are to be correctly attached to the towing vehicle. Serious accidents may result if trailers and other towed equipment are not connected correctly to the towing vehicle.

Electrical connectors between vehicles and trailers

9.18 Equipment standardisation requires the electrical connection between a trailer and its prime mover to be by means of a plug and socket. In some cases when the connectors are new it is difficult to fit the rubber plug over the fixed socket. A smear of rubber-compatible grease may be applied to the outside of the fixed socket before connecting the plug to overcome this difficulty.

Trailers without a braking system

9.19 The gross weight of a trailer without a braking system is not to exceed 750 kg Gross Trailer Mass (GTM).

Trailers with a braking system

9.20 When a braked trailer (except the Defence medium plant/recovery trailer variants) is towed behind a rigid vehicle, the gross weight of the trailer must not exceed the weight of the towing vehicle or the manufacturer’s specifications, whichever is the lesser. Defence has an exemption from Commonwealth, State and Territory Road Transport Legislation with regard to the towed mass limit for the Defence medium plant/recovery trailer variants in combination with the Mack R HRV. When operating under this exemption, the loaded mass of a dog trailer or pig trailer must not exceed the loaded mass of the towing vehicle by more than 25 per cent. Details and conditions of the vehicle and trailer exemptions are contained in the DRTEF. Where an exemption for other types of braked trailers is required due to a vehicle’s non-compliance with Australian Design Rules, units are responsible for applying for the appropriate permit in accordance with Chapter 3—‘Legislation’ of this manual.

Fixed and rotating towing eyes

9.21 Trailers or towed equipment that have a permanently fixed towing eye must be towed by a vehicle fitted with a rotating towing hook. Trailers or towed equipment that have a rotating towing eye or ball coupling which cannot be locked in the fixed position must be towed only by a vehicle fitted with a fixed type towing hook, or a towing hook which can and must be locked in the fixed position. Partial rotation is to be regarded as a fixed assembly [i.e. an eye with partial rotation is acceptable as a fixed eye].

General service trailers

9.22 General service trailers have been introduced into service to be towed by a specific FOV general service vehicles. However, the legacy 8 t medium and 20 t medium plant/recovery trailers have been certified to be towed by the L121 MAN 40M and HX77. Exemptions will be required for these combinations for operations on the public road network. The L121 trailer medium fleet is not to be towed by the legacy fleet vehicles. The use of general service trailers being towed by CL vehicles is not permitted due to incompatible electrical connections, draw bar hitching angles and pintle hook fitting. The use of legacy truck tractor trailers to Defence hired/leased truck tractors is permitted, after engineering certification is endorsed. Trailers are not to be towed behind Protected Mobility Vehicles (Bushmaster), unless a specific variant has been certified to tow a specific trailer, or authorisation has been granted for operational purposes.

Towing of civilian trailers behind Defence vehicles and towing Defence trailers behind privately owned vehicles

9.23 Towing of a civilian registered trailer that is not on lease, hire or owned by Defence behind a Defence vehicle is not permitted. Trailers hired or leased by Defence may be towed by a Defence vehicle provided that the specifications of this manual are met and the trailer is fit for purpose.

9.24 Defence owned trailers are not to be towed behind privately owned and plated motor vehicles. ADF Cadet units and authorised Defence contractors are exempt from this requirement, as they have no Defence fulltime vehicle entitlement, in most instances. For the purposes of authorised ADF Cadet activities i.e. glider or sailing programs, authorised privately owned and plated motor vehicles, are permitted to tow CL Defence plated or Defence hired trailers e.g. boat trailer or glider trailer. In order to apply this exemption the owner and driver of the privately owned, company owned and plated vehicle must provide correct and comprehensive details in an acknowledgment. The acknowledgment will need to be reviewed annually by regional unit OIC or Defence Business Manager to account for changes in the owner's/driver's details. If the owner/driver is unable to provide the information or an acknowledgment is identified as not current by the unit OIC or Business Manager, the owner/driver is not permitted to tow a Defence trailer. Further details regarding the acknowledgment requirements are located in Annex A to Chapter 5. The Defence Business Manager responsible for the authorised Defence contractor is to draft an acknowledgement based on the conditions listed in Annex A to Chapter 5 para 14.
9.25 The authorised maximum speed limits for Defence vehicles towing artillery equipment are detailed in Annex C. Towed artillery equipment is to be prepared and towed in accordance with the relevant equipment handbooks and instructions.

Annexes:

A. Safety procedures for winch recovery operations

B. Hand signals for winch recovery operations

C. Authorised maximum speed limits for Defence vehicles towing artillery equipment
To guard against accidents during recovery operations, recovery personnel are to be aware of, and observe, the following precautions:

a. Personnel must use protective gloves when handling recovery equipment.

b. All personnel must be withdrawn to a safe distance before winching operations start as shown in Figure 9A–1 [i.e. 1.5 times the radius of the exposed part of the cable].

Guides must use the pre-arranged signals shown in Annex B. Verbal orders are not to be used unless an intercom system is operating.

Only approved, inspected fully functional recovery equipment inspected in accordance with Electrical and Mechanical Engineering Instructions VEHICLE D 108—Recovery Equipment may be used for recovery operations.

Visual inspection of all equipment required for the task must be carried out before, during and after use; damaged or suspect equipment is not to be used and is to be quarantined from fully functional equipment.

Personnel must not to work within the bight of a rope or step over any rope or live tackle that may become tensioned.

At least four turns of the winch rope must remain on the winch drum.

Ensure winch rope connections are fitted securely.

The controller must ensure the anchor point is:

a. capable of taking strain

b. in accordance with the vehicle handbook
The opening of the hook is UP if rope is on the ground and hook opening is DOWN if rope is suspended.

The condition of the winch rope, security and operation of all tackle connections must be checked prior to, and immediately after, taking the strain. If the winch rope becomes slack (overrun) it must be rechecked when tension is applied.

Guards must be placed on approach tracks and likely approach points when available.

The recovery controller must halt operations immediately there is any danger to, or interference from, bystanders. Operations must not to resume until all bystanders have been moved to a safe area.

**/precautions for driver/operators during winch recovery operations/**

The driver or operator of a vehicle involved in winch recovery operations must:

a. Watch the controller at all times.

b. Respond promptly to all signals.

c. Act on instructions initiated only by the controller.

d. Have a clear view of the controller at all times, should the operator lose sight of the controller or not understand a given signal they are to stop winching.

e. Keep both hands on the steering wheel.

f. Disengage the vehicle clutch and engage the handbrake on the signal to STOP by the controller.

g. Apply strain gradually on the rope.

h. Not disengage winch dog clutch when winch rope is under strain.

i. Ensure their vehicle is not left unattended whilst the winch is under load. If a remote control is being used, the Driver or operator is to maintain visual contact with the recovery vehicle in order to detect any faults which may occur whilst winching is in progress.

j. Maintain strain on winch rope when it is being rewound.

When drivers are required to recover disabled vehicles onto trailers, it is acknowledged that the controller, the driver of the casualty vehicle and possibly selected personnel acting as guides, may need to remain within the bight of the rope. This type of activity must be risk managed at formation level, ensuring that a risk assessment has been completed and has been endorsed by a person of the rank of O5 or equivalent. The risk assessment should consider the following aspects:

a. the disabled vehicle has been technically assessed as unable to provide self propulsion

b. the casualty vehicle is to be positioned as close as possible to the trailer ramps to minimize the length of paid out rope to drag the casualty vehicle

c. the distance to suitable repair facilities is beyond the distance prescribed for the use of an A-frame

d. field repair of the disabled vehicle is unavailable or fault requires higher level repair
e. the casualty vehicle is over dimensional and/or over mass
f. the controller/winch operator and guides are required in close proximity of the operation to ensure that the casualty vehicle is correctly positioned on a trailer
g. casualty vehicle is being loaded from level surfaces to the trailer in order to minimise resistance on the winch rope
h. winch operator's position during the recovery operation is restricted by the requirement to operate the winch controls

r precautions for recovery work party

The recovery work party must adopt the following safety precautions:

a. Keep hands and clothing away from winch and tackle during operations.
b. When winching out under power, tension is to be kept on the winch rope.
c. During winching, maintain a watch on the winch drum and ensure the rope is laying on correctly.
d. Ensure there are no loops, kinks or fouling of the winch ropes before rewinding.
e. No person is to stand under a suspended load or behind a casualty that is being winched up a hill.
f. Personnel are not to work or crawl under equipment which is supported by a jack. Support is to be provided by vehicle safety stands specifically designed for use with the equipment. Prior to jacking up equipment, wheels are to be chocked using the purposely designed wheel chocks for that equipment.
g. Personnel are to keep well clear of recovery tackle while it is under load.
h. Never step over or straddle a rope or live tackle which may come under tension.
i. If a rope becomes fouled, personnel should anchor the casualty, release the load and disconnect tackle before any attempt is made to clear it. Fouled ropes are not to be cleared by hand. In all cases a winch rope handling tool is to be used.
j. Personnel are to be aware of the correct method of lifting and are never to attempt to lift or move weights which may be beyond their capability.
k. Protective gloves are to be worn when handling recovery equipment.
l. Never allow steel wire rope to slip through the gloved hands, as a broken wire strand is easily able to slice through the glove.
m. Rollers or skids are to be placed under tackle to prevent it from being dragged through dirt, mud and sand
n. Equipment is designed for specific purposes and is not to be used for any other purpose: for example, winch ropes are not to be used as tow ropes.
o. Recovery equipment is not to be thrown from the recovery vehicle nor down a slope.
p. Personnel are not to smoke within 15m of vehicles containing fuel or ammunition as loads.
q. Personnel are never to stand in the V of a tackle layout.
Hand signals must be used for guiding vehicles and controlling the operation of winches during recovery operations are detailed in Table 9B–1. Precautions that must be observed when using these signals are as follows:

a. Prior to any signal being initiated, the recovery controller is to ensure that all personnel understand the signals.

b. Signals are to be given only by the person nominated by the controller to guide the driver or operator.

c. Signals are to be indicated in a clear and concise manner.

d. The driver or operator is to react promptly to all signals, and is to stop all movement if they lose sight of the guide or does not understand a signal.

e. At night, signals are indicated with the aid of a hand-held torch. If available, a coloured torch should be used to avoid possible confusion with other torches being used to inspect equipment.

f. If necessary, an additional person should be used to relay signals between the guide and the driver or operator.

<table>
<thead>
<tr>
<th>Serial</th>
<th>Signal</th>
<th>Day</th>
<th>Night</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
</tr>
<tr>
<td>1.</td>
<td>Stop</td>
<td></td>
<td>Switch off or cover the light</td>
<td>Day: Palms turned towards vehicle, and stop vehicle or winch movement.</td>
</tr>
<tr>
<td>2.</td>
<td>Winch in</td>
<td>![Image of Winch in]</td>
<td></td>
<td>Once winching is commenced, return the arm to the side.</td>
</tr>
<tr>
<td>3.</td>
<td>Winch out</td>
<td>![Image of Winch out]</td>
<td></td>
<td>Once winching is commenced, return the arm to the side.</td>
</tr>
</tbody>
</table>
The following table details the authorised maximum speed limits where State or Territory rules and conditions permit:

Table 9C.1: Authorised maximum speed limits for towing artillery

<table>
<thead>
<tr>
<th>Serial</th>
<th>Equipment</th>
<th>Condition</th>
<th>Max Speed (km/h)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Howitzer 105 mm L118F1/L119 with barrel in the stowed configuration. (Gun connected to the gun tractor with the barrel facing forward.)</td>
<td>Sealed formed road</td>
<td>Only limit is the speed of the GTV and road rules</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unsealed formed road</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Difficult terrain and tracks</td>
<td>8</td>
</tr>
<tr>
<td>2</td>
<td>Howitzer 105 mm L118F1/L119 towed in 'A' frame configuration. (Gun connected to the gun tractor with barrel facing rearwards.)</td>
<td>All Conditions</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>Howitzer 155 mm M198 with barrel in the stowed configuration. (Gun connected to the gun tractor with the barrel locked in trail support, muzzle brake removed.) Administration move GRLS fitted.</td>
<td>Sealed formed road</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Catch-up on sealed formed road</td>
<td>85</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unsealed formed road</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Difficult terrain and tracks</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Howitzer 155 mm M198 towed in travelling lock, non tactical (Gun connected to gun tractor muzzle facing rearward, GRLS fitted.) Maximum towing distance 50 km.</td>
<td>Sealed formed road</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unsealed formed road</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Difficult terrain</td>
<td>8</td>
</tr>
<tr>
<td>5</td>
<td>Howitzer 155mm M777A2 towed in travelling lock, non tactical (Gun connected to the GTV with the barrel facing forward.)</td>
<td>Sealed formed road</td>
<td>Normal: 74</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Degraded: 30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unsealed formed road</td>
<td>Normal: 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Degraded: 15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cross-Country</td>
<td>Normal: 24</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Degraded: 5</td>
</tr>
</tbody>
</table>
Chapter 10 - ROAD SAFETY, ACCIDENTS, REPORTING OF ACCIDENTS AND INQUIRIES

ROAD SAFETY

10.1 Defence personnel are to act responsibly and contribute to the overall effectiveness of road safety at all times. Defence road safety policy is aimed at reducing the number of accidents involving Defence members, Defence civilians, Defence employees, Contractors, Consultants, Outsourced Service Providers, Instructor of Cadets (IOC) and Officer of Cadets (OOC) who drive Defence vehicles.

VEHICLE ACCIDENTS

Immediate action

10.2 When a vehicle accident occurs, unless personal injury prevents it, the driver and passengers of a Defence vehicle must manage the incident scene in accordance with the Work Health and Safety Act 2011 (http://www., https://www.legislation.gov.au/Details/C2011A00137), Section 39. The safety and security of personnel and the provision of first aid to any person requiring immediate medical attention take priority over the need to secure the scene.

10.3 In addition, the following are to be complied with:

a. If the accident results in the death of, or personal injury to, any person, damage to another vehicle, private property or livestock, the accident must be immediately reported to the unit Duty Officer, Transport Manager (TM)/Road Movements Officer (RMO) and unit chain of command. If the accident occurred on a public road the civilian police must be informed in accordance with relevant State and Territory road laws. If the accident occurred on Defence land the Service Police (SP) must also be informed.

b. The driver (or on the driver’s behalf, a passenger of the Defence vehicle) must exchange names, addresses (unit), vehicle registration numbers and insurance company details with the other driver(s). The other drivers can be advised to contact the Defence Insurance Office (DIO) on 1800 990 900 or email definsurance@fence.gov.au for questions relating to Defence’s insurer, Comcover.

c. Defence members must obey any direction given by either civilian police or SP. Instances of police directed assistance must be reported to the unit chain of command, including the Duty Officer and TM/RMO.

d. Defence members DO NOT admit liability for the accident or make any statement regarding payment of compensation or repair by the Commonwealth.

e. Defence members DO NOT permit recovery of the Defence vehicle by any civilian recovery agency unless directed to do so by the civilian police or the agency is an approved contractor in accordance with the Joint Logistic Command Corporate Governance Standards (CGS) Chapter 2 —National Vehicle Recovery Plan.

f. The driver must complete form AC 626—Vehicle Accident Report, Part 1 with initial information, before leaving the accident site. It is strongly recommended that photographs of the accident site are taken to assist the accident investigation.

10.4 Whenever possible, the driver (or any passenger) of a Defence vehicle that has been involved in a vehicle accident is to, if able, ensure that equipment and the vehicle load are secure before leaving the vehicle unattended.

10.5 If the accident causes the death of personnel, the driver (or any passenger should the driver be incapacitated) must immediately inform civil emergency services, SP and the driver’s unit. The driver’s unit must then inform Comcare in accordance with reporting timelines.

REPORTING OF ACCIDENTS
In the event a Defence owned vehicle is involved in an accident, it is mandatory for the unit to ensure a report of the accident is lodged within 24 hours by contacting the National Claims Centre (NCC) on 1800 646 422. NCC do not require an AC 626 or associated documentation, unless requested. When reporting the incident to NCC the following is required:

a. vehicle registration
b. unit/group/branch that the vehicle belongs to
c. unit/group/branch that had control of the vehicle when the accident occurred
d. name, rank, contact number of the driver of the Defence vehicle involved
e. confirmation or not that the driver consumed alcohol or had taken any medication or illicit substances within 12 hours prior to the accident
f. if police were informed and if so:
   1. were any charges laid against any of those involved in the accident
   2. name and station of officers who attended

g. name, rank, contact number of the person reporting the incident
h. licence details of the Defence driver
i. the type of vehicle involved i.e. commercial vehicle or general service
j. confirmation of damage to the Defence vehicle
k. confirmation of the need for repairs to the Defence
l. a description of the accident, how the accident occurred e.g. lost control on a wet road
m. a description of the damage to the Defence vehicle e.g. front nearside panel etc
n. was anyone injured in the accident

if third parties were involved provide:
   1. name, address and telephone number
   2. licence number
   3. vehicle details and registration number
   4. insurer
   5. vehicle owner, if different from the driver at the scene.

The NCC will provide the person lodging the report with the claim number and details of a Defence/Comcover approved repairer.

Under Part 3 of the Work Health and Safety Act 2011, Defence has a duty to notify the regulator of defined notifiable events that have arisen out of Defence directed/controlled activities, if the incident involves a dangerous incident, serious injury or illness, or death. Comcare are to be notified immediately after the event has occurred. Notification in the first instance must be by phone - 1300 366 979. Seek advice from the Comcare contact regarding site preservation and submission of written notification of the event via Sentinel and the Army Incident Management System. This notification would normally be completed by a unit Duty Officer or appointed member in the unit chain of command, in accordance with the unit’s standard operating procedures. If the event has been identified as notifiable to Comcare the event will be automatically submitted once the supervisor has completed the required supporting information in the Sentinel registered event.
10.9 When the AC 626 is completed the unit must retain all parts of the AC 626 and the supporting documents in DRMS. No copies of the AC 626 or supporting documents are required to be provided to NCC, DIO or Comcover unless requested by those organisations. Any potential claims or requests for reimbursement by third parties are to be forwarded to the DIO immediately. Units are not to action claims for reimbursement for third parties or admit liability.

10.10 Exemption for Comcare reporting: Chief of the Defence Force (CDF) Declaration. The CDF has declared that Defence is exempt from the requirement to notify Comcare, and the requirement to preserve an incident site for Comcare investigative purposes, relating to incidents that occur on ‘warlike’ or ‘non-warlike’ operations, as determined by Chief Joint Operations in relevant operational orders. All Work Health and Safety (WHS) incidents, including those that occur on operations, must still be reported to WHS Branch.

Vehicle accident reports

10.11 Whenever a Defence vehicle is involved in a vehicle accident a form AC 626 must be completed. Form AC 626, Part 1 must be completed by the driver of the Defence vehicle within 24 hours and provided to the unit TM/RMO; however, if the driver is injured and unable to complete the report, another Defence member, Defence employee, Defence civilian, IOC or OOC who is at the scene, or attends the scene, is to complete the report on the driver’s behalf.

10.12 Form AC 626, Part 2 is to be completed by the unit TM/RMO or Transport Supervisor utilising a combination of the following:

a. Licence register
b. Vehicle Authorisation and Task Form - AD 049
c. ADF Driver Qualification Log - AC 795
d. Technical Inspections – GI 041
e. Medical Fitness Advice – PM 101
f. Driver’s Log Sheet - PH 032
g. Task documents e.g briefings, Convoy Orders, route details, Task Orders, permits or photographs

10.13 Form AC 626, Part 3 must be completed by the unit commander/manager. The form AC 626, properly completed, would normally negate the requirement for a separate Defence Incident Record for most vehicle accidents, however, commanders/managers may direct the completion of a fact finding activity as detailed in Defence Instruction (General) (Di(G)) ADMIN 45–2—Incident Reporting and Management; and Good Decision Making in Defence: A Guide for Decision Makers and Those That Brief Them.

10.14 The person who completes Part 1 of the Vehicle Accident Report is to ensure attention to detail with:

a. witness particulars
b. drawing a plan of the scene of the accident showing relevant positions of vehicles or persons by distances between positions as follows:
   1. position of the vehicle or vehicles immediately before and after the accident, including the actual point of impact and the point at which the vehicles came to a standstill
   2. direction of travel of each of the vehicles involved
   3. track of the vehicle or vehicles and the distances of the track or tracks from the edge of the road
   4. position of any person, vehicle or object who or which may be relevant to the accident.
c. any photographs of the scene, including vehicle and property damage, that will support the accident report

10.15 If another party to the accident refuses to exchange names, addresses, vehicle registration numbers and insurance company details, this fact should be included in the accident report.

10.16 All vehicle accidents related to employment in Defence, or as a result of a Defence undertaking, are to be reported using Sentinel, or fall under the definition as per the Work Health and Safety Act 2011 (http://www., https://www.legislation.gov.au/Details/C2011A00137) Section 35-36, should be reported to Defence as a Near Miss. As a result
notification via the Sentinel site and the creation of a new event are required. and distributed for all vehicle accidents in accordance with Defence Work Health and Safety Manual (formerly SAFETYMAN), Volume 1—General, Part 5, Chapter 1—‘Notification and Reporting’. The form AC 626 and supporting documents are to be forwarded as follows:

a. **Unit TM/RMO/Tpt Supervisor.** The TM/RMO/Tpt Supervisor must check Part 1 ensuring the details provided by the driver are clear and concise. The TM/RMO must conduct a preliminary investigation and complete Part 2; before forwarding Form AC 626 for unit commander/manager comment in Part 3. The TM/RMO must maintain a file (electronic) of all unit form AC 626 and supporting documentation in DRMS.

b. The DIO does not require the completed form AC 626 or supporting documents, in the first instance. In the event that further information is required by Comcover, the DIO will contact the unit involved. The DIO centrally manages all Comcover insurance claims, against the Commonwealth for Navy, Army and Air Force as well as non-Service Business Units. Advice on DIO claim reporting and procedures can be located at the DIO website or by telephoning 1800 990 900.

10.17 To enable decisions regarding action to be taken as a result of a vehicle accident, as required in form AC 626 Part 3, TMs/RMOs are to establish procedures to ensure that as much evidence as possible is collected immediately after an accident. If possible, photographs should be taken of the accident scene and damage to Defence and civilian vehicles and other property involved. Statements in writing are to be taken from, and signed by, persons witnessing the accident as soon as possible. If statements cannot be gained at the time, the witnesses are to be contacted without delay and asked for statements. Witness statements should contain:

a. The full name and address of the person making the statement.

b. The witness’ occupation.

c. A detailed account of the accident including:

   1. personal knowledge of what happened
   2. identities of the parties involved
   3. details of the drivers involved
   4. particulars of all conversations
   5. details of damage to the vehicles
   6. particulars of all personal injuries resulting from the collision.

d. The signature of the person making the statement.

e. The date of the statement.

f. The signature of a witness to the statement.

10.18 Names and addresses of all persons involved in the accident are to be obtained if possible and included in the accident report.

**Reporting within Defence**

10.19 It is the driver’s responsibility to ensure that all accidents involving Defence vehicles are reported to the parent unit by the quickest means available. Further reporting by units is to occur in accordance with DI(G) PERS 11–2—Notification of Australian Defence Force and non-Australian Defence Force casualties, Defence Work Health and Safety Manual (formerly SAFETYMAN), DI(G) ADMIN 45–2—The reporting and management of notifiable incidents, Defence Security Manual, if security related, and any other special to Group reporting requirements.

10.20 Unit Commanders/Managers are to ensure that any vehicle accidents that occur on a Defence Area are reported to Directorate Operations and Training Area Management (DOTAM) through the Range Control Office upon occurrence. DOTAM is to be provided copies of all Vehicle Accident Reports for accidents which occur on Defence Areas, including any follow on inquiry.

10.21 Notifiable Incidents are defined in DI(G) ADMIN 45–2. Accordingly if, a vehicle accident occurs and it becomes evident that the accident may fall under the guidelines of a Notifiable Incident, it must be immediately reported in accordance with DI(G) ADMIN 45–2. In a majority of instances a vehicle accident will be a reportable incident in accordance with DI(A) ADMIN 23-2 - Management
Reporting to Service and civilian police

10.22 All accidents involving Defence vehicles must be reported to the State, Territory or Australian Federal Police in accordance with the law of the relevant State or Territory, except when the accident occurs on Commonwealth property and involves property damage only. Accidents that occur on Commonwealth property and involve property damage only must be reported to the SP or the Australian Federal Police.

10.23 The driver of a vehicle involved in an accident must provide their name and unit address to any civilian police officer present, any injured person, any person acting on behalf of an injured person, and any person whose property has been damaged. The driver must also provide their military and civilian licence, if they hold one.

Action by Transport Manager/Road Movements Officer or unit duty staff

10.24 On being notified of a motor vehicle accident the unit Duty Officer/TM/RMO is to take, and record, the following actions:

a. Initiate recovery action of the vehicle if necessary noting recovery may not be possible if the vehicle is subject to an investigation.

b. Ensure that the accident is reported in accordance with Service/Group requirements.

c. Within 24 hours, ensure that the accident is reported to the National Claims Centre in accordance with DIO reporting instructions located at the DIO website, under Claim Reporting and Procedures.

d. Ensure that a form AC 626 has been completed.

10.25 Accident damage can be categorised as non-fair wear in accordance with TRAMM-L. On return to the transport compound, the vehicle is to be quarantined and labelled with a ‘Suspected Fault’ label. General Service (GS) vehicles are to remain quarantined until a qualified equipment maintenance manager, determines if a technical inspection is required. If a technical assessment of the vehicle or trailer is required a Technical Inspection Report (GI 041) is to be utilised. This assessment is conducted to ascertain whether mechanical failure contributed to the accident, structural integrity has not been compromised and to assess the functional condition of the equipment as per TRAMM-L. Commercial Line (CL) vehicles are to be managed in accordance with DEFLOGMAN Part 2, Vol 5 Chapter 26 — Commercial Vehicle Management.

Accidents to hire vehicles

10.26 Reports of accidents involving hire vehicles are to be forwarded in the same manner as for accidents to any other Defence vehicle. These reports are in addition to any required by the Hiring Authority or firm from which the vehicle was hired. Rental vehicles used by Defence are not insured under the Comcover insurance policy; therefore, there is no requirement to report accidents involving a registered hired vehicle to the DIO. The hire vehicle is covered under the rental companies insurer, not the DIO.

10.27 In the event that a hire vehicle is damaged during the hire period, the unit and the member responsible for the vehicle at the time of the vehicle sustaining the damage, are to cooperate with the hire company and their insurer. If the driver of the vehicle was assessed as having a positive blood alcohol reading, the insurer may decline coverage. If this occurs, the hire company can approach Defence for reimbursement of the costs to repair or replace the damaged vehicle. As the vehicle was hired for Defence purposes, it is defined as relevant property, therefore Defence is held accountable to compensate the hirer for the loss. FINMAN 2 provides the process and lists the authorised delegates to determine liability. Once the compensation is provided to the hirer, Defence can pursue reimbursement from the Defence member that was responsible for the damage to the hire vehicle initially. FINMAN 5 chapter 10 details the requirements to raise an AC 978 Request for Raising an Accounts Receivable Invoice.

Recording reportable action and decisions in Part 3 form AC 626

10.28 Form AC 626, Part 3 must be completed by the unit commander/manager and must record decisions regarding action taken and decisions on further action taken or required. The compilation and recording of those actions on the form AC 626 meet the requirements of completing a Defence Incident Record in accordance with DI(G) ADMIN 45–2. If the incident requires reporting in accordance with DI(G) ADMIN 45–2, the SP are to be consulted on whether further action on the form AC 626 should proceed. The decisions should include one or more of the following:

a. No further action.

b. In the case of Defence members:
Where it appears a Service offence has been committed and **Defence Force Discipline Act 1982** (DFDA) action may be warranted or appropriate, referral of part or all of the subject matter to the SP for investigation under the DFDA.

Regardless of whether a Service offence has been committed or it is decided that DFDA action is not warranted or appropriate, adverse administrative action may be deemed appropriate as a result of an administrative Routine Inquiry or Inquiry Officer Inquiry Report.

c. In the case of a Defence employee, where it appears disciplinary action under the **Public Service Act 1999** may be warranted or adverse administrative action is appropriate.

d. Any other action to be taken as a consequence of the accident.

**Civilian police report**

10.29 When a Defence vehicle is involved in an accident, DIO and Comcover may require a copy of the civilian police report. All requests from Comcover will be facilitated through the DIO. A copy of the civilian police report may also be attached to a form AC 626, a Routine Inquiry or an Inquiry Officer Inquiry report.

**Distribution of Routine Inquiry or Inquiry Officer Inquiry Reports**

10.30 Routine Inquiry and Inquiry Officer Reports, the record of the decisions, implementation action on agreed findings and recommendations, the Defence WHS Incident report are to be forwarded to Work Health Safety Performance and Assurance (WHSPA). Obligations concerning the distribution of Inquiry Officer reports are contained in Regulation 63 of the **Defence (Inquiry) Regulations 1985**. DFDA investigations should not be provided to WHSPA until either a decision not to charge has been taken or the charges have been heard.

10.31 If there is any damage to civilian vehicles or a possibility of any claim for compensation for property or personal injury, then a copy of all police reports including SP reports, if necessary, are to be sent to the DIO in accordance with instructions located at the DIO website, under Claim Reporting and Procedures. For further advice from the DIO call 1800 646 422.

10.32 A copy of an inquiry report and decisions recorded is to be forwarded to the appropriate superior headquarters in the following cases:

a. when it is required by Departmental or Group Instructions

b. when the unit commander/manager or other appointing authority does not have authority to implement agreed recommendation [i.e. amendment to Defence policies and/or instructions]

c. when considered desirable or required to do so.

10.33 **Administrative Inquiries Manual** provides guidance on restrictions on the distribution and copying of Inquiry Officer Reports to witnesses and other persons or organisations. A Legal Officer can provide further advice on disclosure of inquiry reports.

**Liability of drivers of Defence vehicles**

10.34 Defence members and employees who drive Defence vehicles are personally responsible to ensure that they are hold a current, relevant licence or qualification required to operate the vehicle, comply with all legal road traffic rules and act reasonably and responsibly. Similarly, Defence members or employees must not drive a Defence vehicle if their relevant licence (civilian or Defence) has been suspended or if use of a vehicle would be inconsistent with a current disqualification or condition that attaches to an individual's licence. Defence members and employees who are driving a Defence vehicle that is involved in an accident may be liable for compensation for any property or personal damage that occurs as a result of the accident. They may also be liable for penalties or sanctions in the event that relevant authorities decide to commence legal actions or for demerit points or fines if issued with a traffic infringement.

10.35 The Commonwealth, as employer, may be vicariously liable for the actions of Defence members and employees. However, the issue of liability can be complex and advice should be sought from Defence Legal where there is any confusion in a particular case. A Defence vehicle is defined as relevant property. FINMAN 2 and FINMAN 5, both provide delegation to determine liability and cost recovery for loss of relevant property.

**Legal support for drivers of Defence vehicles**

10.36 Defence members and employees may be indemnified by the Commonwealth for property damage or personal injuries in the event of litigation provided that the accident occurred while in the course of duty, on an authorised journey and purpose and the member or employee acted reasonably and responsibly (for example, not under the influence of alcohol or drugs, the accident was not caused recklessly, deliberately or by criminal negligence or other misconduct). Legal assistance at Commonwealth expense may be approved when a Defence member or employee is sued as a defendant, either in their own name, or on behalf of the
Commonwealth in civil proceedings for compensation or damages for property or personal injuries arising from an accident. The form AD 268—Application for Indemnity and Legal Assistance at Commonwealth Expense is available on DEFWEB. The application should be completed in accordance with the Instructions accompanying the form and provide relevant supporting information. The relevant policy is contained in the Legal Service Directions 2005, in particular, Appendix E. A link to the Legal Services Directions 2005 is included on form AD 268. Completed application forms are to be returned to Defence Legal for action by Director of Litigation, or another appropriate approving delegate.

Compensation

10.37 Claims for compensation are to be actioned as follows:

a. Defence members:


2. **Loss or damage of a member’s clothing or personal effects.** Claims for loss or damage of a member’s clothing or personal effects in which Defence is legally liable are to be sent to the DIO. For claims which fall outside insurance coverage provided by the Comcover policy refer to PACMAN, Volume 2 Chapter 10—‘Clothing and personal effects’.

b. **Defence employees.** Defence employees who are deemed to be ‘on-duty’ while attending or participating in an Defence sponsored activity are covered by the relevant provisions of the Safety, Rehabilitation and Compensation Act 1988. Refer to Defence Workplace Relations Manual, Chapter 7, Part 9, Section 4.

c. **Common law claims.** Claims for compensation for third party personal injury and property damage against the Commonwealth are to be sent to DIO, or if insurance coverage is not applicable, to the Directorate of Litigation, Defence Legal.

Settlement of Claims for accidents involving civilian vehicles

10.38 The DIO centrally manages all Comcover insurance claims against the Commonwealth for Navy, Army and Air Force as well as non-Service business units. Advice on DIO claim reporting and procedures can be located at the DIO website or by telephoning 1800 990 900.

Recovery of repair costs to Commercial Line fleet vehicles

10.39 Comcover will take action for recovery of repair costs to a Defence CL vehicle.

10.40 Before any action is taken Comcover will arrange for a repair assessment of the vehicle and if economically repairable, arrange for the repairs to be authorised. Comcover will undertake recovery action from the party responsible for the loss on Defence’s behalf.

10.41 If the CL vehicle is damaged beyond economical repair, Comcover will make a determination on the pre-accident market value of the vehicle and make settlement to Defence. Comcover will take possession of the vehicle, arrange for its disposal and seek recovery of the loss from the party responsible on Defence’s behalf.

Repair of Defence vehicles

10.42 The owner unit is to arrange for repair action to take place as soon as practicable. The following guidelines apply to Defence vehicles, but reflect principles applicable to all equipment repairs:

a. Vehicle accidents that cause personal injury or death will be subject to investigation by civilian or SP. In serious cases, the civilian or SP may impound the Defence vehicle until the completion of their investigation. In that event, the unit is to request the civilian police to photograph the damage and release the Defence vehicle to the owner unit.

b. Notwithstanding the above, where a component of the vehicle is considered to be the cause of an incident the owner unit should submit a Report on Defective or Unsatisfactory Materiel (RODUM) in accordance with Technical Regulation of ADF Materiel Manual—Land (TRAMM–L), Section 1, Chapter 7—‘Reporting of Defective or Unsatisfactory Land Materiel’. The component is to be retained in case it is required for evidence until any claim for damages is settled and, if a RODUM was submitted, until the relevant RODUM investigating authority decides whether it is required for the RODUM investigation. Upon written request and in exceptional cases complete equipment (eg the vehicle) may be impounded as evidence.

c. There is no requirement to formally advise the other party that they may inspect a Defence vehicle, however, if an inspection is requested, a reasonable period (not greater than 30 days) should be allowed for it to be carried out. If the other party or
their insurance company wishes to delay repair action to enable inspection this may be arranged provided the other party or its insurance company is responsible for any cost associated with the delay eg hire of a replacement vehicle.

d. Approval to repair accident damage should be obtained in writing from the executive authority (as authorised by the TRAMM–L) prior to repair requisitions being raised. The executive authority for GS vehicles is the unit commander/manager. Repairs to damaged equipment may be delayed until all administrative action, including Routine Inquiries or Inquiry Officer Inquiries are completed.

e. Where equipment is on hire or loan the unit is to obtain the agreement of the sponsor unit to commence repair/replacement action.

Replacement of accident damaged Defence vehicles

10.43 If post-accident repairs to a vehicle or other equipment will adversely impact the training or tasking of the unit, the unit may seek a loan replacement. If the vehicle is classified Beyond Economical Repair the unit is to request a replacement through their formation headquarters logistic staff and the vehicle is to be backloaded to the supporting Joint Logistic Command business unit with copies of the form AC 626 and technical inspection report. Backloading is not to occur until the unit commander (executive authority) has released the vehicle. Replacement of CL vehicles is to be requested through the Commercial Vehicles Office in Commercial and General Service Vehicles Systems.

Vehicle accident analysis

10.44 Vehicle accident data is important, to enable several Defence agencies the opportunity to analyse the incidents for any identifiable trends. These identified trends could lead to evaluation of equipment suitability, training aspects or the role of managers and supervisors. Defence will hold bi-annual vehicle data analysis conferences, in order to highlight the identified trends, and present the supporting data to relevant organisations. These conferences will assist with the continuous improvement process in the evaluation of equipment being fit for purpose and that training management packages are delivering relevant content.
Chapter 11 - SELECTION AND TRAINING OF PERSONNEL TO OPERATE DEFENCE VEHICLES

INTRODUCTION

11.1 A driver training program that specifies requirements for selection, training and qualification is necessary to ensure that members are competent in all aspects of operating a vehicle.

Driver categories

11.2 A driver is any person authorised to drive a Defence vehicle. Drivers are categorised as:

a. **Military.** Military drivers are Defence members and military Defence Exchange Officials who are authorised by Defence to operate Defence vehicles. Military Drivers are further sub-categorised as:

   1. **Professional driver.** Army personnel who operate B Vehicles as their primary task and driving is specifically associated with their primary employment. For example, the driver trade within the Royal Australia Corps of Transport.

   2. **Licence holder.** All other personnel who are required to operate Defence vehicles in order to complete their assigned duties, but their designated employment is other than driver. An example of a licence holder is a vehicle mechanic who is to drive vehicles as part of their routine duties as a maintainer.

b. **Civilian.** Civilian drivers are all other drivers and operators of Defence vehicles including Defence employees, Defence civilians, civilian Defence Exchange Officials, Contractors, Consultants, Outsourced Service Providers, Instructors of Cadets, Officers of Cadets and Defence volunteers. These personnel are not covered by relevant exemptions under the Defence Act 1903 and as a general rule are to be licensed by the appropriate State or Territory, unless a relevant exemption under the Defence (Road Transport Legislation Exemption) Act 2006 applies. Refer to Chapter 3—‘Legislation’ for further information.

SELECTION OF PERSONNEL

Selection of drivers

11.3 Due care must be exercised by commanders/managers in the selection of personnel, military or civilian, for driving duties in order to minimise the likelihood of death, personal injury, financial liability, property damage and adverse public opinion resulting from accidents. Aptitude, attitude, security training (related to weapons and explosive ordnance transport) and medical condition are the primary factors to be considered in selecting personnel to operate Defence vehicles.

MEDICAL STANDARDS FOR DRIVERS

Defence members

11.4 The minimum medical standard for Defence members undertaking driver training is Medical Employment Classification 2, as specified in Military Personnel Policy Manual (MILPERSMAN) and Health Manual, Volume 1—Health Standards and Procedures for Entry and Transfer.

11.5 Any requests to waive course prerequisites should be forwarded to the relevant Service as below:

a. **Army.** Training Advisor, Commandant, Army Logistic Training Centre (TA COMDT ALTC) through the Commanding Officer/Chief Instructor of the Army School of Transport

b. **Air Force.** Director-General of Logistics through Staff Officer Driver Training – Director of Logistics Headquarters Air Command
11.6 Trained military drivers may develop medical conditions that impact on their fitness to drive and not their Medical Employment Classification (MEC) and alternatively the conditions may impact on their MEC but not their fitness to drive.

11.7 Health staff are to use the National Transport Commission (NTC) document ‘Assessing Fitness to Drive’ when assessing a military driver’s fitness to drive in the short or long-term. The commercial standards apply to professional drivers whilst the private standards apply to other licence holders. Where appropriate, concurrent MEC review action is to be initiated.

11.8 The minimum colour perception (CP) standard for all military drivers to drive a Defence B Vehicle on a Defence driver’s licence is CP3. CP standards for Defence members operating Defence vehicles on a State or Territory driver’s licence (refer to Chapter 1—‘Introduction and Applicability’) are defined by relevant State and Territory road traffic regulations. CP standards for individual Employment Categories (ECNs), employment and musterings specifications will remain the primary standard required for that specific employment.

Civilians

11.9 The minimum medical standard for civilian drivers of Defence vehicles is defined by the relevant State and Territory road regulations; these are reflected in the NTC document ‘Assessing Fitness to Drive’ which is available through the NTC website.

TRAINING TESTING AUTHORITIES

Driver Testing Officers

11.10 Defence Driver Testing Officer (DTO) must have completed a DTO course and is to be in possession of a form PH Certificate of Appointment, a form AC Statement of Attainment Certificate issued by the Army School of Transport (AST) CDI-A, part of the Army Logistic Training Centre (ALTC)) or a Certificate of Training issued by Headquarters Air Command (HQAC) CDI-AF or Training Authority—Maritime Logistics and Health. ALTC and HQAC approve DTO courses, coordinate and conduct the required three yearly requalification training for all Defence DTOs. A DTO can be from any Service or Branch, however RACT ECN 274 are the primary source of DTOs in Defence. Navy requalification will be provided by ALTC or HQAC.

11.11 The minimum rank for a Defence DTO within Navy and Army is CPL(E); and Air Force minimum rank is LAC/W with a minimum of three years seniority. If there is a requirement for LCPL(E) to be employed as a DTO a waiver request should be submitted to the respective Service CDI/NMTT. If a DTO is reduced in rank below CPL(E) in accordance with respective Service requirements their qualification is to be suspended until they obtain the minimum rank requirement. If their qualification has lapsed in the interim period, the member will be required to attend a DTO requalification course prior to being reinstated. Lapsed Drive Testing Officers are not to conduct assessment on drivers courses, but may conduct tasks as an ADI.

11.12 A Defence DTO should hold a Defence driver’s licence with codes for the majority of types of vehicles on charge or on loan to the unit. The DTO is to hold a Defence licence with the relevant code for the vehicle on which a driver is to be assessed and the DTO is to be a different person from the Licence Certifying Officer (Road Movements Officer for Air Force).

11.13 Defence employees may become a DTO by successful completion of the required courses or on recognition of prior military qualification, and once qualified may conduct unit training and assess Defence personnel and civilian drivers on vehicles for which they hold a licence code or qualification. Recognition of prior military qualifications may be obtained by forwarding the Trade Testing Officer Certificate of Appointment or other evidence of a qualification to AST, ALTC or HQAC CDI-AF. If a unit commander or supervisor has any concerns about the ability of a DTO to perform their tasks in that role, they are to inform the relevant service CDI in writing.

11.14 The responsibilities of a DTO are detailed in Chapter 2—‘Roles and responsibilities’.

Driver training and testing by civilian Registered Training Organisations

11.15 A civilian Registered Training Organisation (RTO) may be authorised to conduct driver training and assessment on Defence vehicles if the RTO has the scope to deliver training for road transport qualifications contained in Transport and Logistics Training Packages (TLI). There may be a requirement for instructors from civilian RTOs to be familiarised on military specific vehicles prior to the RTO providing training on such vehicles. Defence organisations employing a civilian RTO to conduct driver training are to fund training from within Group resources.

11.16 The authorisation to conduct driver training utilising a civilian RTO is to be requested through the relevant service authorities listed in paragraphs 2.13 to 2.15. Consultation with relevant service CDIs and CDI-Defence is advised in order to obtain subject matter advice.

11.17 When a DTO is not on permanent staff, the use of a Standing Offer between a Defence organisation and a civilian RTO is encouraged. Defence organisations intending to establish a Standing Offer for Driver training are to seek advice and approval from the relevant Service CDI/National Manager Transport Training—Navy (NMTT–N). Although a Standing Offer may exist, Defence organisations are to seek the relevant Service CDI/NMTT approval prior to any driver training being undertaken by a civilian RTO.

Assistant Driving Instructors

c. Navy, Director Training Authority—Maritime Logistics and Health.
An Assistant Driving Instructor (ADI) is a Defence member appointed by the commander/manager to assist in driving instruction. ADIs must be qualified by attendance on an ALTC or HQAC approved ADI course. ADIs are to re-qualify every three years or request recognition. Members are to have held an ADF licence for a period of 12 months prior to being appointed as an ADI. Further qualifications for ADIs are listed in Chapter 2. The DTO responsible for conducting the driver training course, must ensure that the ADIs are competent to perform their tasks and that their driving skills are to the standard expected of an instructor. ADIs must not perform assessment tasks during driver training course or activity.

The responsibilities of an ADI are detailed in Chapter 2.

Protected Mobility Vehicle (Bushmaster) Instructors

A Protected Mobility Vehicle (PMV) (Bushmaster) Instructor is a non RACT ECN 274 Defence member that has qualified on the PMV Instructor Course. This qualification is currently scheduled to expire on 31 Dec 2021. A PMV Instructor is able to perform instruction and provide summative assessment on a Bushmaster training course. A PMV Instructor must not authorise form AD 050 or form AC 795. Only a DTO can authorise these documents to enable a member to obtain a Defence licence. PMV instructors can be employed on the following PMV courses:

a. PMKeyS Course Code 214333 PMV All Corps Driver Course
b. PMKeyS Course Code 202660 PMV All Corps Commanders Course (only when conducted at AST)
c. PMKeyS Course Code 212681 PMV Enabling Course.

TRAINING OF DRIVERS

Military drivers

Some Defence courses require trainees to hold a valid State or Territory driver's licence, either full or probationary, before they can undertake driver training. Course managers should contact their respective CDI/NMTT–N for advice. In time of operational imperative, this prerequisite may be waived by the Training Authority, these being COMDT ALTC via the Commanding Officer (CO)/CI AST for Army, COMDT HQAC via CDI-AF or the NMTT–N for Navy.

Driver training is conducted at ALTC, RAAFSALT and authorised units using the approved Defence Learning Management Packages (LMP), Air Force Curriculum or TLI. Defence LMPs, Air Force Curriculum and TLI include the competencies required to award a Defence driver's licence.

To progress to a higher licence class, drivers need to be able to demonstrate a level of competency which is supported by a form PH 032—Driver's Log and a suitability assessment, where applicable.

Civilian drivers

Unless subject to a legislative exemption, civilian drivers of Defence vehicles must hold the appropriate and valid State or Territory driver licence for the vehicles they are required to operate and must not to be issued with a Defence driver's licence. Where appropriate, civilians are required to maintain a civilian logbook for recording driving hours.

Civilian drivers of Defence vehicles can undertake exported sessioned training conducted in accordance with paragraph 11.29, with an option of applying recognition. Secondly depending on driving history/qualifications they can also receive familiarisation training with the vehicle types that they are to operate in accordance with paragraph 11.32. Both familiarisation and exported training are to be recorded in a form AC 795—Australian Defence Force Driver Qualification Log which is to be issued to the civilian Driver by a DTO. The form AC 795 is to be retained by the civilian driver to provide future verification of this training.

If, during familiarisation training, a DTO or civilian RTO determines that a civilian driver is not competent to operate a vehicle type, despite the civilian driver holding the appropriate State or Territory driver licence, the familiarisation training is not to be recorded in the civilian driver's form AC 795. Consequently, the civilian driver must not drive that type of Defence vehicle until they have been assessed as competent in accordance with the relevant Defence LMP or TLI.

In situations where a civilian driver is required to drive a military specific vehicle or a commercial 4x4 or 6x6 vehicle over difficult terrain, the civilian driver must be trained by a DTO or a civilian RTO in accordance with the relevant Defence LMP or TLI. On the successful completion of this training the civilian driver is to be issued form AC 344–1—Record of Attainment detailing the competency and the training is to be recorded in the Driver's form AC 7955.

TYPES OF TRAINING
Scheduled sessioned courses

11.28 Driver courses are scheduled by Headquarters Forces Command for Army, HQAC for Air Force and NMTT for Navy and the schedule is promulgated through PMKeyS. These courses are conducted at ALTC and some University Regiments for Army, HQAC for Air Force. Navy for participation on training will be in coordination with Army and Air Force. Nominations for Defence members to attend these courses are to be forwarded through the relevant chain of command in accordance with the Professional Development and Training of PMKeyS.

Unit conducted training

11.29 Unit conducted driver training includes:

a. exported sessioned courses
b. exported sessioned courses applying recognition
c. familiarisation training
d. additional licence code training
e. endorsement sessioned training
f. continuation/refresher training.

11.30 **Exported sessioned courses.** ALTC or HQAC through Service CDI/NMTT–N, are the approval authority for exported sessioned courses which may be conducted in accordance with the relevant Defence LMP, ALTC SOP 518 and/or RAAF Curriculum, where applicable by units with a DTO or in accordance with a TLI by a civilian RTO. A planning guide for units proposing to conduct an exported sessioned course is in Annex A. To ensure that training standards are maintained, monitoring of exported training and/or assessment can take the form of random site visits to conducting unit locations in accordance with SOP 518. Scrutiny of learning and assessment material and other course material from the exported course session may be viewed for evaluation. Random site visits can be conducted by a relevant ALTC staff member or an authorised representative.

11.31 **Exported sessioned courses applying recognition.** The application of recognition to exported sessioned driver training can reduce time and resource usage. This process can be conducted in units on vehicles within the same or lower licence code to highlight significant performance and capability differences [i.e. new models introduced with significant differences]. Exported sessioned training is also conducted on vehicles of different licence classes/codes in accordance with the matrix in Annex B where a driver has already obtained either a Defence driver’s licence or a civilian equivalent licence. The recognition process is to be applied in accordance with ALTC SOP 505 & 518.

Familiarisation training

11.32 Familiarisation training must be conducted prior to authorisation being granted to drive Defence vehicles or tow trailers. The conduct and content of familiarisation training will depend on the individuals current Defence and civilian driving qualifications. Familiarisation training may also be conducted to ensure that operators of vehicles are competent with new and improved models.

11.33 This familiarisation training must be conducted by an DTO for the class of Defence vehicle for which authorisation is being granted. The training needs to include the following in accordance with Chapter 11—‘Selection and training of personnel to operate Defence vehicles

a. an introduction to the vehicle (vehicle controls, special equipment, fuses, fuel system, fire extinguisher and safety precautions)

b. an introduction to service documentation including form AD 049—*Vehicle Authorisation and Task Form* and form AC 626—*Vehicle Accident Report*

c. daily servicing requirements
d. operation and location of wheel changing equipment
e. a confirmatory drive, including trailers if required
f. an introduction and detailed briefing of the DRTM and DRTEF
g. if operating over mass vehicles, a detailed briefing is required on jurisdictional permits

h. use of a Defence fuel card.

11.34 Under the Work Health and Safety Act 2011 (http://www., https://www.legislation.gov.au/Details/C2011A00137) (WHS Act), Defence, as the Person Conducting a Business or Undertaking, is required to provide equipment training, however, also under the WHS Act, workers have an obligation with regard to their own safety. Defence personnel should be aware that when signing Part 1 of the form AD 049—Vehicle Authorisation and Task Form, they are acknowledging that they are familiar with the safe operation of the vehicle. Defence members, Defence employees, contractors, consultants and outsourced service providers must be conversant with the AD 049, AC 626 and Defence fuel card usage prior to operating a Defence vehicle. Within Defence the following policies apply:

a. **Policy for C licence codes (except when operating over difficult terrain).** Defence members and Defence employees who, after familiarising themselves with the manufacturer’s handbook, are uncertain of the handling characteristics or any other operating feature of a Defence vehicle that they are required to drive, are to advise relevant unit personnel of this uncertainty before operating the vehicle. If a Defence member or Defence employee is intending to operate a large C class vehicle such as a 10 - 12 seater bus, and does not hold a Defence or civilian licence code LR or above, familiarisation training must be conducted in order to account for the unfamiliar dimensions and external fixtures e.g. air conditioning units. On successful completion of the training by a DTO, civilian RTO or, for Navy, a qualified person nominated by the NMTT–N, training is to be recorded in the driver’s form AC 795, a Record of Attainment AC 344-1 is to be raised utilising the DTOs Licence Issue Register form AC 868 as the authorising session and the qualification recorded in PMKeyS. Familiarisation training is to include:

1. an introduction to the vehicle [i.e. vehicle controls, height, special equipment, fuses, fuel system, fire extinguisher and safety precautions]
2. daily servicing requirements
3. required Defence documentation, including AD 049, AC 626, DRTM, DRTEF & Defence fuel card process
4. operation and location of wheel changing equipment
5. a confirmatory drive.

b. **Policy for all other licence codes (R, LR, MR, HR, HC and MC) and C licence codes over difficult terrain.** Although Defence personnel may hold a driver licence for a particular code of vehicle, they are not to operate Defence vehicles within the same licence code, unless they have been familiarised on the specific vehicle variant. On successful completion of the training by a DTO, civilian RTO or, for Navy a qualified person nominated by the NMTT–N, training is to be recorded in the driver’s form AC 795, a Record of Attainment form AC 344-1 is to be raised utilising the DTOs AC 868 as the authorising session and the qualification recorded in PMKeyS. Familiarisation training is to include:

1. an introduction to the vehicle [i.e. vehicle controls, height and special equipment, fuses, fuel system, fire extinguisher and safety precautions]
2. how to conduct vehicle inspections (including daily servicing and Non-Technical Inspections)
3. required Defence documentation, including AD 049, AC 626, DRTEF, specific permits relevant to the vehicle or its intended operator
4. how to maintain and use vehicle Complete Equipment Schedule/hand tools (stowage and use, safety precautions)
5. how to remove, fit and adjust wheels (stowage and use, safety precautions)
6. a confirmatory drive (cargo space to contain a generic load)
7. the difficult terrain assessment for four wheel drive vehicles must be conducted in accordance with the relevant LMP for difficult terrain driving. The difficult terrain assessment includes self-recovery theoretical and practical elements of conducting the recovery of a ditched vehicle.

c. **Policy for DTOs.** DTOs may conduct familiarisation training in accordance with the vehicle manufacturer’s handbook and any instructions issued by AST, ALTC or HQAC DLOG. To ensure the integrity of training, a DTO is to be assessed by another DTO in order to be deemed competent. Training is to be recorded in the driver’s form AC 795, an form AC 344-1 is to be raised utilising the DTOs AC 868 as the authorising session and the qualification recorded in PMKeyS.
Policy for introduction of new Defence vehicles. When a new Defence vehicle is introduced, the Project will conduct an analysis utilising the Systems Approach to Defence Learning (SADL) that will highlight the requirement for additional training or amendments to Defence LMPs, Air Force Curriculum or TLI. If a pilot course or Original Equipment Manufacturer (OEM) is conducting train the trainer course or a trial of an impending capability, requires Defence drivers, the CO AST, relevant service CDI and CDI-Defence must be consulted, before the activities. These stakeholders will also consider the process for granting authorisation for the qualification to be possibly recognised. Confirmation of the qualification is to be finalised when the LMP is authorised. DTOs cannot conduct conversion training to another DTO unless a LMP is authorised and the session is approved by the relevant authority.

Recognition

11.35 Recognition is the acknowledgement of a person’s skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module. Recognition provides a means by which a person, who can demonstrate competency and currency. They may be granted exemptions or advanced standing in a training program, and thereby be employed without undertaking unnecessary formal training.

11.36 The recognition process is to be applied only when a competency is required to meet a Defence need and where efficiencies may reasonably be expected. Recognition is to be conducted in accordance with the relevant LMP on a 1:1 student to instructor ratio. Recognition may be conducted by DTOs in accordance with Group policies or Defence Driver LMPs, Air Force Curriculum and TLI.

11.37 To be eligible for recognition the driver is to provide suitable documentary evidence, in accordance with Service requirements, to demonstrate how the competency was gained. Recognition may be carried out on most classes of Defence vehicles; however, the trainee’s unit is to have the type of vehicle on establishment or be able to provide clear justification as to why the code is required.

11.38 Additional licence code training. Additional licence code training is required when a driver changes from one licence code to another code. Training is to be in accordance with current orders and approved Defence LMPs, Air Force Curriculum or TLI.

11.39 Endorsement sessioned training. Endorsement sessioned training is conducted when there is a requirement for drivers to operate specialist vehicles, ancillary equipment or vehicles under specific conditions. The endorsements are detailed in Chapter 12, Annex B. All endorsement training is to be in accordance with current publications and Defence LMP, Air Force Curriculum or TLI. Clarification and approval of training is to be gained through respective Service CDI/NMTT-N.

11.40 Continuation/refresher training. After a member has been assessed as competent to operate or drive a vehicle and/or ancillary equipment, they may not get sufficient opportunities to consolidate or improve their competence. Units should endeavour to provide continuation and refresher training when scheduling permits, in order to improve skill/knowledge levels and to decrease skill fade. Driving over difficult terrain, interpreting documents, restraining loads, recovering ditched vehicles and the ability to reverse a trailer, are skills that require constant attention and often degrade due to infrequent use. Continued exposure to the vehicle and ancillary equipment in different environments and situations will improve the driver's skill and confidence levels. Continuation and refresher training with vehicle operations is particularly relevant to personnel that operate vehicles as a consequence of their primary employment such as clerks, storepersons and maintenance personnel.

Reassessment of competence

11.41 As identified under paragraph 12.36, a driver may require their competence to drive a particular vehicle reviewed or in some instances why they should retain a Defence licence. Under these circumstances, the unit should liaise with the relevant service CDI, to develop a retraining and reassessment schedule. For further details on reassessment of competence refer to Annex C.

Annexes:

A. Unit planning guide for exported driving courses

B. Training matrix

C. Assessment of competence to retain a Defence licence/code
The conduct of exported sessioned driver training is in accordance with single-Service procedures, as follows:

Army—as detailed in this annex and the Army Logistic Training Centre (ALTC) Standard Operating Procedure 518—Exported Training

Air Force—via form AD 865—Request to Conduct Driving Course

Navy—in accordance with negotiations with respective Services.

Responsibilities for unit or base conducted driving training courses are detailed in Appendix 1. To request authority to conduct exported sessioned driver training, the following procedure is to be followed:

The unit is to apply to the Service Chief Driving Instructor, Army School of Transport, ALTC for Army, or Headquarters Air Command, (HQAC DLOG) for Air Force, with a minimum of six weeks notice from the start date of training.

ALTC CDI-A or HQAC CDI-AF are to forward an authorisation letter, addressed to the unit commander/manager or Medical Officer, where applicable, detailing the PMKeyS course code and session number along with details of how to access Learning Management Packages and associated documentation and procedures.

The unit is to confirm that all trainees and instructors meet the medical requirements for drivers and all extant pre-course requirements (including the training of Assistant Driving Instructors (ADI) and meeting prerequisites, where necessary).

When ALTC CDI-A or HQAC CDI-AF grants a unit approval to conduct a course, the commander/manager or their delegate of the conducting unit will be appointed as the approving authority for the signing of Records of Attainment or form PH 323–1—Certificate of Training for Air Force.

On completion of the course, the unit is to distribute Records of Attainment/Certificates as detailed in Appendix 2. A course return, including a statement of completed PMKeyS action is also to be submitted within one-week of course completion.

Lapsed Driver Testing Officers are not to conduct assessment on courses, but may conduct tasks as an ADI.

When requesting authority to conduct exported driver training, Navy elements are to note that:

Applications for funding and approval to commit the Commonwealth to expenditure of funds are to be submitted to the National Manager Transport Training—Navy on form AD 602—External Training Request—Plant, Machinery and/or Driver Training prior to enrolment on any course.

Director Training Authority Maritime Logistics and Health (DTA–MLH) is the approving authority to fund driver training identified as Position Prerequisite Requirements (PPR).

Funding for driver training other than PPRs may be met from local training allocations subject to pre-approval from DTA–MLH.

All courses are conducted by Registered Training Organisations using the suite of national competencies from the National Training Information System.

Appendixes:

1. Responsibilities for unit conducted driver training courses
Tables 11B-1 and 11B-2 details which vehicle licence codes that may be assessed for familiarisation training or exported training/recognition.

The application of recognition must be applied in accordance with paragraph 11.34.

Familiarisation training will only occur if a driver already possesses either a Defence driver’s licence or a civilian equivalent appropriate licence class. Familiarisation training can occur between the licence codes in Table 11B-1. If a mechanical or vehicle operating system is significantly different i.e. gearbox/transmission then familiarisation is not to occur. If a new capability is introduced to Defence with an accompanying introduction into service (IIS) Training Management Package (TMP) then familiarisation is also not to occur.

Table 11B-1: Training Matrix - Familiarisation

<table>
<thead>
<tr>
<th>Defence/Civilian Licence code held</th>
<th>Licence Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1, C2, C3</td>
<td>C1, C3</td>
<td>See DRTM 11.33a</td>
</tr>
<tr>
<td>LR2</td>
<td>C1, C3, LR1, LR3</td>
<td>All variants</td>
</tr>
<tr>
<td>LR2J</td>
<td>C1J, C3J, LR1J, LR3J</td>
<td>All variants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>C1 will req difficult terrain assessment as per para 11.33b</td>
</tr>
<tr>
<td>MR1</td>
<td>LR1, LR3</td>
<td>All variants</td>
</tr>
<tr>
<td>MR1J</td>
<td>LR1J, LR3J</td>
<td>All variants</td>
</tr>
<tr>
<td>MR2</td>
<td>LR1, LR3, MR1</td>
<td>All variants</td>
</tr>
<tr>
<td>MR2J</td>
<td>LR3J, MR1J</td>
<td>All variants</td>
</tr>
<tr>
<td>MR3</td>
<td>LR3</td>
<td>All variants</td>
</tr>
<tr>
<td>HR1</td>
<td>LR1, LR3, MR1</td>
<td>All variants</td>
</tr>
<tr>
<td>HR2</td>
<td>LR1, LR3, MR1, HR1</td>
<td>All variants</td>
</tr>
<tr>
<td>HR2J</td>
<td>LR3J, MR1J</td>
<td>All variants</td>
</tr>
<tr>
<td>HR3</td>
<td>LR3, MR3</td>
<td>All variants</td>
</tr>
<tr>
<td>HC1</td>
<td>LR1, LR3, MR1, HR1</td>
<td>All variants</td>
</tr>
<tr>
<td>HC2</td>
<td>LR1, LR3, MR1, HR1</td>
<td>All variants</td>
</tr>
<tr>
<td>HC3</td>
<td>LR1, LR3, MR1, HR1, P2</td>
<td>All variants</td>
</tr>
</tbody>
</table>
Familiarisation training will not be permitted from MR2 to MR1 (Scania) or HR2 to HR1 (Fleetliner). Only HC1 qualified drivers with road ranger experience will be considered for HR1 familiarisation training.

Exported training/recognition cross skilling can occur between the licence codes in Table 11B-2. The requesting unit DTO is to conduct the sessioned training in accordance with the relevant TMP. The application of recognition can only be applied after approval from ALTC.

<table>
<thead>
<tr>
<th>Defence/Civilian Licence code held</th>
<th>Licence Code</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>C2, LR2, LR2J</td>
<td>All variants</td>
</tr>
<tr>
<td>LR1</td>
<td>LR3</td>
<td>All variants</td>
</tr>
<tr>
<td>LR2, LR2J</td>
<td>C2</td>
<td>All variants</td>
</tr>
<tr>
<td>LR3</td>
<td>LR1, LR2</td>
<td>All variants</td>
</tr>
<tr>
<td>MR2</td>
<td>C2, LR2, LR2J, MR1</td>
<td>All variants</td>
</tr>
<tr>
<td>MR2J</td>
<td>LR2J, HR2J</td>
<td>All variants</td>
</tr>
<tr>
<td>MR3</td>
<td>LR3, MR2</td>
<td>All variants</td>
</tr>
<tr>
<td>P2</td>
<td>P1, HC3</td>
<td>All variants</td>
</tr>
<tr>
<td>HR2</td>
<td>C2, LR2, LR2J, MR2, HR1</td>
<td>All variants</td>
</tr>
<tr>
<td>HR2J</td>
<td>LR2J, MR2J</td>
<td>All variants</td>
</tr>
<tr>
<td>HR3</td>
<td>LR2J, MR2, HR2, HC1, HC2, HC3</td>
<td>All variants</td>
</tr>
<tr>
<td>HC2</td>
<td>LR2, LR2J, MR2, HR2, HC1, HC3</td>
<td>All variants</td>
</tr>
<tr>
<td>HC3</td>
<td>All vehicles that are equal to or lesser than HR and notated with ‘1’, other than those detailed in paragraph 3 of this annex.</td>
<td>All variants</td>
</tr>
</tbody>
</table>

Recognition sessioned training is limited to training as detailed in Table 11B-2. Recognition sessioned training on General Service (GS) vehicles must include the difficult terrain component. Driver training in this circumstance requires authorisation from the respective Service Chief Driving Instructor (CDI)/National Manager Transport Training (NMTT).

Recognition sessioned training is appropriate for all vehicle variants as listed above with the exception of Medium Rigid buses and Heavy Rigid Coaches, Protected Mobility Vehicles or Prime mover vehicles and trailers. Training for these vehicles requires authorisation from the respective Service CDI/NMTT, in accordance with Chapter 11, Annex A. Familiarisation training for Instructor of Cadets and Officer of Cadets is limited to GS B Vehicles (limited to C2, LR2J and MR2) in accordance with Chapter 5, Annex A.
All training is to be requested and recorded in accordance with Chapter 11 of this manual. On successful completion of training the member’s PMKeyS profile is to be updated by the DTO or Course Manager with the proficiency number applicable to the course code. The authority number and vehicle type is to be entered onto the member’s form AC 344-1 — Record of Attainment and form AC 795—Australian Defence Force Driver Qualification Log.

When conducting recognition sessioned training on Commercial Line Vehicles, assessments are to be completed covering the following elements of the specific Learning Management Package (LMP) or Air Force Curriculum as applicable to the vehicle type:

a. an introduction to the vehicle (vehicle controls, location and special equipment, fuses, fuel system, fire extinguisher and safety precautions)

b. carry out vehicle inspection (daily servicing, non-technical inspections)

c. maintain and use vehicle Complete Equipment Schedule/hand tools (stowage and use, safety precautions)

d. remove, fit and adjust wheels (including stowage, use and safety precautions)

e. a confirmatory drive including driving over difficult terrain for all-wheel drive vehicles.

In addition, to the elements listed above the following competencies are also to be assessed when conducting recognition assessments for GS vehicles:

a. remove, fit and mend a tyre

b. recovery including the operation of the winch and a tow chain

c. fording

d. a confirmatory drive including driving over difficult terrain by day and night.

Records of Attainment are to be compiled and distributed in accordance with Chapter 11, Annex A, Appendix 2.

Note: A matrix on the requirements for recognition sessioned training including the relevant LMP Module Learning Outcomes is available on the CDI-A sharepoint page to assist units and DTOs.
1. As stated in para 12.36, a Defence licence maybe suspended, cancelled or reviewed under numerous circumstances. Para 11.41 identifies that when a unit member has been identified with deficiencies in their skills, knowledge and attitude to operate a vehicle, corrective action is required. The DTO/RMO in conjunction with the relevant service CDI, must develop a robust retraining and reassessment program. The program must be tailored to address the weaknesses, identified in the member’s job or trade performances. The program should be detailed in its intent, pathways and outcomes, to ensure that the member is aware of the entire process. Prior to the program commencing the unit DTO/RMO must crucially analysis the member's performance reports, driving history and interview the member's immediate supervisor. As the member has previously been assessed as competent to operate specific vehicles by a DTO, the unit DTO/RMO must identify all possibly avenues, as to why the member's performance has changed since the member qualified.

2. The requirements of procedural fairness are to be observed at all times. The unit DTO/RMO must counsel the member to ascertain if personal or administrative issues are effecting their performance. The member must be informed by a formal warning or censure of the reasons for their Defence licence suspension, and possible cancellation pending reassessment. The member's AC 795 must be notated in 'red' that the member is suspended from driving any Defence vehicle or a specific Defence vehicle, with effect from a designated date.

3. The member must be provided with a copy of the retraining/reassessment program and kept informed of any amendments prior to the activity. All retraining and assessment materials are to be the relevant documentation utilised to conduct driver training as directed in the specific Learning Management Package (LMP). All periods of retraining and assessment must be recorded on a PH 032 Drivers Log Sheet.

4. The program should include:

a. the possible requirement of medical and psychological assessment

b. ensure the member is suitably counselled on reasons for reassessment/review

c. utilisation of multiple DTOs IOT provide various subject matter assessments of the member's competence and unbiass option

d. suitable periods for remedial training, prior to assessment

e. that the reassessment is transparent and impartially is maintained throughout the retraining and reassessment schedule

f. all remedial training and reassessment to be recorded and archived for
future auditing or administrative procedures

g. board of studies convened to discuss the outcomes of the reassessment, recommendations and the final decision.

5. The final decision should be conveyed to the member as soon as possible via Minute. DSCM-A should also be informed of the decision immediately via a Minute, so that further employment options, PMKEYS and remuneration aspects for the member are considered in a timely manner.
Chapter 12 - DRIVERS' LICENCES AND ASSOCIATED DOCUMENTATION

Introduction

12.1 The Defence Act 1903 section 123 (1) provides exemption for Defence members from compliance with any law of a State or Territory requiring a member to possess a civilian licence to operate a Defence vehicle. This exemption does not extend beyond Defence members. Defence members and Defence personnel who are in possession of a civilian licence are still required to carry that licence while operating a Defence vehicle and are to present their civilian licence along with their Defence licence in the event of a traffic infringement. Defence employees, Defence civilians, Defence Exchange Officials, contractors, consultants or outsourced service providers, Instructors of Cadets (IOC) and Officers of Cadets (OOC) are to hold an appropriate civilian licence which equates to the vehicle being operated in accordance with paragraph 12.9 and Chapter 5, Annex A.

12.2 A Defence driver’s licence issued in accordance with this manual, is a Defence method of ensuring that a Defence member who operates a particular Defence vehicle type has received relevant training and is qualified to the Defence standard. The level of training is determined by Defence and is based on the type of vehicle (including its associated equipment) and its operational role in accordance with authorised Learning Management Packages (LMP).

12.3 Defence drivers’ licences are not to be issued to Defence personnel who are not Defence members (including A, B, C & D vehicles. Refer to Chapter 11—‘Selection and training of personnel to operate Defence vehicles’ for the training requirements for civilian drivers of Defence vehicles.

12.4 Army Headquarters is responsible for the administration and application of the Defence licence policy (including A, B, C & D vehicles) in consultation with other Groups and Services. The Army Logistic Training Centre (ALTC) is responsible for the development of trade and driver testing and training requirements in consultation with other Groups and Services.

LICENCE TYPES

Defence drivers’ licences

12.5 A Defence driver’s licence and an accompanying form AC 795—Australian Defence Force Driver Qualification Log are to be held by all Defence members intending to operate Defence vehicles that:

a. are a commercial 4 x 4 vehicle operating in difficult terrain

b. are a Defence Commercial (CL) vehicle above the Heavy Rigid Licence Class or

c. are a military specific vehicle.

12.6 Licensing for specific trade specialists. Military mechanical trade specialists (vehicle mechanics) and vehicle store-persons are to hold a Defence driver’s licence as part of their employment. However, it is unreasonable to expect mechanical trade specialists and vehicle store-persons to attend all types of driver courses and to hold all possible licence codes and endorsements for the vehicles they may be expected to repair, move and road test. Therefore, once they hold a Defence driver’s licence they need only be trained and assessed by a Driver Testing Officer (DTO) in the driving component competency for each vehicle type. This training is the minimum requirement for military mechanical trade specialists and vehicle store-persons to be authorised to operate a Defence vehicle for road test purposes only. This training is to be recorded in the member’s form AC 795 and an AC 344-1 – Record of Attainment is to be raised and distributed in accordance with Chapter 11 of this manual. There is no requirement to issue further licence codes on the Defence driver’s licence unless the mechanical trade specialists or vehicle store-person requires additional competencies. Form AC 795 is to be carried by the mechanical trade specialists or vehicle store-person whenever conducting road tests. Road tests are to be conducted on appropriate roads designated by the local area or base commander/manager.

Civilian driver’s licence

12.7 Civilian drivers’ licences need to equate to the vehicle type being operated (eg manual gearbox) and the following provisions apply:

a. ‘L’ Plates. Defence personnel are not to operate Defence vehicles whilst driving on civilian ‘Learner Licences’.

b. ‘P’ Plates. Defence personnel who are operating a commercially available ‘C’ class Defence vehicle on a State or Territory ‘Provisional Licence’, and must have held that licence for 12 months (does not include L plate period). In addition they are to display their ‘P’ plates and must comply with relevant laws regarding their use, as required by the relevant State or Territory law. Defence commercially available ambulances are not to be operated utilising a State or Territory provisional licence as the authority, in any circumstances.
12.8 **‘C’ Class Licence.** Defence members may operate commercially available ‘C’ class Defence vehicles on a current State or Territory ‘C’ class licence. A Defence driver’s licence is not required to operate these vehicles, including commercial four wheel drive vehicles, on formed roads. In situations where a commercial vehicle is to be driven over difficult terrain, Defence members, Defence employees, Defence civilians, contractors, consultants or outsourced service providers, IOC and OOC are to have their form AC 795 endorsed (C1) that they are proficient in driving and recovering a CL 4x4 vehicle in difficult terrain.

12.9 **Other than ‘C’ Class Licence.** The Defence policy regarding the use of Defence vehicles for Defence personnel holding an appropriate civilian driver’s licence is as follows:

a. **Defence members:**

1. Defence members may drive Defence CL vehicles up to and including the heavy rigid licence class on formed roads provided they hold an appropriate current State or Territory civilian driver's licence and transmission experience, for the type of vehicles they are required to operate in accordance with paragraph 5.6.

2. Defence members are to hold an appropriate Defence driver’s licence to drive Defence CL vehicles above the heavy rigid licence class.

3. Defence members are to hold an appropriate Defence driver's licence to drive Defence General Service (GS) vehicles.

4. Prior to driving Defence vehicles (other than ‘C’ Class licence vehicle) on a civilian licence, Drivers are to be trained and/or familiarised in the operation of each type of vehicle(s) they are required to operate. This training/familiarisation is to be recorded on their form AC 795, a form AC 344-1 is to be raised and the qualification recorded in the DTOs AC 868.

5. When required to drive in difficult terrain members are to undergo the appropriate training and assessment recorded on form AC 344-1 and PMKeyS; and have their form AC 795 endorsed that they are proficient in driving a specified 4x4 vehicle in difficult terrain.

6. Defence members are exempt from any provision to carry or maintain a driver's work diary, but must have a copy of the DRTEF in order to display the exemption to a police officer or road authority official, if requested.

b. **Defence employees, Defence civilians, Contractors, Consultants or Outsourced Service Providers, IOC and OOC:**

1. Defence employees, Defence civilians, contractors, consultants or outsourced service providers, IOC and OOC may drive Defence CL vehicles on formed roads provided they hold an appropriate current State or Territory civilian driver's licence for the type of vehicles they are required to operate. In order to drive GS vehicles they will need to have received training as stipulated in Annex 5B.

2. Prior to driving Defence vehicles, except for CL sedans/wagons and CL 4 wheel drive vehicles being driven on formed roads, drivers are to be trained and/or familiarised in the operation of each type of vehicle(s) they are required to operate (including light bus with minimum of 10 seats excluding the driver). This training/familiarisation is to be recorded on form AC 344-1 and have their form AC 795 endorsed.

3. When there is requirement for Defence employees, Defence civilians, contractors, consultants or outsourced service providers, IOC or OOC to drive over difficult terrain they are to undergo the appropriate difficult terrain training and assessment. The result is to be recorded on form AC 344-1 and have their form AC 795 endorsed that they are proficient in driving the specified vehicle in difficult terrain.

4. If operating a Defence CL multi passenger vehicle [i.e. Coaster/Rosa on a civilian licence], the operator is to obtain a "work diary" and ensure appropriate entries are logged, if required by State or Territory regulations.

**Defence licence codes and endorsements**

12.10 The table in Annex A details the Defence licence codes and the table in Annex B details endorsements.

**Defence driver's licence**

12.11 **Photo identification licence.** The photo identification licence is produced on Defence identification card imaging machines and is fully transferable to a State or Territory licence as detailed in paragraphs 12.40–12.41.
12.12 This licence is valid for:

a. a period of five years for drivers who are Defence members and who do not hold a Dangerous Goods and Commonwealth Explosives (DG&CE) endorsement or

b. a period of three years for drivers who are Defence members and hold a Defence (DG&CE) endorsement.

PROCEDURES FOR ISSUING A DEFENCE LICENCE

Testing conducted by a Driver Testing Officer

12.13 After conducting courses, familiarisation training, recognition assessments, or issuing additional licence code endorsements (refer to Chapter 11) DTOs are to compile or update the following documentation:

a. form AC 344—Record of Attainment

b. form AC 868—Driver Testing Officer (DTO) Licence Issue Register

c. form AC 795—Australian Defence Force Driver Qualification Log

d. form AD 050—Authority to Issue a Defence Licence.

12.14 To verify the authenticity of the training and licence codes gained, Licence Certifying Officers are responsible for checking that the DTO completes all of the above paperwork as specified in Chapter 2—‘Roles and responsibilities’. The paperwork associated with the issuing of Defence driver’s licences is subject to audit and may be called upon as evidence in investigations.

Testing conducted by civilian Registered Training Organisation

12.15 When Driver testing is conducted by a civilian Registered Training Organisation (RTO), evidence is to be provided by the civilian RTO certifying that individual drivers are competent in specific licence codes. Regardless of which Defence organisation arranges for the testing of drivers by a civilian RTO, every effort is to be made to have a Defence DTO complete the relevant documentation specified in paragraph 12.12. When a Defence DTO is not available Army School of Transport (AST), ALTC, or the relevant Service Chief Driving Instructor (CDI)/National Manager Transport Training (NMTT), may authorise another person to sign the relevant documentation. When the DTO, or other authorised officer, completes the documentation, that person is to sight evidence that the driver has been deemed competent in specific licence codes and competencies. Once a driver has been assessed by a RTO as competent there is no requirement for further assessment by a Defence DTO.

Record of Attainment

12.16 Refer to Chapter 11, Annex A, Appendix 2 for the distribution of form AC 344—Statement of Attainment Certificate.

Driver Testing Officer Licence Issue Register

12.17 DTOs are to maintain a DTO Licence Issue Register (form AC 868) to record all driver training that they conduct. The register is issued to each DTO is a accountable document and subject to audit. When a register is completed, DTOs are to request, via a Minute, to their respective service CDI to be issued a replacement. When a DTO resigns from Defence, or ceases to perform the duties of a DTO, all forms AC 868 that have been issued to that DTO are to be returned to the respective Service CDI/NMTT Cells for archiving.
Australian Defence Force Driver Qualification Log

12.18 A form AC 795 must be issued to every driver that holds a Defence driver’s licence. The form AC 795 supports a Defence driver’s licence by detailing additional licence endorsements, record of competency and driver training history. The qualification log is an audit trail of a driver’s history. A form AC 795 is also to be issued to drivers who are Defence employees, Defence civilians, contractors, consultants or outsourced service providers, IOC and OOC to record familiarisation training and any additional competencies, licence qualifiers or endorsements.

Authority to issue a Defence licence

12.19 When applying or renewing a Defence licence for any vehicle type the following procedure is to occur:

a. The applicant is to prepare Section A of the form AD 050 in consultation with a DTO. The applicant is then to sign the form AD 050 and email it to the relevant DTO, ensuring that any supporting documents are provided.

b. When reviewing Section A, the DTO is to verify that the licence codes, endorsements and supporting evidence are correct and authentic. This check is to be completed using a combination of the member’s PMKEYS Training History, AC795 and Records of Attainment. Once the DTO is satisfied that the evidence provided is authentic, they are to complete Section B with a digital signature, and email it to the Licence Certifying Officer (LCO). Only AF DTO/RMO are required to populate the ‘Serial number’ field.

c. The LCO once satisfied that Sections A and B are correct, must sign Part 3 and email it back to the applicant. It is the applicants responsibility or Course Manager, to email the form AD 050 to the servicing National Pass Office.

d. On receipt of the licence the applicant will sign for the licence in Section D of the AD 050.

12.20 The Imaging Machines are administered by Estate and Infrastructure Group (EIG). A Form AD 050 will not be processed unless the digital signatures of the applicant, DTO and LCO are present. A list of authorised DTOs and LCOs is to be provided to the servicing National Pass Office. A Form AD 050 signed by unauthorised DTO or LCO will not be processed. If in the event that a digital signature cannot be obtained in sections A, B or C of the AD 050 due to an IT fault, permission for handwritten signatures must be obtained from the CDI-Defence via the reviewing DTO or LCO by emailing cdi-defence@defence.gov.au.

Unit drivers’ licence register

12.21 TM /RMO are to maintain a unit drivers’ licence register that records the details of Defence driver licences for Defence personnel of the unit and details of civilian licences (other than ‘C’ class) for Defence employees, Defence civilians, contractors, consultants or outsourced service providers, IOC and OOC. TM/RMO are to ensure the licence details are entered into PMKeyS. The register is to be amended on changes to licence codes issued to unit personnel or changes to unit personnel strengths.

USE AND REPLACEMENT OF DRIVER’S LICENCES

Carriage and production of a driver’s licence

12.22 Defence personnel operating a Defence vehicle are to carry their appropriately valid driver’s licence(s) along with their form AC 795 at all times. The carriage of a licence is not the authority to operate a Defence vehicle. The authority to operate a Defence vehicle is recorded on the form AD 049—Vehicle Authorisation and Task Form.

12.23 The driver’s licence(s), form AC 795 and any appropriate documentation is to be produced for inspection on demand by a superior officer, TM/RMO, DTO or any member of the Service or civilian police forces or Road and Traffic Authorities (RTAs). Although legislation (see Chapter 3) allows Defence members who do not hold a civilian licence to operate vehicles under the authority of a Defence licence, members who do hold a civilian licence are to carry it when operating Defence vehicles and are to produce it for inspection when requested by Service or civilian police forces or RTAs.

Replacement of Defence drivers’ licences

12.24 A member’s photo identification Defence driver licence must be replaced/reissued when:

a. the previous Defence driver’s licence has expired

b. the previous Defence driver’s licence has been lost
c. the previous card is defaced or has deteriorated

d. a beard is grown or removed

e. hair length or colour is significantly altered

f. a change in name or rank occurs

g. there is significant alteration of physical features or
details on the front of the card require alteration (e.g. dangerous goods and/or difficult terrain qualifications are either gained or removed and/or an additional licence code is gained or removed).

12.25 When completing a form AD 050, the DTO must ensure that the reason for reissue is indicated on the form.

12.26 Transfer of SOCOMD Special Operations Vehicle (SOV). A SOV licence is not directly transferable to a standard ADF Drivers licence and grants no direct proficiencies for qualifications held outside TA SOCOMD. Where a close correlation of Course Learning Outcomes (CLO) exist to a conventional Defence platform, an application for recognition may be submitted in accordance with ALTC SOP 505.

Renewal of Defence Driver’s licences

12.27 When a Defence driver’s licence expires, as specified in paragraph 12.11, the member is responsible for requesting its renewal through a local DTO. The DTO will then commence the necessary action to replace the licence. If the member has licence codes that are no longer required in the performance of their current or future duties, the DTO, in consultation with the member, may delete these codes from the member’s new driver’s licence. Should the member require these licence codes again at some point in the future, the member is to be re-familiarised and reassessed, where necessary, with the particular vehicle and apply for Recognition (refer to Chapter 11).

12.28 Defence members who hold a DG&CE endorsement on their Defence licence are required to requalify in the Transportation of Dangerous Goods and Commonwealth Explosives by Road prior to receiving licence renewal. This Level One Dangerous Goods (DG) requalification assessment is to be conducted by a DTO utilising the approved ALTC LMP Module or by a civilian RTO using a Transport and Logistics Training Package. If a member fails, or does not need to requalify then they may be issued with a standard five-year Defence driver’s licence. Authority to conduct this requalification is granted by using the DTO’s Licence Issue Register—form AC 868. Army professional drivers (eg Employment Category Number (ECN) 116/274) are to maintain their currency in DG&CE as per trade requirements specified in the Manual of Army Employments. Failure to do so may lead to loss of their ECN qualification and remuneration entitlements. DTO’s are to complete Level Two DG requalification training as part of their DTO Requalification Course. Failure by drivers and DTOs to do so may lead to the loss of their ECN qualification and/or remuneration entitlements.

12.29 Drivers who hold a Bulk Fuel Tanker (BFT), B endorsement or an Aircraft Refueller, N Endorsement, that are required to decant and transport aviation fuels are to re-qualify every 12 months in accordance with Joint Fuels and Lubricants Agency (JLFA) policy. Requalification is achieved through the RAAF Fuel Quality Control Requalification course (PMKKeyS 112633).

12.30 For drivers with the ‘B’ endorsement not required to decant or transport aviation fuels, no periodic requalification is required unless the operators competence is questioned. This re-qualification assessment is to be conducted by a designated Petroleum Operator Trade Testing Officer utilising the approved ALTC LMP. All BFT drivers are required to have a Safe Load Passport (SLP) in order to refuel BFTs from civilian bulk fuel facilities. The SLP is current for two years from the issue date. BFT drivers can still decant and transport non aviation fuels without a current SLP. Unit supervisors will need to manage the requirements for BFT endorsed drivers to retain SLP currency. Currency can be obtained via on line training and assessment through civilian agencies. It is the drivers and managers responsibility to ensure they remain compliant with legislation and procedures in relation to the carriage and decanting of fuel

12.31 For Air force members that obtained a DG licence via an external RTO training for ‘Preparation to Transport Dangerous Goods by Road’, are to attend requalification training in accordance with State and/or Territory issuing authority policies. Enquiries regarding the re-qualification criteria should be addressed to respective Service CDI/NMTT Cells.

Loss (lost) or damage of a Defence driver’s licence

12.32 Details of the loss, damage or destruction of a Defence driver’s licence are to be reported to the unit TM/RMO by the owner of the licence, as soon as possible after the loss or destruction is known.

12.33 The TM/RMO is to:

a. in the event that the Defence driver’s licence is lost, inform their Unit Security Officer, who is to raise an form XP 188—Security Incident Report if required by the Defence Security Manual

b. a copy of the signed XP 188 is to accompany the AC 050 to the Pass Office to enable a replacement licence to be issued
the CDI for Army or Air Force and the NMTT for Navy to have the relevant details listed in the Defence licence register.

d. record the incident in the driver’s form AC 795

e. inform civilian and Service Police as appropriate of details relating to the loss.

12.34 In the event of the loss of a licence the driver may be subject to disciplinary or administrative action as appropriate at the discretion of the unit commander or manager.

12.35 When required, a new licence is to be issued to replace the one that has been lost, damaged or destroyed. Details of the new licence are to be entered in the unit licence register, forwarded to relevant Service and entered into the driver’s form AC 795.

REVIEW OF DRIVERS’ LICENCES

Suspension, cancellation and review of Defence drivers’ licence

12.36 A Defence driver licence may be suspended, cancelled or reviewed by the Commanding Officer/Chief Instructor AST, ALT, Director Logistics – AF HQAC, Director Training Authority Maritime Logistics and Health, a unit commander or manager, Road Movements Officer or DTO, under any of the following circumstances:

a. when a Defence member separates from Defence

b. when the licence holder is considered unfit to drive or subject to a pending vehicle investigation

c. when recommended by a Medical Officer

d. when a driver’s civilian licence is cancelled or suspended

e. when a driver fails competency re-assessment

f. when it is considered that a driver needs additional training

g. when it has been substantiated that a driver obtained a Defence driver licence, licence code or endorsement illegally or under false pretences

h. when relevant documentation cannot be provided to support a driver’s licence code or endorsement qualification, held be the member

i. when a driver is subject to a pending result following prohibited substance test.

Suspension or cancellation of civilian licence

12.37 Officials with a suspended or cancelled civilian licence are not to drive Defence vehicles.

12.38 If an official’s civilian driving licence is cancelled or suspended by a State or Territory authority (including having any restrictions imposed on its use), or that person is disqualified by a civilian court from driving within a State or Territory, they are to notify their unit not later than the end of their first day of duty after the penalty takes effect.

12.39 If a Defence member’s civilian licence is cancelled or suspended (including any restrictions imposed on its use) the member’s Defence driver licence is to be cancelled or suspended for the duration their civilian licence is cancelled or suspended. Cancellation or suspension of a member’s Defence licence is to be recorded in the Driver’s form AC 795 and any kilometres accrued by the Driver towards a Defence Safe Driving Certification are to return to a zero balance. The member’s unit Commander/Manager is to take action in accordance with the provisions contained within Defence Instruction (General) PERS 55–4—Reporting, recording and dealing with Civil Offences, Service and Civil Convictions and Diversionary Programs.

12.40 Additionally, if the member is Army and holds an employment category for which driving skills are an essential element of their employment, eg driver specialist, plant operator, Service Police, ground crewman, armoured fighting vehicle driver, and recovery mechanic, and for whom driving is a related part of their employment the following is to occur:

a. When the member is deprived of their civil driving licence for a period of up to six months including when a member has a driving restriction imposed by civil proceedings ie drive a motor vehicle with an alcohol device fitted, the member cannot perform driving duties but can continue to be employed by the unit on other duties without affecting their trade pay. The unit
commander/manager may consider whether a recommendation to Directorate of Soldier Career Management—Army (DSCM–A) with regard to retraining, reallocation or discharge is warranted

b. When a soldier is deprived of their civil driving licence for a period in excess of six months including when a member has a driving restriction imposed by civil proceedings ie drive a motor vehicle with an alcohol interlock device fitted, a unit commander is to make a recommendation to DSCM–A with reference to retraining, reallocation or discharge

12.41 Waiver to suspension or cancellation. Unit Commanders/Managers may allow Defence vehicles to be driven by Defence members who have had their civilian licence cancelled or suspended for reasons of operational necessity. This practise is to be limited and only utilised in strictly controlled circumstances when all other avenues have been exhausted and advice has been sought from respective Service CDI or the NMTT for Navy. If this occurs, the limitations imposed on the driver are to be detailed in Routine/Base Orders and recorded in the driver’s form AC 795 and on form AD 049.

12.42 Regaining a Defence driver’s licence after cancellation. Once the cancellation period of a Defence member’s civilian licence expires, the member may regain their Defence licence by undergoing driving re-assessment in accordance with relevant vehicle Learning Management Package assessment. If the individual fails the driving assessment, suitable retraining is to be provided prior to the conduct of further assessment.

12.43 Regaining a Defence licence after suspension. Once the suspension period of a Defence member’s civilian licence expires, the member’s Defence driver’s licence is to be re-issued without the member undergoing Driver re-assessment.

12.44 Defence and Defence-sponsored Driver training. Defence personnel who are panelled for, or attending, a driver training course and who commit a civilian driving offence which does, or may, result in their civilian licence being cancelled or suspended are to advise their unit within 24 hours of the infringement. When an individual is panelled for training, the unit is to advise the panelling authority as soon as reasonably practicable. The individual may be removed from the course at the discretion of the panelling authority. When the individual is currently attending a course the course, the course authority may consider removal of the individual from the course.

Driver restrictions

12.45 A commander/manager may impose restrictions on any driver of Defence vehicles regardless of their civilian or Defence driver licence status. This may be as a result of a recent driving action, pending civil licence restrictions, or incidents involving alcohol. For example, any driver of a Defence vehicle can be restricted to ‘on-base driving only’ by their unit commander/manager. However, the imposition of local restrictions is not to be construed as implying a lowering of licence qualification standards and all licence assessments are to be based upon stated qualification standards without exception.

LICENCE TRANSFER PROCEDURES

Transfer to another unit

12.46 When the holder of a Defence driver’s licence is transferred to another unit, base or ship the following actions are to occur:

a. The driver is to produce their Defence licence and form AC 795 to the gaining unit’s TM/RMO. Details are to be entered in the gaining unit’s licence register.

b. The gaining unit TM/RMO is to brief the driver regarding employment of drivers and unit vehicle operations.

c. When members relocate interstate and are required to drive Defence vehicles, they are to be assessed on road laws applicable to that State or Territory and the details are to be entered in the member’s form AC 795.

d. Prior to being tasked in the gaining unit, the driver may require familiarisation training, including a driving evaluation on certain vehicles. Details are to be entered in the form AC 795 and where applicable, a ROA is to be raised.

Transfer of Australian Defence Force licence to State or Territory licences

12.47 All State and Territory road transport authorities recognise Defence driver training as fulfilling the training requirements to drive civilian vehicles on public roads within Australia. These authorities may allow the holders of a Defence driver’s licence to obtain, for a small administrative fee, a civilian licence without further training or testing. A Defence driver’s licence cannot be transferred to a State or Territory civilian licence once the Defence member has separated from Service or no longer holds a current Defence licence.

12.48 The SOCOMD SOV licence is not transferable to any type of State or Territory licence.

12.49 The process is initiated by the Defence member’s unit writing to the respective service CDIs and NMTT for Navy. The correspondence is to include the following information:
a. member’s details as they appear on their Defence licence and ID Card
b. confirmation of the member’s currency on the licence codes to be transferred which are to appear on the member’s PMKeyS profile as a proficiency
c. a copy of the member’s photo type Defence licence and form AC 795
d. unit point of contact details
e. name of the State or Territory licence issuing authority where the transfer application is to be lodged stating the address and facsimile number
f. Air Force only – AF personnel are to complete form AD 874 – ADF to Civilian Licence Conversion Request

12.50 The CDI/NMTT is to fax or email a letter of verification to the relevant civilian licence issuing authority and advise the unit point of contact that the letter has been sent. The letter is only valid for one month from date of issue.

12.51 The Defence member then reports to the relevant civilian licence issuing authority with the following documentation:

a. current Service Identification Card
b. current Defence driver’s licence
c. copy of the authorisation letter
d. another form of identification [i.e. passport or Birth Certificate]
e. proof of residency within the relevant jurisdiction.

ASSOCIATED DOCUMENTATION

Driver’s Log

12.52 Form PH 032—Driver’s Log is an A4 sheet which is used to record distances and hours of driving of an individual Driver. The Log also enables the recording of the conditions under which the driver performed tasks and the type of loads carried. Where applicable, drivers of Defence vehicles are responsible to maintain entries in the form PH 032.

12.53 Form PH 032 is the primary document used to:

a. Demonstrate a level of competency for the progression to higher vehicle licence class, eg MR to HR.
b. Record hours/kilometres driven as a prerequisite for progression to a higher licence class or trade pay group.
c. Record hours/kilometres driven as a prerequisite to be eligible as an Assistant Driving Instructor.
d. Recording distances driven for the determination of eligibility for a Safe Driving Certificate.
e. Records trainees achievements and assessment results when undergoing driver training on vehicle related activities.

Safe driving certificate

12.54 In recognition of the competence and professionalism of Drivers who are Defence members, and Defence employees employed as Drivers, a Safe Driving Certificate may be awarded for prescribed distances driven without an accident. Details are contained in Annex D.

Annexes:

A. Defence driver’s licence codes
B. Defence drivers’ licence endorsements

C. Unit drivers’ licence register

D. Procedures for Award of Safe Driving Certificate
The Defence driver’s Licence code table below is to be applied in conjunction with Chapter 12, Annex B, when issuing a Defence driver’s Licence.

### Table 12A.1 Defence Drivers Licence Codes

<table>
<thead>
<tr>
<th>VEHICLE DEFINITION</th>
<th>CODE</th>
<th>DEFENCE QUALIFIER</th>
<th>VEHICLE CATEGORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorcycle</td>
<td>RE</td>
<td></td>
<td>Motorcycle up to 250 cc</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>R1</td>
<td></td>
<td>Motorcycle above 250 cc CL</td>
</tr>
<tr>
<td></td>
<td>R2</td>
<td></td>
<td>Motorcycle above 250 cc GS</td>
</tr>
<tr>
<td></td>
<td>R3</td>
<td></td>
<td>All Terrain Motorcycle (ATV)</td>
</tr>
<tr>
<td>Motor vehicle—less than or equal to 4.5 t Gross Vehicle Mass which carries not more than 12 passengers (including driver) plus a trailer not exceeding 9 t Gross Trailer Mass (GCM)</td>
<td>C(a)</td>
<td>1</td>
<td>Vehicle CL 4 x 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Vehicle GS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Vehicle to seat up to 12 pax</td>
</tr>
<tr>
<td>Light Rigid—a vehicle (no axle limit) which is greater than 4.5 t GVM, but less than or equal to 8 t GVM plus a trailer of not more than 9 t GTM (also includes vehicles which carry more than 12 passengers (including driver)</td>
<td>LR(b)</td>
<td>1</td>
<td>Vehicle CL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Vehicle GS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Bus</td>
</tr>
<tr>
<td>Medium Rigid—a vehicle (two axles only) which is greater than 8 t GVM</td>
<td>MR(b)</td>
<td>1</td>
<td>Vehicle CL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Vehicle GS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Bus</td>
</tr>
<tr>
<td><strong>Heavy Rigid</strong>—a vehicle (no axle limit) which is greater than 8 t GVM</td>
<td><strong>HR</strong>&lt;sup&gt;(b)&lt;/sup&gt;</td>
<td>1</td>
<td>Vehicle CL</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Vehicle GS</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Bus/Coach</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Heavy Combination</strong>—a prime mover and single semi-trailer</th>
<th><strong>HC</strong>&lt;sup&gt;(b)(c)&lt;/sup&gt;</th>
<th>1</th>
<th>Prime Mover Vehicle CL and semi-trailer combination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Prime Mover Vehicle GS and semi-trailer combination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>HR vehicle plus ‘pig’ or ‘dog’ trailer that exceeds 9 t GTM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Multi Combination</strong>—a prime mover and either a B–Double or B–Triple, Road Train or Low Loader (float) semi-trailer with Dolly Converter</th>
<th><strong>MC</strong></th>
<th>1</th>
<th>Prime Mover Vehicle CL and more than one semi-trailer combination</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>Prime Mover Vehicle GS and more than one semi-trailer combination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>Prime Mover Vehicle and either a B–Double or B–Triple semi-trailer combination</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>Prime Mover Vehicle and a Low Loader (float) with dolly converter</td>
</tr>
</tbody>
</table>

**Notes:**

a. A State or Territory civilian licence is acceptable for operating a C1 or C3 Defence vehicle on formed roads. A C1 licence code is to be issued on the completion of driving in difficult terrain module of training.

b. This includes all variants of Protected Mobility Vehicles. (ie a qualified Bushmaster driver would be issued licence MRJW. MR—Licence code with endorsement—Automatic transmission only and Protected Vehicle.)

c. Only a HC licence code (HC1 or HC2, as applicable) is required if a prime mover and low loader (float) is operated without the dolly converter.

d. The use of golf carts is restricted to Defence establishments only. Operators must hold an ADF licence or a State/Territory civilian licence to ensure they are conversant with relevant State or Territory road law. Operators must receive familiarisation training.
# Chapter 12 Annex B - DEFENCE DRIVERS' LICENCE ENDORSEMENTS

## Table 12B.1 Defence Drivers Licence Endorsements

<table>
<thead>
<tr>
<th>A</th>
<th>Operators of aircraft loading and unloading equipment</th>
<th>N</th>
<th>Aircraft refueller</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Operators of bulk fuel vehicles</td>
<td>O</td>
<td>Ceremonial vehicles and trailers</td>
</tr>
<tr>
<td>C</td>
<td>Operators of vehicle mounted cranes</td>
<td>P</td>
<td>Trailer less than or equal to 11 t gross trailer mass (GTM)-Note (1)</td>
</tr>
<tr>
<td>D</td>
<td>Operators of dump trucks</td>
<td>Q</td>
<td>Utility carts</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>▪ Vehs that have a steering wheel are defined as a Cart - endorsement Q.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>▪ Vehs that have handlebars for steering are defined as an ATV and require code R3.</td>
</tr>
<tr>
<td>E</td>
<td>Operators of cement agitators</td>
<td>R</td>
<td>Recovery vehicle</td>
</tr>
<tr>
<td>F</td>
<td>Operators of fire tenders</td>
<td>S</td>
<td>Integrated Load Handling System (ILHS)</td>
</tr>
<tr>
<td>G</td>
<td>Drivers of vehicles towing guns</td>
<td>T</td>
<td>Bulk water vehicles</td>
</tr>
<tr>
<td>H</td>
<td>Sweepers</td>
<td>U</td>
<td>Launch and recovery vehicle</td>
</tr>
<tr>
<td>I</td>
<td>Tow-motors</td>
<td>V</td>
<td>Driver—VIP</td>
</tr>
<tr>
<td>J</td>
<td>Operators licensed to drive automatic transmission vehicles only</td>
<td>W</td>
<td>Driver—protected vehicle</td>
</tr>
<tr>
<td>K</td>
<td>Night Fighting Equipment—night vision goggles</td>
<td>X</td>
<td>Defence - emergency vehicle (ambulance, fire, explosive ordnance disposal &amp; service police vehicles)</td>
</tr>
<tr>
<td>L</td>
<td>Ancillary equipment</td>
<td>Y</td>
<td>Tractor agricultural</td>
</tr>
<tr>
<td>M</td>
<td>Carriage of Armoured Personnel Carriers (M113)</td>
<td>Z</td>
<td>Up armoured sports utility vehicle (UASUV)</td>
</tr>
</tbody>
</table>

### Notes:

The endorsement P in the above table represents trailers up to 11 t GVM. The following qualifiers represent the different trailers:

a. **P1**—Trailers up to and including 4.5 t GTM.
b. **P2**—Trailers above 4.5 t and up to and including 11 t GTM. (with exemptions)
c. **HC**—Trailers above 11 t GTM

The MAN 40M vehicle can be operated with the mediumweight trailer as follows:

a. (11 t GTM) - Operator requires MR2JWP2
b. (16 t GTM) - Operator requires HC3(HX77 Mission System)
Table 12C.1 Example of unit licence register

<table>
<thead>
<tr>
<th>Licence Serial No</th>
<th>Employee Number</th>
<th>Rank or Title</th>
<th>Name and Initials</th>
<th>Modules Attained (a)</th>
<th>Licence Code/Endorsements</th>
<th>Expiry Date</th>
<th>Name of Driver Testing Officer</th>
<th>Driver Testing Officer Number</th>
<th>Remarks (b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
<td>(g)</td>
<td>(h)</td>
<td>(i)</td>
<td>(j)</td>
</tr>
</tbody>
</table>

Notes:

Insert modules attained ie 1.0, 2.0, 3.0 etc.

Remarks should include details of any loss or withdrawal of licence.
Chapter 12 Appendix 1 to Annex D - PROCEDURES FOR AWARD OF SAFE DRIVING CERTIFICATE

Eligibility for a certificate

1. A driver is eligible for a Safe Driving Certificate only if:
   a. the prescribed distance is completed without being involved in an accident
   b. if involved in an accident the cause is not attributed to the driver
   c. the driver’s civilian or Defence licence has not been cancelled or suspended during the period.

Prescribed distances

2. The prescribed distance for which certificates may be awarded is 50 000 kilometres and multiples thereof.

Recording

3. The form PH 032—Driver’s Log is the base document for recording distance and therefore must be used in determining eligibility for the certificate.

4. In the event of an accident which is attributable to the driver, recording of that driver’s distance towards the award of a safe driving certificate must recommence from the date of the accident. The distance travelled at the time of the accident must not be considered for the award.

5. Recording of a driver’s distance travelled does not recommence at zero when a certificate is awarded. Each certificate must be issued only once to a driver except in the case in which a driver, after receiving an award, is involved in an accident attributable to them.

6. Periods of non-eligibility (eg licence cancellation/suspension), vehicle accidents and awards presented are to be noted on the driver’s log.

Approving authorities

7. The approving authority for the award is a Brigadier (E) or above in the member’s chain of command, normally at the formation (Brigade) or functional headquarters level.

Award of certificates

8. When a driver becomes eligible for an award the following action must be taken:
   a. The parent unit must forward a letter of recommendation through normal channels to the respective formation or functional command headquarters.
   b. Details must include the Employee identification number, rank and name in full and distance completed.
   c. The approving authority is to consider the award and if approved, notate it on a form PH 032 and generate a certificate using the example in Appendix 1.
   d. Following approval, the award is to be presented at an appropriate occasion.
   e. Retention of certificates. Once awarded, the Safe Driving Certificate becomes the personal property of the recipient and may not be withdrawn or cancelled.

Appendix:

1. Example Safe Driving Certificate
Chapter 13 - DESIGNATION, COLOUR, MARKINGS AND ACCESSORIES FOR
DEFENCE VEHICLES

INTRODUCTION

13.1 To standardise the image of Defence vehicles and to create community awareness of Defence, vehicles are to be coloured, marked and fitted with accessories as described in this chapter.

GENERAL

Trailers

13.2 Trailers are to be marked in the same way as their prime movers except that there is no necessity to mark the front of trailers. These provisions apply to both unit and loan vehicles. When a vehicle is repainted the authority approving the repaint is to ensure that signs are replaced.

Commercial vehicles

13.3 Commercial vehicles are not to display unit, formation or tactical signs, or any other signs that mark or damage the vehicle. Decals are to be authorised by Land Systems Division (LSD) in accordance with Commercial Vehicle Management Program instructions.

13.4 DEFLOGMAN, Part 2, Volume 5 Chapter 26 — Commercial Vehicle Management provides further guidance on the standard nomenclature for Defence Commercial Vehicles.

PAINTING OF DEFENCE VEHICLES

13.5 Defence vehicles are not to be painted without the approval of the Lead Capability Manager.

Marking of vehicles for emergency tasks

13.6 Ambulances and other vehicles provided exclusively for medical purposes are to be marked in conformity with the Rules of the Geneva Convention. Such markings are one red cross on a square or round white background, painted on:

a. side body panels/doors
b. roof of body
c. roof of driver’s cab
d. back panel/door.

13.7 Defence emergency service vehicle colour schemes are not to be modified without the approval of the Lead Capability Manager.

Painting of rear axle to aid in tactical night driving

13.8 To facilitate tactical night driving under black out lighting, General Service (GS) vehicles which have the rear axle visible are to have the rear differential cover plate painted white and a lamp fitted to illuminate the painted area.

Left-hand drive vehicles
13.9  Left-hand drive vehicles are to have ‘CAUTION—LEFT–HAND DRIVE’, painted in white letters 8 cm high on the tailgate or rear of the vehicle. For foreign forces left hand drive vehicles temporarily operating on Australian public road network, the use of temporary signage attached to the rear of the vehicle is permitted.

**White band on rear of vehicles**

13.10  Defence vehicles are to have a white band at least 75 mm high across the full width of the rearmost part of the body of the vehicle if it:

a.  is at least 2.2 m wide

b.  has a body that is less than 300 mm high at the rear, measured from the lowest point of the body above the ground to the highest point

c.  is not fitted with rear marker plates.

13.11  The provisions of paragraph 13.10 do not apply if the vehicle is a GS vehicle or trailer.

**STAR PLATES AND CAR FLAGS**

**General**

13.12  Policy on the use of star plates and car flags for officers in Joint Service appointments is contained in Dl(G) ADMIN 12—Australian Defence Force Ensign, personal flags of Senior Officers, car flags and star plates. Likewise, policy on the use of star plates and car flags for officers in single-Service appointments can be found in the following single-Service ceremonial manuals:


**Star plates**

13.13  The symbols to be used for marking vehicles carrying senior military officers are either ‘X’ or stars 5 cm high by 5 cm wide, on a plate secured to the front and rear of the vehicle. The symbols are to be arranged in a horizontal line centred on the plate, as follows:

a.  five-star officers—five symbols

b.  four-star officers—four symbols

c.  three-star officers—three symbols

d.  two-star officers—two symbols

**Note:** The Judge Advocate General is entitled to the status and privileges of a two-star officer.

e.  one-star officers—one symbol.

**Note:** A Principal Chaplain has precedence as a one-star officer.

13.14  Star plates are to be 12.5 cm high by 25 cm wide with the symbols coloured white, silver or gold. The relevant plate colours are as follows:

a.  Chief of the Defence Force (CDF)—horizontal Service tricolour
b. Australian Defence Headquarters/Joint appointments (other than CDF)—vertical Service tricolour

c. Navy—Navy Blue

d. Army—Military Red

e. Air Force—Air Force Blue.

13.15 The plates are to be positioned centrally at the front and rear either on or just above the bumpers, or in a comparable position if bumper bars are not fitted. When plates are fitted they are not to obscure lights or vehicle registration numbers. When the vehicle is not occupied by the authorised officer, star plates are to be covered. Star plates are not to obscure number plates.

Rules for the use of star plates

13.16 Joint Service star plates may be displayed on all Defence vehicles carrying officers of one-star rank and above holding Australian Defence Headquarters and Joint Service appointments in circumstances specified in paragraph 13.12.

13.17 Single-Service star plates authorised by single-Service regulations for officers of one-star rank and above are not to be displayed on Defence vehicles carrying officers holding Australian Defence Headquarters or Joint Service appointments.

Car flags

13.18 Officers in the following appointments may, on occasion, fly Joint Service car flags:

a. officers of one-star rank and above holding Australian Defence Headquarters and Joint Service appointments

b. Heads of Defence Staff

c. one-star Defence Advisors and Attaches.

13.19 Single-Service car flags authorised by single-Services by virtue of the officer’s rank, are not to be flown by those officers holding Australian Defence Headquarters or Joint Service appointments.

13.20 Car flags may be flown on Defence vehicles when the officer is travelling in uniform and at the discretion of the officer when not in uniform, as appropriate to the occasion. Descriptions of authorised flags that may be flown on a Defence vehicle when it is occupied by a very important person or senior military officer are specified in single-Service ceremonial manuals.

System of supply for Joint Service flags, stars and star plates

13.21 Army is the single-Service supply manager for the Joint Service car flags and stars. Army will effect initial issue of flags and stars on the basis of the appointment and scale as indicated in DI(G) ADMIN 12–1. Demands for replacement flags and stars are to be made to LSD, who are responsible for raising issue orders on the appropriate logistic unit.

13.22 Star plates and flag staffs are not considered suitable for single-Service supply management and these items are to be procured and distributed by Australian Defence Headquarters and the individual Service offices.

Overseas dignitaries

13.23 Details of distinguishing flags and star plates to be exhibited on vehicles carrying overseas dignitaries are in each case to be advised by Australian Defence Force Headquarters. Generally, the aide-de-camp or the appointed Australian escort/liaison officer to the visiting dignitary will provide the car pennant if there is an entitlement.

13.24 Star plates for visiting forces service personnel are used in accordance with the Australian equivalent rank scale.

VEHICLE SIGNS AND DECALS

Number plates

13.25 LSD, CASG is the authorising authority for the allocation of number plates affixed to Defence vehicles. Defence vehicles which are Defence plated are not to be registered in States or Territories.

13.26 The format for number plates on commercial line vehicles is as follows:
The identifying symbols are to consist of six characters that are a combination of letters and numbers.

Each plate is to begin with the letter ‘D’, followed five numbers, or, four numbers and a letter. Older plates (pre-2010) may begin with a letter that was representative of the Service that the vehicle was operated by (N, A or R).

The first to numbers following the letter are to represent the year in which the vehicle was procured. For example, a vehicle procured in 2014 would start with ‘D14’.

The next two or three numbers/letters are the next allocated numbers/letters in the sequence, e.g. D14001, D1400A or D14L01.

The number plates are to have the words ‘Australian Defence Organisation’ printed at the bottom of each plate.

The number plates are to have a white background with blue numbers and letters.

13.27 The format for number plates on GS vehicles is to be green printing on a white background with five or six numbers. Each fleet is to be assigned a series and all GS vehicle number plates are to have the words ‘Australian Defence Force’ printed at the bottom of each plate.

13.28 Drivers are responsible for ensuring that the number plate on their vehicle is serviceable (clean and legible) prior to commencing the driving task.

13.29 Special to appointment (STA) plates are not registered plates in State or Territories road authority databases. The STA plates are to be fitted only on occasions where the vehicle is being utilised for a ceremonial or representational event. If the event involves the vehicle being driven a considerable distance to attend, the STA plates are not to be fitted until the vehicle is in close proximity. Drivers of vehicles that would utilise STA plates are responsible for the security and management of all number plates issued to that particular vehicle.

13.30 When a unit applies for an E-Toll account the Defence plate assigned to the vehicle e.g. D14001 and the STA plate must be denoted in the account. This will allow the E-Toll operator to assign any costs to the unit account in the event that the E-tag is activated by either plate.

13.31 Applications for number plates outside of this guidance are to be made to the Director Logistics—Army (DLOG-A), as the Lead Capability Manager’s representative, for approval. All number plates, regardless of their format, are to be recorded with the SO1 Logistic Framework DLOG-A via the Chief Driving Instructor - Defence.

Formation and vehicle unit signs

13.32 Defence GS vehicles allocated to Army units may be fitted with formation and/or vehicle unit signs (VUS). The purpose and description of formation and VUS are detailed in Annex A.

Bridge classification signs

13.33 There are two types of bridge classification signs to be used on vehicles in accordance with STANAG 2010 NSA ENGR, (Edition 6)—Military Load Classification Markings. They are:

a. Front signs which are used on all vehicles with payloads greater than 3 t, except trailers, to show the classification of the laden vehicle. For the special case of unladen tank transporters and similar vehicles see paragraph 13.34c.

b. Side signs which are used on towing vehicles and trailers are to show the classification of the laden towing vehicles or trailers by themselves.

13.34 The shape, size and colour of bridge classification signs are as follows:

a. Signs are to be circular in outline and marked in contrasting colours consistent with camouflage requirements. Black figures on a yellow background are to be used.

b. The front sign is to be 23 cm in diameter and the side sign 15 cm in diameter.

13.35 The signs are to be positioned as follows:

a. The front sign is to be placed or painted on the front of the vehicle, above or on the bumper and below the driver's line of vision. It is to be on the off side of the vehicle.

b. The side sign is placed or painted on the right side of the vehicle.
13.36 Bridge classification signs are to indicate the following:

a. The front sign, except on towing vehicles and tank transporters, is to indicate the Gross Vehicle Mass.

b. On towing vehicles the front sign is to indicate the Gross Combination Mass. Above this number, the letter ‘C’ is to be written to distinguish the vehicle as a towing vehicle.

c. On tank transporters and similar type vehicles, the fixed front sign is to show the maximum classification of the laden vehicle. An additional front sign indicating the bridge classification for the vehicle when unladen may be displayed when appropriate and placed so as to cover the fixed front sign.

d. The side sign (used only by prime movers of combination vehicles and trailers) indicates the Gross Vehicle Mass of the prime mover. The side sign on the trailer indicates the Gross Trailer Mass of that trailer.

Decals

13.37 Decals affixed to vehicles are to be authorised by the Lead Capability Manager.

Marking of vehicles for transport of dangerous goods

13.38 Defence vehicles tasked for transporting dangerous goods (DG) must display signs in accordance with the current Australian Code for the Transport of Dangerous Goods by Road or Rail (ADG Code). Further details on the requirements for the carriage of DG is contained in Chapter 7—‘Loading of Defence vehicles and trailers’, Annex B.

Danger flags

13.39 A red flag flown from any vehicle indicates an unspecified danger.

Driver under instruction signs

13.40 Vehicles used for the instruction of drivers must display signs complying with State or Territory traffic regulations. A conspicuous sign marked ‘DRIVER UNDER INSTRUCTION’ is to be fixed to front and the rear. The letters (75 mm high and 10 mm wide) are to be black on a yellow background (250 mm x 525 mm). During the conduct of a drivers course these signs are to be displayed until the student-driver has completed the course.

Other miscellaneous signs

13.41 State and Territory regulations require oversize vehicles or combinations to display retro-reflective signs, the fitting of a yellow rotating light and red and yellow flags in certain circumstances. Signs required for oversize Defence vehicles or combinations are specified in the Defence Placarding Standard in Chapter 7, Annex A. TMs and RMOs are to ensure signage requirements of State or Territory road authorities and the Defence Placarding Standard are complied with. Signs required by civilian road authorities may include, but are not limited to, ‘ROAD TRAIN, OVERSIZE, DO NOT OVERTAKE TURNING VEHICLE, TOWED VEHICLE’ and vehicle rear marker plates (red with yellow stripes).

13.42 Other signs required for military use may include: ‘VEHICLE UNDER TEST’ and ‘CONVOY FOLLOWS/AHEAD’. The use ‘CONVOY FOLLOWS/AHEAD’ signage, are to be fitted when six or more non-overmass vehicles are travelling as a packet or convoy.

MARKING OF VEHICLES DURING OPERATIONS

Tactical signs

13.43 Defence vehicles operating in a tactical role may be identified by a tactical identification plate. The tactical signs for engineer and infantry units are standard for all Defence vehicles and are described in Annexes B and C. Tactical signs for other units may be used to distinguish sub-unit and individual vehicles. These signs are to be in accordance with dimensions detailed in Annexes B and C.

Priority vehicles
Any vehicle that for any reason, such as special liaison officers, requires priority over all other vehicles may be so marked by any commander having area responsibility. Vehicles are to be marked as shown in Annex D. Priority markings are valid only in the area under the authority of the commander concerned.

**Air/ground recognition marks**

When required, air/ground recognition marks are to be in accordance with *Australian Defence Doctrine Publication 4.4—Movements and Transport.*

**National distinguishing symbols**

National distinguishing symbols are to be displayed on the front and rear when directed by Australian Defence Headquarters. The Australian national distinguishing symbol is shown in Annex E.

**Column/convoy identification signs/flags**

Column/convoy identification signs/flags are to be displayed in accordance with *North Atlantic Treaty Organization AMovP 1(A)—Road Movements and Movement Control* of December 2004 when operations are conducted as part of a combined force.

**Security-covering of vehicle markings**

When the interests of security so demand, the markings on vehicles, may be covered or removed.

The Red Cross symbol on medical vehicles should not normally be covered or removed as the symbol assists an enemy to identify, and therefore avoid, attacking those vehicles. However, a commander may choose not to display the Red Cross symbol on medical vehicles to conceal a military deployment.

Drivers and medical personnel within medical vehicles may lose the protection afforded by the Red Cross symbol if they engage in military activities or conduct harmful activities towards the enemy.

**Annexes:**

A. Formation and vehicle unit signs

B. Tactical signs—engineer units

C. Tactical signs—infantry units

D. Marking of priority vehicles

E. National distinguishing symbol for marking of military vehicles
Chapter 13 Annex A - VEHICLE UNIT SIGNS

Formation signs

Formation signs include special signs which may be allotted to formations and to units working independently. Formation signs are not to be fitted to Commercial Line (CL) vehicles except where they are used to convey O–8 (two-star) officers and above.

Formation signs are to be shown on the front nearside and the rear nearside of the vehicle. They are to be of the following size:

a. 13 cm by 13 cm for cars, trucks lightweight, and light utility

b. 22 cm by 22 cm for all other vehicles.

c. Formation signs are to consist of a black symbol on a disruptive pattern camouflage (DPC), sand or green background.

Vehicle unit signs

The purpose of a vehicle unit sign (VUS) is to:

a. identify the unit to which a vehicle belongs

b. provide a basis for unit location signs and unit route signs.

VUS are allocated to units by Army Headquarters when the unit is raised and appear on the Unit Establishment. When units are amalgamated, the VUS may be either retained from one of the predecessor units, thereby maintaining historical lineage, or a new number allocated.

VUS are to consist of a black unit serial number (may include an alphanumeric serial) superimposed on a DPC, sand or green background.

Sub-units are to be identified by use of a fraction. The denominator (the number under the line) is from the appropriate commanding unit. The numerator (the number above the line) is to denote the numerical designation of the unit. When a unit has a territorial designation the numerator will consist of an approved group of letters denoting the territorial title.

Except as otherwise stated, signs are to be 13 cm by 13 cm on General Service vehicles up to and including 2 tonne, or 22 cm by 22 cm for larger vehicles. The signs are to be fitted to the off side, front and rear of a vehicle (tailgate, boot cover or body depending on the type of vehicle). Motorcycles are to have a smaller sign painted on each side of the forward end of the petrol tank. VUS are not to be fitted to CL vehicles except where they are used to convey O–8 (two-star) officers.
Tactical signs for engineer units are to be used when it is tactically necessary to distinguish sub-unit and individual vehicles.

**At support units and sub-units**

Tactical signs for vehicles of these units are to be displayed in accordance with the following:

Type—triangle, with the Regiment number to which the vehicle belongs, placed on the left, with a number or letter to denote the Squadron (Sqn) or Headquarters (HQ) to which the vehicle belongs, placed over the point of the triangle and a number to indicate a particular vehicle within the troop or HQ placed on the right of the triangle.

Position—the signs are to be centrally located on the driver and passenger side doors.

Colour—red.

**Engineer units and sub-units**

Tactical signs for vehicles used by engineer units, other than paragraph 2, are to be displayed in accordance with the following:

Type—a number (or the letter H) to denote the troop or HQ to which the vehicle belongs, followed by an oblique stroke and a number to indicate a particular vehicle within the troop or HQ are to be painted on the front door panels on each side. Examples of indicators are:

a. 3/7 indicates No 3 troop and vehicle No 7
b. H/5 indicates Sqn HQ and vehicle No 5
c. Shape—block letters and figures
d. Size—letters and figures 8 cm high
e. Colour—white.
Chapter 13 Annex C - TACTICAL SIGNS - INFANTRY UNITS AND BATTLE GROUPS

1. Tactical signs are to be standardised for all infantry units and battle groups within combat brigades and are to be used to distinguish sub-unit and individual vehicles.

Position

2. The signs are to be centrally located on the driver and passenger side doors.

Colour of signs

3. Consists of a red background with white letters or numbers.

Numbering or lettering

4. Battalion numbers are to be placed to the left of the sign. Company, platoon or section letters/numbers are to be placed to the right of the sign. The letter H is to be used to denote the Headquarters (HQ) of the battalion. Letters or numbers are to be 8 cm high.

Description of signs

5. The shapes and layout for the signs are as follows:

Figure C.1: Bn HQ and Admin Coy, [i.e. CO 2 CDO Regt vehicle]:

![Diagram of Bn HQ and Admin Coy]

Figure C.2: Support Company, [i.e. 5 RAR Mortar carrier]:

![Diagram of Support Company]
Figure C.3: A Company, [i.e. OC A Coy 1 RAR vehicle]:

![A Company Diagram]

Figure C.4: B Company:

![B Company Diagram]

Figure C.5: C Company

![C Company Diagram]

Figure C.6: D Company

![D Company Diagram]
The marking for priority vehicles is to consist of an equilateral triangle with a red border on a white background displayed on the front and rear of the vehicle as indicated below and marked with red symbols. A single priority sign may be used if visible from both front and rear. The size of priority signs will depend on the dimensions of the vehicle concerned.

**Figure D.1: Marking of Priority Vehicles**

The symbol inside the triangle is to show which commander authorised the use of this priority sign, using the appropriate military symbol. This sign is to be removable in order to avoid misuse and normally is used only on direct orders of the commander concerned.
Chapter 13 Annex E - NATIONAL DISTINGUISHING SYMBOL FOR MARKING OF MILITARY VEHICLES

AUSTRALIA

Symbol: A red leaping kangaroo, facing left as observed, the background colour being the same as that of the vehicle.

Figure E.1: National Distinguishing Symbol

Example:

Service distinguishing symbols may be superimposed on national distinguishing symbols.

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DRTM 23 NOV 2018
INTRODUCTION

14.1 The information contained in this chapter details the requirements for effective planning and execution of Defence road transport operations. It should be read in conjunction with Australian Defence Doctrine Publication 4.4—Movements and Transport. With the increase in the size of the Defence heavy vehicle fleet, management of the fleet will be crucial to ensure that Defence is compliant with civil legislation and the DRTEF.

ROAD MOVEMENT PLANNING

Analysis of task request

14.2 Road transport operations requires various levels of analysis, depending on the complexity of the proposed task. As most daily Defence road transport operations are heavily influenced by State and Federal legislation, therefore, Defence must ensure that road movement on the public road network is compliant with various road transport authorities. The Heavy Vehicle National Law (HVNL) as stated in paragraph 3.9 provides a degree of uniformity in relation to heavy vehicle operations across Australia; however, planners must be cognisant of the individual requirements of Western Australia and the Northern Territory. When a task is received from a supported dependency, the originator in a majority of instances will be unaware of the implications and follow-on actions, that must be undertaken in order for the task to be provided the opportunity to be conducted successfully. Defence operates a fleet of vehicles that contains various milspec vehicles that require exemptions from local, State and Territory road authorities to operate on the road network. The Defence Road Transport Exemption Framework as stated in paragraph 3.15 and specific permits are primary tools to assist with the movement of oversize and over mass vehicles.

14.3 When operating on the public road network, heavy vehicles obtained under LAND 121 3B must be strictly operated on routes detailed in the DRTEF or under the specific permit and accompanying conditions to that permit. Failure to comply with these references could result in enforcement action by civil and Defence authorities.

14.4 Early analysis of the requested task by the operations staff will identify the key elements to mission success. Annex A provides a generic OSOM vehicle tasking flowchart from Bde level to a sub unit. If a CSS Bde unit receives a request/Task Order from another Bde unit, the onus is on the CSS unit to conduct the analysis expected of the levels bypassed i.e. Bde HQ. These elements in some cases may require long lead in times, possibly due to consultation with numerous groups including non-Defence organisations. Key elements to success of a road transport task/mission are as follows:

a. time and space from receipt of task request to task completion, particularly preparation period
b. availability of vehicle platform likely to be utilised
c. route availability applicable to the proposed vehicle platform
d. unavailability of suitable routes, submission of specific permits
e. specialist resources that may be required i.e ambulance, pilot or escort vehicles
f. availability of qualified operators
g. liaison with civilian authorities and organisations
h. repair and recovery contingency plans
i. refuelling facilities or assets

Preparation of task

14.5 When a Task Order is drafted, it should be registered in the Road Usage Return, prior to being dispatched and received by the operations staff at possibly various unit levels, the Task Order content should contain satisfactory detail for the TM/RMO as
shown in Annex B to allocate resources against the task. Depending on the amount of vehicles required for the task, the task could be assigned to a single driver or require an appropriate person to be assigned as the Task Commander. Whether the task is assigned person is one driver or a Task Commander, they must ensure that the task requirements are provided in a clear, concise and detailed manner. Chain of responsibility has implications for all personnel that were involved in the task. It is strongly encourage that all correspondence including Task Orders, weight declarations and Convoy Orders are recorded electronically or hard copy. These records may be utilised if any issues arise i.e. failure to comply with a designated route and the chain of responsibility involved with the task, may be scrutinized.

14.6 Prior to departing for any particular task the driver or Task Comd must ensure that they are fully prepared for the task. Preparation could involve the following elements:

a. loading of vehicle
b. appropriate and authorised load restraint systems
c. provision of dunnage and restraints
d. load is appropriately distributed
e. DRTEF and/or specific permit are provided (PDF file or hard copy)
f. AE052 Intra-modal Container/Module/Flatrack Declaration is completed (Hvy vehicle only)
g. load mass Declaration (Hvy vehicle - civil document)
h. route provided in hard copy or via handsfree GPS device
i. vehicle fuelled and refuelling plan identified
j. recovery and medical plan
k. vehicle is employed within specifications or restrictions
l. final check of State/Territory road authority road condition reports, pertaining to the route
m. final liaison with POCs, including civilian agencies, if involved.

14.7 If a task involves heavy vehicles (LAND 121) or prime movers, the vehicle operator or Task Commander must obtain authorisation from the operations staff to depart on the task. Authorisation must only be provided if the driver or Task commander can confirm that all preparation elements have been fulfilled. The pre-task check must include a daily check of the relevant road authorities traffic and conditions report e.g. https://qldtraffic.qld.gov.au, to ensure restrictions are known and understood. All personnel intending to operate a heavy vehicle (LAND 121) outside a Defence area will require authorisation, including tradesmen conducting road testing vehicles and supply personnel picking up stores from local sources.

Conclusion of task

14.8 At the completion of the task the assigned person is to compile an After Task Report (ATR). This report will provide a detailed overview of how the task was undertaken, provide any shortfalls that were identified and possibly an opportunity to recommend alternate methods or courses of action for future tasks. The ATR with any other accompanying documents must be provided to the TM/RMO to assist with the compilation of the Road Usage Return.

Road Usage Return

14.9 The Road Usage Return (RUR) can be utilised to monitor heavy vehicle movement of the LAND 121 fleet. The detail of the data captured relies on the driver/task Commander and TM/RMO input as shown in Annex C. An example of a RUR is in Annex D. The data contained within the RUR can provide the following:

a. monitors route usage rates
b. vehicle usage rates
c. tasking trends
14.10 Road Usage Returns are ideally managed electronically via DRMS or Sharepoint at Bde HQ or Bde CSS unit. Only selected personnel should have access to the RUR, in order for the assigned RUR serial to be completed in a timely manner. A monthly RUR return should be sent to Comd/Fmn HQ, where service HQ or JLC can utilise the data, if required, for additional requests for increased routes or to support road maintenance inquires.

CONVOY OPERATIONS

Appointment of Convoy Commanders

14.11 A Convoy Commander must be appointed for all Defence convoy moves. The Convoy Commander must have experience as a Packet Commander or at least as a member of a previous convoy. The commander must be conversant with road transport operations and the information contained in the DRTM and DRTEF.

14.12 Effective control of the convoy is essential and, to assist in exercising this control, the Convoy Commander must appoint a Second-In-Command and Packet Commanders as appropriate. Depending on the size of the convoy, convoys are normally divided into packets of two to 10 vehicles each. The packets should all be of similar size and where possible vehicles should be grouped by performance as well as tactical disposition and role.

Convoy groupings

14.13 Preliminary planning of convoy operations is to include consideration of the size and structure of the convoy and State or Territory traffic regulations, including oversize permit requirements ie pilot/escort vehicles. Drivers are to exercise courtesy towards other road users. Convoy operations should be planned to minimise disruption to other traffic.

14.14 If the number of vehicles within the convoy may seriously impede normal traffic flow or if it is considered too unwieldy to permit effective management, the convoy is to be split into smaller packets of not less than two vehicles. Each combinations, is reliant on authorisation from National Heavy Vehicle Regulator, State and Territory Transport departments and in accordance with the DRTEF. This includes the movement of A-vehicles on public roads. The management of heavy vehicle movements may involve daily coordination with State and/or Territory Transport Departments.

14.15 The impact of heavy vehicles, in particular multiple packets of heavy vehicles and combinations, can have dramatic effects on the sustainability of some routes. The following points should be planned well in advance of the convoy departure:

a. selection of personnel
b. allocation of vehicles
c. selection of the convoy route
d. load planning
e. preparation of cargo
f. vehicle maintenance
g. recovery
h. refuelling
i. financial arrangements
j. liaison with civil authorities
k. preparation of convoy instructions
l. security documentation such as a Movement Security Plan were required under the Defence Security Manual (DSM)
effects on civilian traffic with high volumes of Defence vehicle movement

vehicle movement restrictions over bridges and specific surfaces.

14.16 Further detail on the aspects outlined in paragraph 14.7 is as follows:

a. **Selection of personnel.** The nature of convoy driving requires the selection of commanders and drivers with experience in this type of operation. Preference is always to be for drivers with experience commensurate with the type of driving required, the vehicles included in the convoy, and the loads to be carried.

b. **Allocation of vehicles.** In considering the allocation of convoy vehicles, the importance of selecting vehicles of similar operating characteristics is emphasised (speed, range, capacity, fuel arrangements). A further point for consideration is the fact that the speed of the convoy is to be governed by the slowest vehicle.

c. **Selection of convoy routes.** Where possible, the proposed route and alternative routes is to be surveyed before departure. If heavy vehicles are involved the route must be an authorised route as detailed in the DRTEF or contained within a specific permit. The following points are to be considered:

1. **Road conditions.** When considering road conditions, the possible effects of adverse weather should also be considered. A road which is passable in favourable conditions may be impassable during inclement weather. Care should also be taken to check bridge capacities and overhead clearances, and critical points/bottlenecks should be identified.

2. **High density traffic areas.** Careful route planning will minimise movement through congested and other critical areas. If this is not possible, arrangements should be made for the convoy to move through the congested areas under escort. Escorts may be arranged through liaison with civil or Service authorities. Depending upon the requirements of those authorities, Service or civilian police escorts may be used.

3. **Overnight stops.** In planning the convoy route, overnight stops should be planned to take advantage of Service accommodation where available. Accommodation bookings should be made in the planning stage. Consideration should be given to vehicle parking and security in conjunction with the accommodation selected.

4. **Size of vehicles.** In planning the convoy route, the size of the vehicles needs to be considered, [i.e. if the convoy includes large and/or over-dimension vehicles, narrow or twisting roads and bridges of doubtful capacity should be avoided if possible]. Oversize and overmass vehicles require permits from the appropriate State or Territory authority unless the vehicles and/or loads are subject to a day-to-day exemption as specified in Chapter 3—‘Legislation’.

d. **Load planning.** Economy in the use of Defence vehicles is important at all times. Planning of vehicle loads should be based upon the principle of space maximisation. For planning of this nature to be effective, vehicle capacities need to be known. Load capacities for vehicles and trailers are detailed in vehicle/trailer handbooks. Drivers are to be conversant with the nature of the loads being carried, and be in possession of instructions concerning any dangerous or hazardous cargo being carried.

e. **Preparation of cargo.** Correct preparation of cargo is imperative. General and dangerous cargo types are to be loaded in accordance with Chapter 7—‘Loading of Defence vehicles and trailers’ and Chapter 16 – ‘Transportation of Defence Vehicles’. Cargo incorrectly prepared is not to be accepted until deficiencies are rectified.

f. **Vehicle maintenance.** Drivers are responsible for the daily serviceability of their vehicles with regard to routine servicing and rectification of minor faults. Vehicle serviceability is an important factor in the effective and safe execution of convoy operations. Breakdowns are time consuming and wasteful of resources and may be hazardous to the safety of personnel and/or equipment. Therefore, the importance of all vehicles being completely serviceable at the time of departure is paramount, and vehicle serviceability is to be strictly monitored by Packet Commanders. Tool kits and a range of spares should be carried with the convoy.

g. **Recovery.** In the event of irreparable breakdowns, contingency plans need to exist for the recovery of vehicles. Recovery procedures are to be included in convoy orders and drivers should be aware of procedures in the event of a breakdown. Convoy Commanders are to develop a recovery plan that includes a plan to recover the crew of any disabled vehicle.

h. **Refuelling.** Refuelling points for convoy moves should be pre-booked through the Fuel Services Branch website to ensure that sufficient fuel is available for the convoy and to ensure that fuel points are not exhausted at the expense of the civilian population. In considering refuelling arrangements, the following points are important:

1. **Vehicle size.** Selected refuelling points are to be capable of handling all vehicles in the convoy regardless of size or mass.
2. **Extension of refuelling stops.** Vehicles of varying ranges may not require simultaneous refuelling. Congestion and refuelling times can be minimised if refuelling stops are staggered. However, all vehicles should be refuelled at the completion of the day's work to at least cover the first leg of the next day's journey.

3. **Use of fuel cards.** The acceptability of Defence fuel cards must be ascertained in the planning phase of the convoy. If this form of obtaining fuel is not accepted then alternative methods for the provisioning of fuel will need to be arranged [i.e. kerbside refuelling from bulk liquid fuel tankers]. Ensure that kerbside is an accepted alternative in the State or Territory before planning the activity.

4. **Availability of fuel types and diesel exhaust fluid.** The availability of specific fuel types and diesel exhaust fluids must be established in the planning phase of the convoy. The provision of diesel exhaust fluids is not widely available at commercial fuel points, therefore packaged products will need to be provided to vehicles before commencing the task.

   i. **Financial arrangements.** In addition to planning the financial aspects of refuelling, the following financial matters may be arranged in advance:

   1. pay and allowances for participating personnel imprests and advance payment to State and Local government authorities.

   j. **Liaison with civil authorities.** Liaison with the relevant civilian and service authorities should be completed in writing well in advance of the convoy departure. In ascertaining the most appropriate route for the convoy to travel, liaison is required regarding:

   1. the provision of escorts
   2. road closures
   3. movement of over-dimension and over-mass vehicles
   4. accommodation at staging areas [i.e. showgrounds/depots]
   5. movement through built up/densely populated areas
   6. security arrangements for weapons and explosive ordnance.

   k. **Preparation of convoy orders.** It is imperative that clear and concise orders, both verbal and written (where possible), are issued to convoy and Packet Commanders. The format for road transport convoy orders is provided in Annex E.

**Convoy speed**

14.17 Speed of a convoy is determined by a number of factors. Unless a convoy speed is detailed in a movement instruction issued by the Joint Movement Control Organisation, commanders are to consider the following factors when determining the appropriate convoy speed:

   a. traffic density
   b. day/night driving
   c. vehicle order of sequence, capability and type
   d. road and weather conditions
   e. cargo and passenger loads
   f. maximum permitted vehicle speeds
   g. route or permit conditions.

**Distance limits**
The distance between vehicles is dependent upon the following factors:

- day/night operations
- traffic density
- road conditions
- vehicle speeds
- conditions within the DRTEF

When operating MAN FOV vehicles outside built up areas, the following distance should be maintained at no less than 200m. When travelling through built up areas the minimum following distance should be 60m. All drivers and operator must also consider the effects of load weights, including surge from liquid loads, and combination mass, when assessing following and safe braking distances.

Duration of driving

Unit commanders/managers and Convoy Commanders are to be aware of the dangers associated with driver fatigue and are to ensure that drivers receive quality rest. This is particularly important when drivers are required to drive under convoy conditions for more than one day. Restrictions on driver hours and the required rest periods are detailed in Chapter 5—Use of Defence vehicles'.

Dress and discipline

Convoy personnel are to conduct themselves in a courteous manner and are to remain conscious that they are representatives of Defence. Correct dress and bearing are essential not only from a disciplinary viewpoint, but also because of safety implications which may be involved. The Convoy Commander is to ensure that all convoy personnel are:

- correctly and safely attired and that normal standards of discipline are followed
- aware of the correct action to take in the event of injuries to themselves or members of the public.

Briefing of personnel

Communication between convoy personnel is paramount and is an essential element of the chain of responsibility. Sufficient time must be allowed for convoy personnel to be comprehensively briefed. Further, verbal convoy briefings are to be carried out by the Convoy Commander (or Packet Commanders on behalf of the Convoy Commander) at each stop en route, as necessary. A debrief is to be conducted at the conclusion of the convoy.

When convoy moves of more than 24 hrs duration occur, daily briefings must be conducted to reinforce information contained in convoy orders and familiarise drivers with details of the route to be travelled during the next leg of the convoy.

Explosives convoys

Convoys/packets that are transporting explosives or dangerous cargo are to be conducted strictly in accordance with the DSM and the electronic Defence Explosive Ordnance Publication (eDEOP) 101—Department of Defence Explosives Regulations.

Annex:

A. OSOM Vehicle Tasking
B. Task Commander/Driver Tasking Process
C. Route Usage Return Process
D. Road Usage Return
E. Format for road transport convoy orders
To assist with the task management of OSOM vehicles through multiple levels, Figure 14A-1 should be used as guidance for operations staff.

**Figure 14A.1: OSOM vehicle tasking**

1. **BDE HQ**
   - Route not ORTPEF approved or authorised permit in place
   - Submit specific permit application to SLB (49 days)
   - Permit not approved
   - Permit approved
   - Analysis of gross weights involved in task
   - Analysis of availability of suitable routes
   - Initial resource implications
   - Task Order (TO) raised and submitted to task unit

2. **BDE UNIT**
   - Unit OPS receives TO
   - Confirm route's FLRTE
   - Confirm loads/tasks including gross weights
   - In depth analysis of resource and vehicles, escorts, refuelling etc.
   - TO raised & submitted to tasked unit/sub-unit

3. **SUB-UNIT**
   - TO received by tasked sub-unit
   - Task details/resources confirmed
   - Vehicles/persons allocated to task
   - Sub-unit analyse task
   - Prepare vehicles/persons, resources, documentation, weight check
   - Vehicles/persons/resources assembled, documentation check, weight check, route check
   - Issue TO to Task Command/Driver
   - Request authority for vehicle to depart Assy Pt/Defence Site
Task Commander/Driver tasking process

To assist with the understanding of how a vehicle task is coordinated and managed, Figure 14B-1 provides a basic workflow from the delivery of the Task Order to the completion of the task and the return of the vehicle and crew.

Figure 14B.1: Task Commander/Driver Tasking Process

- Route print or e-file
- DRTEF print or e-file
- Permit if req print or e-file
- Tpt Spwr allocates vehicles/trailers
- Allocate Task cmdr/Driver Coord pilot/escort vehicles Coord with civil authorities
- OSOM route assigned for entire task
- Task Cmdr/Driver must check Road Condition Report (Daily) before departure
- Task Cmdr/Driver briefed on task details
- Veh/trl weighed loaded
- Veh/trl weighed empty
- AE052 complied
- Task Cmdr/Driver requests authority to depart Assembly Point
- Task Cmdr/Driver departs loc
- Load delivered to consignor - veh empty
- Vehicle loaded at conserner loc
- Veh/trl weighed loaded
- AE052 complied
- Confirm assigned route with tasking unit OPS & departs loc
- Task Cmdr/Driver returns to unit
- Task Cmdr/Driver completes ATR
- Task Cmdr/Driver submits ATR & AE052s to sub unit OPS
- Confirms assigned routes used
- Confirms gross weights
- Confirms qty & type of vehs/trls
In order to compile the route usage return shown in Figure 14D-1, the operations staff will require the After Task Report, form AE052 Intra-modal Container Weight Declarations and a copy of the Task Order.

![Figure 14D-1: Road Usage Return](image)

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Chapter 14 Annex E - FORMAT FOR ROAD TRANSPORT CONVOY ORDERS

If time permits conduct a rehearsal.

**Seating plan.** In order of march.

**Explain map.** Map Title and Ratio/Orientate North/North Point/Direction of Enemy*/Enemy Locs and Contacts/Friendly Units/MSR/SSR Boundaries/Current Loc/RV/New Loc/Alt RV/Alt Loc/Problem Areas/Road Surfaces/Creeks/Other Features.

**Topography.** Route To/Critical Points/Road/track conditions/Weather/Terrain/.

First Light ................. and Last Light ............

ARE THERE ANY QUESTIONS ON TOPOGRAPHY?
THESE ARE MY ORDERS NO QUESTIONS UNTIL THE END OF THEM

**Situation:**

a. **Enemy Forces:** (For administrative domestic movement delete serial a.)

1. Intention.
2. Identity and morale.
3. Location and strength.
4. Type of unit and capability.
5. Type of weapons and capability.
6. Nature of ops and ability to influence your ops.

b. **Friendly Forces:**

1. Higher Comd’s Intentions (two up). Purpose, Method and End State.
2. Higher Comd’s Intentions (one up). As above.
3. Flanking and supporting units. (within the AO).

c. **Attachments and detachments.** List all units which are Under Comd, In Direct Support, In Support or in location and any detachments to other units of your own elements. Any civilians

**Mission (said twice).** (A concise statement of the task with its purpose, ie who, what, where, when and why.)

.......... (who) .......... is to redeploy (what) to GR .... (where) ..... by ..... (when) ...... h in order to ...... (why) ......

**Execution:**

a. **Comd’s Intent.** In the comds words a statement of their intentions. This should amplify the purpose of the statement given with the mission. There will be times when, at various levels of command this paragraph will not be necessary.
b. **Concept of Ops/Gen Outline.** A clear outline of how the operation will/is to be conducted including a brief description of any prelim ops and phases. How you plan to do the task!

c. **Groupings (gp) and Tasks** (by subunit/gp/commodity):

1. **Gp.** (include pers and vehs if applicable ie Sections, Drivers, Co-drivers, Second-In-Charge, Atts etc).

2. **Mission.** A concise statement of the task with its purpose (subunit elms should only be assigned a mission if their purpose is beyond their normal function of significantly different to the group mission).

3. **Tasks** (tasks that may be applicable to individual groups, ie Comd and Control, Loads, Veh Config, Reports and Returns pers, wpns, veh etc).

4. **Example:**

   a. Grouping. 1 Section.

   b. Tasks. These are directed to the Section Comds.

d. **Specific/implied tasks.** (Can be included for complex tasks for individuals/sub elements).

e. **Coord Instructions** (list as applicable).

1. **Timings:**

   a. Ready to move by.............  h.

   b. Depart this loc by ..........  h.

   c. Arrive at task loc by ..........  h.

   d. Released from task loc by ..........  h (approximate).

   e. Back in this loc by ..........  h (approximate).

   f. Time over start point by ..........  h.

   g. Halts .............  h (approximate).

   h. Any other timings.

2. **Tpt data:**

   a. Tactical groups.

   b. Speeds by day and night.

   c. Density (on the move and at halts).

   d. Order of march.

   e. Spacing.

   f. Route marking (if required).

   g. Veh lights.

   h. Veh marking (if required).
Specific requirements for drivers.

j. Embussing, debussing and deployment procedures.

k. Enroute refuelling (if required).

l. Camouflage of vehicle.

m. Start point(s).

n. Release point(s).

o. Route to start point (if required).

p. Route to release point (if required).

q. Location and action at halts.

r. Location and action at assembly areas.

s. Traffic control.

t. Loading (including safety and signs).

u. Reconditioning of vehicles.

v. Location of critical points and effect on deployment (ie obs crossing, route restrictions etc).

w. Location of forklifts/vehicle cranes/other specialist equipment.

3. Protection:

a. Allocation of weapons, weapon states and ROE.

b. Appt of sentries—ground and air.

c. Appt of vehicle commanders.

d. Action on ground attack (on the move and at halts).

e. Action on IED/mine strike (on the move and at halts).

f. Action on air attack (on the move and at halts).

g. Action on arty/mortar attack (on the move and halts).

h. Protection during recon (if required).

4. Coord with aircraft.

5. Rehearsals (MT Drills/etc if required).

6. Warning to receiving unit.

Administration and logistics:

a. Ammunition:
b. **POL/Diesel exhaust fluid:**
   1. Quantity.
   2. Refuelling instructions.
   3. Use of jerry cans.
   4. Documentation.

c. **Rations:**
   1. Quantity.
   2. Type.
   3. Issue instructions.

d. **Water.** Quantity to be carried on the person and on the vehicle and options for resupply.

e. **Medical:**
   1. Responsibilities.
   2. Support available.
   3. CASEVAC.
   4. Notification of casualties and procedures.

f. **Actions on casualty (own and civilian), breakdown, recovery and repair:**
   1. Responsibilities.
   2. Method for both vehicles and the crew of the disabled vehicle.
   3. Support available.
   4. Location of repair facilities.
   5. Recover to ....

g. **Dress and equipment:**
   1. Order of dress.
   2. Equipment and bedding.

h. **Servicing:**
   1. Responsibilities.
3. Location of facilities.

**Command and signals:**

a. **Command:**

1. Task/Operation commander and loc of comd.
2. Location of HQ (one up and two up).
3. Chain of command.

b. **Signals:**

1. Allocation of comms equipment and spare batteries.
2. Frequencies.
3. Callsigns/Nicknames/Codewords/Passwords.
4. Radio silence and restrictions.

Questions and confirmation. (Confirmatory questions to be prepared in advance and should confirm key aspects of the orders content)

Synchronise watches.

Time and place of next orders.
Security of GS B vehicles

15.1 The security measures for GS B vehicles when operating on the public road network must be strongly applied. Physical security of vehicles and their loads must be undertaken, if they cannot be secured and access to the cabin or load cannot be denied to unauthorized persons. Drivers of Defence GS vehicles should not leave vehicles unattended in public places unless no other course of action. If a vehicle has to be left unattended the driver is to ensure maximum security by locking the doors (including the tailgate where fitted), ensuring windows/cupolas are closed and using any additional security equipment if provided. Vehicles without locks are not to be left unattended in public places. Defence or personal property including the keys, fuel cards and form AD 049—Vehicle Authorisation and Task Form are not to be left in a Defence vehicle whilst it is garaged at a private residence or left unattended in a public place. Defence vehicles, assets and related cargo is to be protected and handled in accordance with the Defence Security Manual (DSM). Protected GS B vehicles are not to be left unattended and must have physical security present, unless secured in an authorised compound. This is particularly relevant to Hawkei variant vehicles where B kit armour could be quickly removed by unauthorised persons.

15.2 Security measures for vehicles fitted with controlled cryptographic items (CCI) must be assessed on the business impact levels (BIL) assigned to the specific primary equipment. The asset owner must consider the impact on Defence capability, taking into account:

a. compromise to confidentiality
b. loss of integrity, and
c. loss of availability.

15.3 The security of immobile or ditched vehicles in Defence areas must be assessed against the security provided by the individual site. Range control authorities must be informed of the location, type of vehicle involved and any physical security present. If physical security is in location with the vehicle, a communication and health plan must be confirmed and a point of contact on site provided to Range Control.

Vehicle keys

15.4 Only one key is to be issued with each Defence vehicle. The driver is responsible for vehicle keys issued to them except when directed to leave the keys in a vehicle in a secure compound as a fire precaution. A duplicate key is to be secured in a container in the Transport Manager’s office or the unit guard room.

Vehicle fuel cards

15.5 Unit Transport Managers (TM)/Vehicle Custodians are the nominated personnel responsible for ensuring that access and use of Defence fuel cards is restricted to authorised Defence personnel and Defence contractors undertaking approved Defence activities, and an Issue Register is to be maintained in accordance with the Electronic Supply Chain Manual (ESCM). The unit TM/Vehicle Custodian must ensure the vehicle fuel cards allocated to their vehicles are utilised correctly and that a spotcheck is conducted on a regular basis to check their condition and location.

15.6 If a vehicle fuel card is lost, stolen or destroyed, the card holder is to report the status of the card to the Fleet Manager in accordance with the ESCM.

Garaging on base

15.7 Whenever possible, Defence vehicles not in use are to be parked undercover in authorised vehicle parks/compounds. Defence vehicle compounds are to be secured when left unattended. Categorisation and security measures for assets (facilities, buildings, etc) are contained in the DSM. Adequate safeguards are to be taken to prevent unauthorised use of the vehicles.

15.8 Whenever possible, units within a Defence establishment without secure vehicle compounds are to ensure that Defence vehicles are parked in allocated car parks which are patrolled and/or visible to security staff.

Garaging at private residences

15.9 The policy on home garaging of Defence vehicles at private residences is detailed in Chapter 5—‘Use of Defence vehicles’ of this manual.

Temporary overnight stops
If travelling away from a unit location in Defence vehicles, overnight stops are to be made at Defence establishments whenever possible. When it is known in advance that a driver will be required to park their vehicle away from a Defence establishment overnight, authorisation is to be given by the unit commander/manager or their approved delegate in a minute attached to the form AD 049. The driver is to ensure that the vehicle is parked in a secure building or area and that the vehicle is locked. Fees paid for parking may be reimbursed from public funds.

Drivers are responsible for ensuring that arrangements are made for the security of loads on vehicles that have to be left unattended either at or away from Defence establishments. When it is known in advance that a driver will be required to leave their vehicles unattended during a journey, adequate provisions are to be made for its security.

Security of cargo

Unit commanders/managers are responsible for the security and appropriate documentation of that cargo entrusted to them and/or carried by their drivers. Unit commanders/managers and drivers are to protect and secure general cargo in their care in accordance with the DSM.

Classified equipment, sensitive and/or highly valuable cargo is to be secured in accordance with DSM and/or current Service instructions appropriate to that equipment or cargo. Security of Accountable Classified Cryptographic Material and Controlled Cryptographic Items is to be in accordance with ADFP 6.0.3.1—Communications Security Instructions, Chapter 4—‘Security’.

Security of arms and explosives ordnance

The security measures required for weapons and explosives ordnance whilst in transit are detailed in the DSM.

Carriage of Defence weapons in Defence vehicles

When a member is required to travel with a weapon on issue, the weapon is to remain in their personal possession or the personal possession of another member at all times, except where separate secure transit facilities are provided by the transporting agency and the agency insists that the facility be used.

The issue of weapons is to be in accordance with the DSM. Commanders and managers are responsible for the security of weapons under their control, including when on issue to their staff. Refer to the DSM for policy related to transporting Defence weapons and guidance on the appropriateness of security storage containers. Defence weapons are not to be carried in personal (non-Defence) vehicles.

When separate transit facilities are provided units are to arrange for the use of appropriate containers for the weapon(s) to be secured in. Containers are to consist of a sturdy metal, wood or plastic construction capable of housing the weapon in a secure manner. Procurement/manufacture of the containers is a unit responsibility and containers should be returned to the originating unit on completion of travel. Containers are to be banded and sealed with Griplock seals in such a manner that unauthorised access to the container is immediately evident. If members are travelling overnight, units are to make prior arrangements for the security of weapons, such as storage in unit armouries or police stations where possible.

Carriage of weapons on training. During peacetime/non-operational training the degree of weapon readiness (DOWR) for all weapons carried in Defence vehicles is to be at UNLOAD or LOAD only. This applies to the vehicle driver and passengers.

Carriage of weapons on operations. Weapons are carried in the DOWR dictated by orders or directives. The DOWR required will be determined by the nature of the immediate task and the prevailing situation at the time.

Security of armoured fighting vehicles

The security measures for armoured fighting vehicles being carried by Defence road transport freight vehicles on the public road network, are detailed in Standing Orders for Vehicle Operators (SOVOs), Volume 1—‘A Vehicles’.

Loss of vehicles, stores or equipment

If a Defence vehicle is stolen or equipment or stores are lost/stolen from a Defence vehicle the driver is to report the matter to the nearest police station, their unit and supporting Service Police agency as soon as possible.

Guidance on reporting security related incidents, for example the loss of classified equipment or documents, weapons or explosive ordnance is detailed in the DSM.
Chapter 16 - TRANSPORTATION OF DEFENCE VEHICLES

Introduction

16.1 When Defence vehicles are transported, the regulations of the appropriate State or Territory transport authorities are to be adhered to, including the Load Restraint Guide. Guidance on loading considerations for Defence vehicles is contained in Chapter 7—'Loading of Defence vehicles and trailers' and instructions regarding the towing and recovery of Defence vehicles are contained in Chapter 9—'Recovery and towing of Defence vehicles, trailers and equipment'.

Preparations

16.2 The responsibility for the preparation of cargo, including vehicles, rests with the consignor. Web form ST 131—Vehicle Weight and Dimension Chart is to be displayed in the windscreen of vehicles being transported by road, rail or sea.

16.3 Unless Defence vehicles are accompanied by drivers, consignors are to hand the Task Commander one set of keys clearly and durably tagged showing the registration number, type of vehicle and details of the consignee.

Dispatch by rail

16.4 If not already provided, assistance and advice should be sought from civilian authorities operating the rail network. Preparation for rail movement is covered in:


Dispatch by sea

16.5 Vehicles are highly susceptible to corrosion during sea movement. For this reason, when transported by sea vehicles are to be prepared in accordance with Electrical and Mechanical Engineering Instruction Vehicle A 201–2—Preparation of Vehicles for Shipment by Sea.

Dispatch by air

16.6 Consignor units are to prepare vehicles for transport in Service aircraft in accordance with Australian Air Publication 3631.002P2S9C5—Technical Equipment Preparation for Air Transport.

16.7 Vehicles being transported in Service aircraft do not require protective treatment unless they are to be subjected to further onward movement by sea.
## Chapter 17 - B VEHICLE - LIST

17.1 This chapter is intended to provide a ready source of references to publications, instructions and orders relating to the operation of Defence vehicles.

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<td>Australian Book of Reference</td>
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<td>ADDP</td>
<td>Australian Defence Doctrine Publications</td>
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<td>ADFP</td>
<td>Australian Defence Force Publication</td>
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<td>PACMAN</td>
<td>Australian Defence Force Pay and Conditions Manual</td>
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<td>Army Logistic Instruction</td>
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| 1     | Accidents—Incident Reporting and Investigation | WHS Manual  
Administrative Inquiries Manual  
FINMAN 5—Financial Management Manual  
DI(G) ADMIN 45–2—The reporting and management of notifiable incidents  
TRAMM–L section 1, chapter 10—Technical Investigations,  
Defence Insurance Office—Insurance |
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| 2 | Alcohol | DI(G) PERS 15–1—Misuse of Alcohol in the Defence Force  
DI(G) PERS 15–4—Alcohol testing in the Australian Defence Force |
| 3 | Assistance to Civil Community | Defence Assistance to the Civil Community Manual (DACC) |
| 4 | Audio-Visual Warning Equipment for Army Vehicles |   |
| 5 | Bridge Classification Markings | QSTAG 504 |
| 6 | Cargo—Consignment Numbering System |   |
| 7 | Cargo—Inter-Service Coordination of Administrative Cargo Movement |   |
| 8 | Cargo—Movement Priority System Australian Standard Materiel Issue (AUSMIMPS)  
ESCM, Vol 4, Sect 5, Chap 3—Australian Standard Materiel Issue and Movement Priority System  
QSTAG 785—ABCA Armies Materiel Issue and Movement Priority System (ABCAMIMPS) |   |
| 9 | Security of Classified or Categorised Equipment | DSM |
| 10 | Transmission of Classified or Security Protected Official Information | DSM |
| 11 | Carriage of Cryptographic material | DSM  
ADFP 6.0.3.1—Communications Security Instructions |
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DRTM 23 NOV 2018
A Vehicle

A Vehicle. See vehicle classification.

Accountable COMSEC material (ACM)

Accountable COMSEC material (ACM). Any document, device, equipment or apparatus associated with or essential for the encryption, decryption or authentication of telecommunications. It may be classified or unclassified and is made accountable primarily to ensure that it is disseminated on a controlled and secure basis. ACM comprises ACCM and communications security (COMSEC) equipment and/or controlled cryptographic items.

Accountable officer

Accountable officer. Is a member of the Enterprise Business Committee, appointed by, and accountable to, the Secretary and the Chief of the Defence Force for policies residing in their policy domain and the administrative policy framework documents that explain those policies.

Aggregate trailer mass.

Aggregate trailer mass. The total mass of the laden trailer when carrying the maximum load recommended by the manufacturer. This includes any mass imposed upon the drawing vehicle when the combination vehicle is resting on the horizontal supporting plane.

All terrain vehicle

All terrain vehicle. A 4 x 4 or 6 x 6 vehicle with a seat that is straddled by the operator, along with handlebars for steering with hand controls which is used exclusively for off-highway use with a gross vehicle mass (GVM) less than or equal to 1200 kg.

Approving authority.

Approving authority. A prescribed person who has been delegated the authority to authorise tasks or to grant a waiver or exemption from instructions or guidelines.

Armoured fighting vehicle (AFV)

Armoured fighting vehicle (AFV). A vehicle, with armour, designed for a specific fighting function. Armour protection or armament mounted as supplemental equipment on non-combatant vehicles will not change the classification of such vehicles to armoured fighting vehicles.

Army Logistic Training Centre (ALTC)

Army Logistic Training Centre (ALTC). The Army training institution responsible to provide specialised logistic training. These responsibilities include driver, transport management and movement training to Defence and monitoring and advising on driver training to ensure standards are maintained throughout Defence. Commander ALTC is the training adviser for Defence driver training.

Army school of transport (AST)

Army school of transport (AST). AST is a sub-unit of ALTC which delivers driver, transport management and movement training to the Royal Australian Corps of Transport, selected other Corps and services. The Chief Driving Instructor Army Cell that works within AST. Commanding Officer (CO) AST is the approval authority for exported drivers courses.
Articulated low loader

Articulated low loader. A vehicle consisting of a prime mover and a 'gooseneck' low-loader float with the loading area of the semitrailer a maximum of 1 m off the ground.

Articulated vehicle

Articulated vehicle. A combination of prime mover and a semitrailer.

Attendant

Attendant. A person who, in accordance with an arrangement made under Explosive Transport Regulations 2002 (ETR) (Statutory Rules 2002, No 92), accompanies a road vehicle or a convoy of road vehicles as an attendant.

Australian design rule

Australian design rule. A national standard under the Motor Vehicle Standards Act 1989.

Australian standard

Australian standard. A standard, approved for publication on behalf of Standards Australia.

Authorised Defence representative

Authorised Defence representative. A person employed by Defence who is authorised to task a contractor to perform or provide contracted services.

Authorised official

Authorised official. means an official authorised by a group head to approve the home garaging of a Defence vehicle, as detailed in Financial management manual (FINMAN) 4, Part 3.8—‘Home garaging charges’.

Authorised passenger

Authorised passenger. A person whose carriage in a Defence vehicle:

a. is in the interests of Defence

b. is necessary for, or incidental to, the performance of the member’s appointment

c. when required, has been duly authorised on a minute attached to the form AD 049—Vehicle authorisation and task form.

Authorising officer

Authorising officer. means a person who is appointed by a unit CO (Equivalent (E)) to authorise the use of Defence vehicles by Defence personnel. An authorising officer is also a person who is appointed by a unit commander (E) to authorise the use of lights and sirens on an emergency vehicle by a suitably qualified driver in an emergency situation. This individual needs to have regard for the implications associated with their decision.

Axle

Axle. One or more shafts positioned in a line across a vehicle, on which one or more wheels intended to support the vehicle turn.

B Vehicle

B Vehicle. See Vehicle classification.
B–double. A combination of vehicles consisting of a prime mover towing two semitrailers [i.e. two pivot points].

Blood alcohol level (BAL)

Blood alcohol level (BAL). The BAL is defined as the level of alcohol in the blood expressed in terms of milligrams (mg) per 100 millilitres (ml) of blood as a percentage. For example, a BAL of 20 mg of alcohol in a 100 ml sample of blood would be expressed as 0.02 percent.

Break

Break. In principle, a break should be taken after 5 hours of driving. Instructions on where breaks are to be taken are given in the orders relating to the movement. Time spent at a break is not calculated as driving time.

Business use

Business use. The use of a Defence vehicle by Defence personnel, either during or outside normal working hours, in the direct performance of their duties, business use includes travel to and from work only when the employee is called-in outside of normal working hours.

C vehicle

C vehicle. See Vehicle classification.

Civil conviction

Civil conviction:

a. A civil conviction includes:

1. conviction by a civil court of a charge of any offence whatsoever, irrespective of punishment

2. disposition not involving a finding that the accused did not commit the offence charged, by a civil court of a charge of any offence whatsoever, for example:
   a. good behaviour or other bond
   b. a recognisance for keeping the peace
   c. a conditional release or discharge, whether pursuant to ‘first offender’ provisions or otherwise
   d. an order of deferral or suspension of sentence
   e. a probation order
   f. an order for payment of compensation or for restitution of property
   g. an acquittal on the grounds of insanity
   h. an order suspending the person’s driving licence or disqualifying them from driving

b. For the purposes of this manual, a civil conviction does not include any payment pursuant to administrative processes instead of court appearances. Examples of such exclusions are as follows:

1. parking or driving offences disposed of by payment to a council or department
2. convictions or conditional releases which could have been dealt with by paying an administrative fine had the member elected to do so

3. any disposition by a Children’s Court

Civilian vehicle

Civilian vehicle. Any vehicle that is not owned or operated by Defence or any other Commonwealth Department.

CL vehicle

CL vehicle. See Commercial vehicle.

Combination

Combination. In the context of this manual, a combination refers to a vehicle connected to one or more trailers.

Comcare


Comcover

Comcover. The Commonwealth’s self managed fund for insurable risks. Through the payment of premiums to Comcover, the budgets of Australian Government departments and statutory authorities are protected from the major costs that can arise from claims associated with insurable risks.

Commander

Commander. In the context of this publication this means a Defence member appointed as a CO, officer commanding or a designated commander. The member in the appointment may be responsible for commanding members of the Australian Defence Force (ADF) in a Defence establishment, an independent unit or a branch within a headquarters.

Commercial vehicle

Commercial vehicle. B Vehicles which are available for purchase ‘off the shelf’ from commercial sources for the purposes of performing general transport tasks, and can be supported normally by the local commercial infrastructure. These vehicles are also referred to as Commercial Line (CL) vehicles. Vehicles specifically designed and constructed to military pattern or specification are not considered commercial vehicles. Vehicles commercially constructed to perform specialist functions [i.e. fire trucks, aircraft tow motors etc] are not considered commercial vehicles.

Commercial vehicle management

Commercial vehicle management. The management of Defence’s commercial vehicles by financial criteria (cost analysis) to ensure the provision of a cost-effective, appropriately sized fleet (both owned and hired). Land Systems Division is responsible for the management of the program.

Commercial vehicle office (CVO)

Commercial vehicle office (CVO). The Defence organisation, residing within Capability Acquisition Sustainment Group (CASSG), responsible for the management of the Defence commercial fleet. The CVO is the single point of contact with Department of Finance and Deregulation responsible for managing the Department of Finance and Administration (Finance)/Defence relationship in respect to the whole of government contract.

Commonwealth explosives

Commonwealth explosives. Explosives to which part II of the Explosives Act 1961 applies.
Commonwealth vehicle

A vehicle that is owned, leased or hired by a Commonwealth Government Department. This includes Defence vehicles (see definition).

Compatibility group

Ammunition and explosives are considered to be compatible if they are stored or carried together without significantly increasing the probability of an accident or, for a given quantity, the magnitude of the effects of such an accident. Consequently, ammunition is assigned to a particular compatibility group depending upon the known/potential hazard characteristics of the item concerned.

Competent Authority (CA)

A person appointed under Regulation 10 of the ETR to be a CA. The Defence CA for Commonwealth explosives is the Commander Joint Logistics.

Complete Equipment Schedule

An entitlement schedule listing individual items which, when combined, constitute a complete equipment item of a defence vehicle. A complete equipment schedule will often include items such as a vehicle jack, wheel brace and tools.

Consultant

Is a person or organisation engaged by Defence under a contract to undertake a consultancy that meets the following Department of Finance criteria for reporting on AusTender:

a. the services to be provided involve the development of an intellectual output that assists with Defence decision-making
b. the output will reflect the independent views of the consultant; and
c. the output is the sole or majority element of the contract, in terms of relative value and importance.

Contractor

Is a person engaged by Defence under a contract that represents a business resource and is subject to direct management by Defence. Contractors would normally undertake Defence roles and are engaged as an alternative to normal Defence Australian Public Service employee resources. This would also apply in circumstances where the engagement of a firm is for labour hire involving specific personnel remunerated at hourly or daily rates. defence members and Defence Australian Public Service employees are not included in this definition.

Controlled route

A route, the use of which is subject to traffic or movement restrictions, which may be supervised.

Converter dolly

A trailer with one axle group or single axle and a fifth wheel coupling designed to convert a semitrailer into a dog trailer (see definition).

Convoy

Two or more packets organised for the purpose of control and orderly movement, with or without escort protection, forms a convoy. When required, a convoy of vehicles may be subdivided into groups of two to ten vehicles, known as 'packets'. Packets travel independently but conform to the overall convoy plan and under the control of a convoy commander.
Convoy Commander

Convoy Commander. A person appointed by a commander/manager to have overall command and control of a convoy.

Course manager

Course manager. An officer, Warrant Officer (E), non-commissioned officer or Defence civilian employee of equivalent rank, appointed by a commander/manager for the efficient conduct of a driver training course.

Credit transfer

Credit transfer. The agreed value of the achievement or partial achievement of one qualification when related to another qualification.

Custodian

Custodian. A commander's/manager's delegate who is responsible for the management and control of a Defence vehicle. The custodian is ultimately responsible for all matters concerning a particular Defence vehicle.

D Vehicle

D Vehicle. See Vehicle classification.

Daily servicing

Daily servicing. Tasks which are carried out by drivers on Defence vehicles prior to, during and after completion of driving tasks, to ensure that the vehicle is serviceable and roadworthy.

Dangerous goods

Dangerous goods. Dangerous goods are articles or substances which are capable of posing a risk to health, safety, property or the environment and which are shown in the list of dangerous goods in the Australian Code for the Transport of Dangerous Goods by Road and Rail.

Daytime

Daytime. That period of beginning at sunrise and ending at sunset.

Defence

Defence. Is the Department of Defence and the Australian Defence Force.

Defence civilian

Defence civilian. A Defence civilian, as defined in the Defence Force Discipline Act 1982 (DFDA), means a person (other than a Defence member) who:

a. with the authority of an authorised officer as defined in the DFDA, accompanies a part of the ADF that is outside Australia, or on operations against the enemy

b. has consented, in writing, to subject themselves to ADF discipline while so accompanying that part of the ADF.

Defence emergency vehicle

Defence emergency vehicle. An ADF ambulance, an ADF Fire Services vehicle, an ADF Explosive Ordnance Demolition vehicle and any other vehicles designated from time to time by the Chief of the Defence Force (CDF). The following vehicles constitute emergency vehicles under the Defence Road Transport Exemption Framework:
Defence ambulances—Defence vehicles with specific ancillary shelters or equipment to evacuate and sustain treatment regimes in transit situations.

b. Defence Fire Service vehicles—Defence vehicles with specific ancillary equipment to prevent or eliminate fires in domestic or field environments.

c. Defence Explosive Ordnance Demolition (EOD)—Defence vehicles carrying EOD equipment for the emergency demolition of unexploded ordnance.

Defence employee

Defence Australian Public Service employee. Is a person employed under the Public Service Act 1999 in the Department of Defence.

Defence establishment

Defence establishment. Any Defence garrison area, base or facility.

Defence member

Defence member. As defined in section 3 of the DFDA, means:

a. a member of the Permanent Navy, Regular Army or the Permanent Air Force; or

b. a member of the Reserves who: is rendering continuous full-time service; or is on duty or in uniform

Defence personnel

Defence personnel. Are all Australian Public Service employees in the Department of Defence, Defence members, Defence locally engaged employees, Defence civilians, and foreign personnel on exchange to Defence.

Defence practice area

Defence area. An area that has been publicly gazetted under Part 11 of the Defence Regulation 2016 or has been negotiated between Defence and appropriate government authorities, for the purpose of conducting Defence operations or practices. The area is to be clearly defined and have limited or controlled access to the general public. Public roads may form part of a Defence area.

Defence vehicle

Defence vehicle. Any vehicle, including trailers that are owned by, or leased or hired by, the Department of Defence. It can be plated with Defence, Commonwealth, or civilian number plates. Also referred to as B Vehicle or Defence B Vehicle.

Design Acceptance Authority (DAA)

Design Acceptance Authority (DAA). As defined in the Technical Regulation of ADF Materiel Manual—Land (TRAMM–L), the DAA is an appointed competent engineer within Defence, who is responsible for:

a. the design acceptance of land materiel, including maintenance engineering, modifications or changes

b. safety and environmental compliance of land materiel designs

c. delegating design acceptance responsibility to appropriate individuals.
Difficult terrain

Difficult terrain. Any formed road, track, or surface predominantly affected by snow, sand, water, uneven surfaces, gravel, corrugations or wash-aways. Due to the various materials that boat ramps are constructed from and the affects of water, boat ramps are also defined as difficult terrain.

Divisible load

Divisible load. A load that is made up of more than one indivisible item, or a substance or commodity, the amount of which can be reduced in size or mass without extreme effort, expense or risk of damage.

Dog trailer

Dog trailer. A trailer (including a trailer consisting of a semitrailer and converter dolly) with:

a. one axle group or single axle at the front that is steered by connection to the towing vehicle by a drawbar

b. one axle group or single axle at the rear.

Drawbar

Drawbar. A part of a trailer (other than a semi-trailer) which connects the trailer body to a coupling for towing purposes.

Driver

Driver. A driver can be a Defence member, Defence civilians, civilian Defence exchange officials, Instructors of Cadets, Officers of Cadets or contractors, consultants and outsourced service providers or Defence volunteers, who are both qualified and authorised to drive a Defence vehicle.

Driver testing officer

Driver testing officer. Any Defence member, Defence employee or Defence contractor, who has attended ALTC or Headquarters Air Command / CDI-AF approved course and has been authorised to assess and issue ADF driver’s licence codes and endorsements within the bounds of their qualification.

Driving duty

Driving duty. Whenever a driver is operating a Defence vehicle, they are deemed to be on duty for the purpose of these orders, if correctly authorised to drive that vehicle. It includes time spent loading, unloading, assisting passengers in getting on and off a vehicle, inspecting, maintaining, or refuelling a vehicle and any break less than 30 minutes.

Duty travel

Duty travel. See Official travel.

Emergency response situation

Emergency response situation. A situation requiring an emergency response vehicle or a Service Police vehicle to respond; this may necessitate the use of the vehicle’s emergency warning devices such as sirens and flashing lights.

Emergency situation

Emergency situation. Any situation in which there is the likelihood of:

a. death or serious injury to personnel

b. damage to property; or
Equivalent ranks

Equivalent ranks. An explanation on the rank equivalents across Defence is available in the ADF Pay and Conditions Manual (PACMAN), Chapter 1, Part 4.

Escort vehicle (for oversize vehicles)

Escort vehicle (for oversize vehicles). A vehicle that is being used to transport a police officer or other person authorised to direct traffic, and which is being used to warn other road users of the presence of an oversize vehicle or combination. An Escort Vehicle is not a Pilot Vehicle.

Exported driver training

Exported driver training. Driver training not resourced and scheduled by Forces Command on PMKeyS, [i.e. a unit conducted driver course].

Fifth wheel coupling

Fifth wheel coupling. A device, other than the upper rotating element and the kingpin (which are parts of a semitrailer), used with a prime mover, semi-trailer or a converter dolly to permit quick coupling and uncoupling and to provide for articulation.

Flat towing

Flat towing. Towing of a similar sized disabled vehicle by use of a rigid frame connection. All wheels of the disabled vehicle remain in contact with the road surface.

Flatrack

Flatrack. The flatrack, palletized loading, Integrated Load Handling (ILH), module is a welded steel frame, steel floored, flat cargo body with a folding front end A frame. Utilised with a Truck Heavy, Integrated Load Handling System (ILHS).

Fleet management

Fleet management. The function of acquiring, introducing, distributing, managing, maintaining, repairing and disposing of equipment and stores. These actions are performed at all levels of the supply chain, through methods and requirements specified by the ADF Logistics Manager, in accordance with Capability Manager directives. (Refer to the Electronic Supply Chain Manual).

Formed roads

Formed roads. See Road types.

Garaging

Garaging. The overnight, off street parking of a Defence vehicle.

General service (GS) vehicle

General service (GS) vehicle. B Vehicles designed to military specifications to conduct tasks required in an area of operations. GS vehicles combine road mobility with cross-country mobility, including the ability to cross water obstacles with minimum preparation and assistance. Certain GS vehicles are designed for air portability in appropriate aircraft. GS vehicles normally have inherent durability and are designed to have a longer life of type (LOT) than an off-the-shelf CL vehicle. Also known as GS B vehicles.
Government furnished equipment

Government furnished equipment. That equipment/materiel which is to be supplied by the Australian Government and delivered to the contractor at no charge to the contractor except for that equipment/materiel delivered to a contractor for sales overseas. Government furnished equipment should not incur any costs to the Government when delivery of the equipment/materiel to the Government is complete.

Gross combination mass

Gross combination mass. The greatest possible sum of the maximum loaded mass of the motor vehicle and of any vehicles that may be towed by it at one time:

a. as specified by the motor vehicle’s manufacturer

b. as specified by the vehicle registration authority if:
   1. the manufacturer has not specified the sum of the maximum loaded masses
   2. the manufacturer cannot be identified; or
   3. the vehicle has been modified to the extent that the manufacturer’s specification is no longer appropriate.

Gross trailer mass

Gross trailer mass. The weight of the fully loaded trailer that is imposed on the trailer’s axle when it is coupled to the tow vehicle.

Gross vehicle mass

Gross vehicle mass. Is the maximum operating weight of a vehicle as specified by the manufacturer on the compliance plate and including the vehicle’s chassis, body, engine, engine fluids, fuel, accessories, driver, passengers and cargo but excluding that of any trailer or trailers.

Gross weight

Gross weight. The weight of a vehicle including fuel, lubricants, coolant, vehicle tools and spares, cargo and operating personnel.

Group

Group. In relation to explosives specified in Schedule 1 of the Commonwealth Explosives Regulations, means the United Nations (UN) compatibility group in which, under Regulation 4 (CER), those explosives are included.

Hazard warning lights

Hazard warning lights. Yellow signal lights, fitted on each side of a vehicle at its front and rear that can be operated to flash simultaneously and regularly.

Heavy vehicles

Heavy vehicles. A vehicle or trailer that has a GVM greater than 4.5 t.

Home garaging

Home garaging. The secure, overnight, off-street parking of a Defence Vehicle at the private residence of an Official. Home garaging may be either permanent or temporary:

a. Permanent home garaging means an ongoing arrangement that is valid for up to 12 months, or to the end of the FBT Year.
Temporary home garaging means a short-term, usually ad hoc, arrangement of continuous periods up to 10 working days, or to the end of an FBT year, whichever is the sooner.

Instructor of Cadets

Instructor of Cadets. An IOC is defined as a person who is appointed or reappointed as an instructor in the ADF Cadets under section 7(4) and/or (8) of the Cadet Forces Regulations 2013.

Integrated Load Handling System (ILHS)

Integrated Load Handling System (ILHS). Is a mechanical, hydraulically powered, diagonally lifting load and unload mechanism, fitted to the MAN HX77 utilised to lift and dismount flatracks, modules and ISO 20ft containers.

Laden vehicle

Laden vehicle. A vehicle carrying a load.

Large indivisible load

Large indivisible load. An item that:

a. cannot be divided without extreme effort, expense or risk of damage to it

b. cannot be carried on any vehicle or combination without exceeding a mass or dimension limit in the Mass and Loading Regulations.

Learning Management Package

Learning Management Package. The curriculum and all additional documentation needed to conduct a course. Includes validation concept, recognition policy, competencies, assessment, training objectives, joining instructions, pre-course study advice, instructor briefs, lesson plans, and details of learning strategies.

Load

Load. In relation to a vehicle or combination, includes anything that is normally removed from the vehicle or combination when not in use, but does not include:

a. tools, equipment or substances necessary for the vehicle or combination to function, or for any load to be restrained; or

b. personal items for the use of the driver.

Load restraint guide

Load restraint guide. Publication produced by the National Transport Council (NTC) and Road & Traffic Authority (RTA) NSW.

Load-carrying vehicle

Load-carrying vehicle. In relation to a vehicle or combination, means a vehicle or combination that is carrying, or is built to carry, a load.

Local training movement

Local training movement. See Movement types.
**Long halt**

Long halt. Is a halt which is for 30 minutes or longer. Long halts are to be taken after five hours driving which includes short halts. Time spent at a long halt is not calculated as driving time.

**Low-loader**

Low-loader. A gooseneck semi-trailer with a loading deck no more than one metre above the ground.

**Low-loader dolly**

Low-loader dolly. A mass-distributing device that:

a. is usually coupled between a prime mover and a low loader
b. consists of a gooseneck rigid frame
c. does not directly carry any load on itself
d. is equipped with one or more axles, a king pin and a fifth wheel coupling.

**Maintenance Management Plan (MMP)**


**Manager**

Manager. Means Defence personnel or contractors who direct a range of human and physical resources and their associated financial responsibilities to achieve corporate objectives. A manager may be a first-level supervisor or perform the role of a first-level supervisor where they have immediate subordinates, as well as the role of a second-level supervisor where they have Defence personnel supervised by those subordinates.

**Materials handling equipment (MHE)**

Materials handling equipment (MHE). MHE includes all vehicles and machinery used for loading and unloading of material.

**Materiel specific instructions**

Materiel specific instructions. Documentation pertaining to the operation and maintenance of specific items of materiel, eg Electrical and Mechanical Engineering Instructions (EMEI), user/operator handbooks, CASG Fleet instructions and Technical Integrity Management Plans.

**Member**

Member. See Defence member.

**Military establishment**

Military establishment. See Defence establishment.

**Mobility category (MC)**

Mobility category (MC). MC is utilised to support the current fleet of Defence vehicles and is defined as:

a. **Category 1—High.** Vehicles able to make maximum use of terrain to enable rapid deployment to optimal firing positions, weapon sites, surveillance points etc and be able to out-maneuver highly capable threat vehicles.
b. **Category 1—Low.** Vehicles able to make maximum use of terrain to enable routine deployment to optimal firing positions, weapon sites, surveillance points etc.

c. **Category 2—High.** Vehicles able to make use of terrain to enable rapid deployment to good firing positions, weapon sites, surveillance points etc.

d. **Category 2—Low.** Vehicles able to make use of terrain to enable routine deployment to good firing positions, weapon sites, surveillance points etc.

e. **Category 3.** Vehicles with sufficient off-road capabilities to reach echelons, distribution points, worksites and circumvent road damage or blockages.

f. **Category 4.** Vehicles with limited off-road capability.

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### Motor vehicle, Loss, Destruction or Damage Insurance (also known as Comprehensive Insurance)

**Motor vehicle, Loss, Destruction or Damage Insurance** (also known as Comprehensive Insurance). This policy covers accidental loss or damage (including theft) to an insured vehicle including third party property damage claims in which the driver of the insured vehicle is found legally liable.

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### Motor vehicle compulsory third party (CTP) personal injury insurance

**Motor vehicle compulsory third party (CTP) personal injury insurance.** This insurance is mandatory for every motor vehicle registered in Australia. CTP insurance indemnifies vehicle owners and drivers who are legally liable for personal injury to other road users (such as drivers, passengers, pedestrians and cyclists) as a result of a motor vehicle accident.

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### Motor vehicle third party property damage insurance

**Motor vehicle third party property damage insurance.** This policy covers third party property damage claims arising from the use and operation of a motor vehicle where the driver of the insured vehicle is held legally liable. It does not cover accidental loss or damage to the insured vehicle.

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### Motorcycle

**Motorcycle.** A motorcycle is defined as:

a. a two-wheeled motor vehicle; or

b. a two-wheeled motor vehicle to which a sidecar or a trailer is attached.

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### Movement types

**Movement types**:

a. **Administrative.** All movement NOT directly related to the CDF Preparedness Directive (CPD) requirements. This includes all routine or general purpose movement for day-to-day functions, but excludes operational movement and training movement. Examples of administrative movement include the collection of stores, the movement of personnel for administrative tasks, the movement of work parties or sporting teams, movement of personnel to physical training locations and movement of personnel between the formation or unit location and an exercise area or Defence Practice Area.

b. **Operational.** Tactical or non-tactical movement which occurs during actual operations both within and outside an area of operations (not movement during operational training or military exercises). Additionally, the movement of Defence and civilian personnel during Defence Aid to the Civil Community (DACC) tasks are defined as Operational Movement First Class (or Class One) Road.

c. **Training.** All movement required for the fulfilment of formation or unit training objectives directly related to the CDF CPD requirements. Training Movement is divided into two types:

1. **Operational training movement.** Movement required for the conduct of operational training or military exercises including tactical and non-tactical movement. Examples include movement of personnel within an exercise area and the routine, general purpose movement of personnel in and around the formation or unit's deployed location.
2. **Local training movement.** Movement required for the fulfilment of formation and unit training objectives which are conducted wholly within the local training area of the establishment location.

**National transport commission (NTC)**

**National Transport Commission (NTC).** A national organisation established under the inter-government agreement to develop, monitor, and maintain uniform or nationally consistent regulatory and operational reforms relating to road transport, rail transport, and intermodal transport.

**National Transport Policy Framework**

**National Transport Policy Framework.** The establishment and maintenance of nationally agreed and accepted road transport rules and regulations through the auspices of the NTC.

**National Transport Policy Framework (2)**

**Heavy Vehicle National Law (NHVL).** Represent industry best practice in regards to heavy vehicle operations, therefore all elements of Defence are to comply with it throughout Australia, except where specific exemptions are detailed under the Australian Defence Road Transport Exemption Framework.

**Net Explosive Quantity (NEQ)**

**Net Explosive Quantity (NEQ).** The NEQ is the quantity (in kilograms) of the explosive substances present in a store, container, stack, building, or the like unless it has been determined that the effective quantity is significantly different from the actual quantity. It does not include such substances as white phosphorus, war gas, or smoke and incendiary compositions unless these substances contribute significantly to the dominant hazard of the hazard division concerned.

**Night vision equipment (NVE)**

**Night vision equipment (NVE).** NVE, is an electro-optic system used to enhance and intensify night images.

**Night-time**

**Night-time.** That period of time beginning at sunset and ending at sunrise.

**Non-technical inspection (NTI)**

**Non-technical inspection (NTI).** NTI are conducted by competent, qualified and authorised operators, utilising appropriate tools, gauges and test equipment, and in accordance with authorised procedures contained in materiel specific instructions. NTI is a preventative maintenance measure that permits early identification of faults and deterioration of the condition of materiel. NTI should identify outstanding maintenance actions where they exist and may initiate technical maintenance.

**North Atlantic Treaty Organization (NATO)**

**North Atlantic Treaty Organization (NATO).** NATO is an alliance of 28 countries from North America and Europe committed to fulfilling the goals of the North Atlantic Treaty signed on 04 April 1949. In accordance with the Treaty, the fundamental role of NATO is to safeguard the freedom and security of its member countries by political and military means. NATO is playing an increasingly important role in crisis management and peacekeeping.

**Officer of Cadets (OOC)**

**Officer of Cadets (OOC).** An OOC is defined as an adult who is appointed or reappointed as an officer in the ADF Cadets under section 7(4) and/or (8) of the Cadet Forces Regulations 2013.

**Official**

**Official.** An Official means a person who is in, allocated to, or part of, Defence and undertaking tasks in relation to the subject matter of a specific task. For the purpose of this manual, Official includes Defence employees, Defence civilians, Defence members, OOC and Instructors of Cadets (IOC) and non-public servants (such as a contractor) who performs a
financial task for Defence, where the non-public servant is specifically designated and assigned particular responsibilities.

Official purposes

Official purposes. See Business use.

Official travel

Official travel. Official travel is travel undertaken for duty purposes and is at the expense the Commonwealth. Official travel may be movement via air, sea or land transport modes and could be provided by the private sector or the Commonwealth.

Operational movement

Operational movement. See Movement types.

Operational training movement

Operational training movement. See Movement types.

Operations

Operations. Any activity needed to gain the objectives of any battle or campaign, any UN peacekeeping activity, Defence Force Aid to the Civil Power or an emergency declared by the CDF. It does not include DACC or any training, including training for warlike operations.

Outsourced service provider

Outsourced service provider. Is a person or organisation engaged by Defence under a service contract to deliver a specified service or supply, usually against agreed milestones and deliverable requirements.

Overmass

Overmass. In relation to a vehicle or combination, means having a mass that, including the mass of any load, exceeds a relevant mass limit in the Road Transport Reform (Mass and Loading) Regulations.

Oversize vehicle

Oversize vehicle. In relation to a vehicle or combination, means a vehicle or combination which, with any load, exceeds a relevant dimension limit in the Road Transport Reform (Heavy Vehicle Standards) Regulations or the Road Transport Reform (Mass and Loading) Regulations. A vehicle or combination is oversize if one or more of the general dimension limits of 2.5 m wide, 4.3 m high and 12.5 m long for a rigid vehicle and 19 m long for an articulated vehicle, are exceeded.

Packet

Packet. A group, of two to ten vehicles, moving together under the control of a Packet Commander. A packet is part of a convoy.

Packet Commander

Packet Commander. A member appointed by a convoy commander for each packet of vehicles in the convoy. When vehicles are carrying troops, packet commanders are to be appointed from the units being carried.

Payload

Payload. The load (expressed in tonnes of cargo or equipment, litres of liquid, or number of passengers) which the vehicle is designed to transport under specified conditions of operation, in addition to its unladen weight.
Permanent use

Permanent use. The use of this term applies where a Defence vehicle is used by a Defence Official, including regular garaging at a private residence. Permanent use will also apply to any situation where a continuing agreement is broken intermittently due to alternative use of a Defence vehicle for a short period.

Pig trailer

Pig trailer. A trailer with one axle group or single axle near the middle of its load carrying surface, and connected to the towing vehicle by a drawbar.

Pilot vehicle

Pilot vehicle. A vehicle fitted with ‘OVERSIZE’ signs and rotating yellow flashing lights being used to warn other road users of the presence of an oversize vehicle or combination.

Pole-type trailer

Pole-type trailer. Is a trailer that:

a. is attached to a towing vehicle by means of a pole or an attachment fitted to a pole

b. is ordinarily used for transporting loads, such as logs, pipes, structural members or other long objects, that are generally capable of supporting themselves like beams between supports.

Prime mover

Prime mover. A motor vehicle built to tow a semitrailer/s.

Private residence

Private residence. A place of permanent or long-term residence of a Defence Official.

Private use

Private use. The use of a Defence vehicle by Defence personnel which is not directly attributable to the performance of their duties. Based on this definition and the principles governing the use of Defence vehicles outlined in the Tax Management site, the kilometres travelled to and from work for garaging Defence vehicles at a private residence are considered to be private travel.

Procedural fairness

Procedural fairness. The legal principle that provides the right to a fair hearing. For an explanation of the principle and rules of procedural fairness refer to Australian Defence Force Publication (ADFP) 06.1.3—Guide to Administrative Decision-Making or the Decision-maker’s Handbook for Personnel-related Decisions.

Prohibited area

Prohibited area. Any place used for military purposes and where special precautions are taken to deter the entry of unauthorised persons. Unlike a Restricted Area, a Prohibited Area or place would not necessarily have physical barriers to unauthorised entry. Note: Areas and places become prohibited under various Acts of Parliament and Government Regulations, such as the Crimes Act 1914, Defence (Special Undertakings) Act 1952 and Defence Force Regulations. (Refer ADFP 101—Glossary.)

Protected Mobility Vehicle (PMV)

Protected Mobility Vehicle (PMV). Is a B Vehicle fitted for or with protected armour and can include MAN FOV, Bushmaster FOV or Hawkei FOV.
Public roads

Public roads. Roads that are maintained by Government bodies, other than the Department of Defence, for use by all road transport groups. Defence establishments and Defence areas can be a combination of public roads and Defence gazetted roads. The main road of a Defence establishment maybe a public road, however numerous branch streets and roads could be gazetted Defence roads.

Purpose designed passenger carrying vehicles

Purpose designed passenger carrying vehicles:

a. Purpose designed passenger carrying vehicles include:

1. commercial cars and 4 x 4 vehicles which allow for the carriage of passengers in a forward seated position and where seatbelts are fitted

2. mini-buses, buses and coaches which allow for the carriage of passengers in a seated position, whether seatbelts are provided or not

3. trucks and semitrailers where the passenger compartment is fitted with seat belts

4. General Service vehicles which are fitted with a Passenger Cargo Restraint and Segregation System or Rollover Protective System.

b. This definition does not include commercial vehicles with side seating and lap seatbelts. The carriage of personnel in this type of vehicle is to be in accordance with Chapter 6—‘Movement of personnel in the rear of Defence vehicles’.

Quadripartite Standardisation Agreement (QSTAG)

Quadripartite Standardisation Agreement (QSTAG). QSTAG is the record of an agreement between the Armies of the United States, United Kingdom and Australia and the Canadian Forces. A QSTAG may adopt like or similar military equipment, ammunition, supplies and stores, and operational, logistic and administrative procedures.

Recognition

Recognition. Recognition is a form of evidence-based assessment, and the recognition process is generally initiated when a TE/unit offers recognition as part of the panelling process for a particular course. However, Defence members may apply for recognition without being panelled for a formal course where there is a Defence requirement or efficiencies to be gained for Defence.

Recovery

Recovery. Recovery is the process of extricating a vehicle or equipment casualty from the place where it has become disabled or defective and moving it to the first place where repairs can be effected, or from which it can be backloaded. In its broader sense the term not only covers this process, but also backloading and evacuation. The Australian Defence Doctrine Publication 4.5—Materiel Engineering and Maintenance provides the definitions of Recovery Operations and Types of Recovery Support.

Regulatory sign

Regulatory sign. A sign used by a competent Local, State, Federal Government or military authority to regulate and control traffic.

Relevant Property

Relevant property. Property in the custody or under the control of the Commonwealth, or property in the custody or under the control of any person acting for or on behalf of the Commonwealth, in respect of the custody or control of the property.
Rider. Person riding and responsible for controlling an All Terrain Vehicle, motorcycle, bicycle or animal.

Risk Management

Risk management. The process of identifying hazards, evaluating the degree of risk associated with identified hazards and taking that action necessary to eliminate or reduce exposure to those hazards.

Road Class

Road class:

a. First Class (or Class One) Road. A sealed and marked road.

b. Second Class (or Class Two) Road. An unsealed dirt road.

(See also Road types).

Road Movements Officer

Road Movements Officer. An Air Force appointment for the control of Defence vehicles. Refer to Chapter 2—‘Roles and responsibilities’.

Road train

Road train. A combination, other than a B-double, consisting of a motor vehicle towing at least two trailers (counting as one trailer a converter dolly supporting a semi-trailer).

Road types

Road types:

a. Formed road. A road sealed or unsealed, that has been made by some form of plant equipment to allow use by non-four wheel drive vehicles.

b. Track. A defined route (unsealed) established by frequent human, vehicle or animal movement, not purpose built for vehicle movement.

(See also Road class).

Route

Route. The prescribed course to be travelled from a specific point of origin to a specific destination. (See also Controlled route).

Royal Australian Air Force School of Administration and Logistics Training

Royal Australian Air Force School of Administration and Logistics Training. The RAAF training institution responsible for the delivery of initial employment training to RAAF Supply and Movement operators.

Safe Driving Area (SDA)

Safe Driving Area (SDA). A suitable Defence area or establishment with control measures in place to inform military and civilian road users, that the area may be used to train drivers in a risk managed environment. For training purposes, this area should be equipped with a wide range of road conditions, intersections, signs and road surfaces. If the road network within a Defence establishment is used as a SDA, a warning sign advising that driver training is being conducted, is to be placed at the establishment entrance checkpoints. If a non-Defence area is to be utilised, the area is to be closed to the public and suitable insurance agreements are to be in place.
Safe location

Safe location. An area as near as practicable away from an emergency site, taking into account the relative safety distances pertaining to the type of load.

Scheduled driver's course

Scheduled driver's course. A driver's course which has been approved resourced and scheduled to be conducted at ALTC or another training establishment.

Semi-trailer

Semi-trailer. A trailer (including a pole-type trailer) that has:

a. one axle group or single axle towards the rear

b. a means of attachment to a prime mover that would result in some of the load being imposed on the prime mover.

Senior Executives

Senior Executives. APS employees with a classification of Senior Executive Service Band 1 and above (or E O–7 one-star).

Service police

Service police. A member of the police corps or service and includes a provost marshal and a deputy provost marshal: DFDA, section 3(1).

Service Police (MP)

Service Police (MP). For the purpose of this manual, the term MP is used to qualify Army Service Police only. See also Service police.

Service police vehicle

Service police vehicle. A vehicle operated by Service police in the conduct of their duties. Service police vehicles have no exemptions from State and Territory road rules.

Serviceable

Serviceable. A vehicle is fit for its intended use and complete with all components in working order. Associated stores are serviceable when they are fit in every respect for use with their parent equipment. This term has now been replaced by 'Fully Functional' in accordance with TRAMM–L.

Shipping document

Shipping document. Any document which accompanies goods being transported or is transmitted electronically in conjunction with the movement of goods, and includes an invoice, delivery note, consignment note, load manifest, export receipt advice, bill of lading, contract of carriage or subcontractors payment advice.

Short halt

Short halt. In principle, short halts should be taken after every one-hour and 50 minutes driving. Instructions on where short halts are to be taken are given in the orders relating to the movement, however, not less frequently than every two hours, plus or minus a half hour. A short halt is normally for 10 minutes but not more than 15 minutes.
Special Purpose Military Vehicle (SPMV) Class 1

Class 1 SPMVs are classes of wheeled vehicles and trailers that are built or permanently modified for ADF-related purposes and:

a. that are primarily used for the protected movement of ADF personnel, or that are load moving vehicles such as military cranes and forklifts
b. that are not an articulated vehicle
c. that exceed a dimension limit under road transport laws that are based on the Australian Vehicle Standards Rules (AVSRs) or a statutory dimension or axle mass limit under road transport laws that are based on the Road Transport Reform (Mass and Loading) Regulations.

Special Purpose Military Vehicle (SPMV)—Class 2

Class 2 SPMVs are classes of specially adapted vehicles or vehicle combinations that are designed for the movement of military modules and specialised stores and equipment, or that have a specialised military purpose such as ADF recovery vehicles and ADF fire and rescue vehicles. They usually have an armoured cabin.

Supervisor

Supervisor. Means Defence personnel or contractors who have direct or line supervisory responsibilities for Defence personnel. In relation to the handling of Commonwealth explosives, or a part of that handling, means a person appointed under the CER to supervise that handling, or that part of that handling, as the case may be.

Tare mass

Tare mass. The mass of a vehicle without its load (ie when unloaded, without fuel etc).

Taskworthy

Taskworthy. A vehicle which is fit to carry out specified tasks in the short term even though it may be in need of further work to bring it to a serviceable standard. This term has now been replaced by Restricted Use in accordance with TRAMM–L.

Technical inspection

Technical inspection. A technical inspection in accordance with EMEI or other approved instructions that are intended to identify all faults, outstanding maintenance tasks and outstanding modifications. It must result in a land materiel classification. The relevant EMEI or other approved documentation against which the inspection is conducted must be recorded.

Technical Integrity Management Directive (TIMD)

Technical Integrity Management Directive (TIMD). An organisation’s TIMD consists of its documented TIMS or engineering or maintenance management system. An organisation’s TIMD is sometimes called an Engineering Management Plan (EMP) or MMP. For further detail refer to the TRAMM–L.

Temporary use

Temporary use. The use of a Defence vehicle, including limited garaging at a private residence, for a period less than an annual aggregate of 10 days.

Tie down

Tie down. Fasten or secure a load to its carrier by use of ropes, cables or other means to prevent it shifting during transport in accordance with the Load Restraint Guide.
Tow motor. Classified as common GSE, the Tractor Aircraft Towing is managed by Aerospace Materiel Systems Program Office (AMSPO) and has a different servicing regime to that of other Defence vehicles.

Trailer. A vehicle that is built to be towed, or is towed, by a motor vehicle, but does not include a motor vehicle being towed. This includes caravans which have been procured by a Service or Group. Trailers can be plated with Defence, Commonwealth, or civilian number plates.

Transport Operations Manager. The term Transport Operations Manager refers to a duly appointed member who has management responsibilities in relation to Motor Transport. Appointment holders who are members of the ADF may be referred to as a Transport Operations Manager, or Road Movements Officer depending on the Service with which an establishment is aligned. Specific responsibilities are detailed in Chapter 2.

Two-up driving. The driver is the authorised operator; however in the case were the authorised driver can no longer continue, the relief driver is authorised to take control of the vehicle; however is not to exceeded 12 hours driving from the commencement of the task start time. Both drivers are then to take the mandatory eight hours of continuous rest away from the vehicle.

Unit. Any Defence element whose structure is prescribed by competent authority, such as a table of organisation and equipment. (See ADGP 101—Glossary.)

United Nations classification system. Means the system of classification commonly known as the UN classification system for dangerous goods.

United Nations number. A number allocated to a substance or article in accordance with the UN classification system.

Unladen vehicle. An unoccupied vehicle not carrying a load in the load space, however includes:

a. all fluids to full capacity, including fuel jerricans, water jerricans and fuel tanks
b. all items identified in Part 2A of the vehicles complete equipment schedule (CES), including winch and winch CES if fitted
c. the vehicle installation kit for radios (fitted for)

Note: Unladen weight does not include the weight of personnel, removable communications equipment, weapons or other loads. When calculating the laden weight of a vehicle, the weight of all personnel, personal field equipment and other equipment must be considered.

Unscheduled driver course. See Exported driver training.
Utility cart

Utility cart. A lightweight, off-road—capable vehicle with seating for two personnel fitted with a steering wheel and seatbelts and a GVM less than or equal to 1200 kg. This does not include golf carts.

Vehicle authorisation and task Form AD 049—Vehicle Authorisation and Task Form

Vehicle authorisation and task Form AD 049—Vehicle Authorisation and Task Form. The form primarily used to authorise a driver to operate a Defence vehicle and record the tasks performed over a calendar month. Refer to Chapter 4—'Vehicle documentation' for more detail on the purpose of the form.

Vehicle cabin/the cabin of a vehicle

Vehicle cabin/the cabin of a vehicle. The inside of a vehicle which is connected to both the passenger area and driver’s compartment is considered to be classified as the cabin of a vehicle. (ie the complete interior of a station wagon/van including the area separated by the cargo barrier is classified as the cabin.)

Vehicle capacity

Vehicle capacity. The number of passengers, or the tonnage (or volume), which can be carried by the vehicle under given conditions.

Vehicle classification

Vehicle classification:

a. ‘A’ Vehicles are all AFV, their variants and derivatives.

b. ‘B’ Vehicles are all road transport vehicles designed to transport freight and/or passengers, their variants or derivatives. This includes all variants of Protected Mobility Vehicles not designed as fighting vehicles.

c. ‘C’ Vehicles are all engineer plant vehicles designed to carry out earthmoving activities such as bulldozer and scrapers.

d. ‘D’ Vehicles are all materials handling equipment designed to lift stores and equipment, such as forklifts and cranes.

Vehicle custodian

Vehicle custodian. See Custodian.

Vehicle operator

Vehicle operator. See Driver.

Visiting force

Visiting force. In accordance with the Defence (Visiting Forces) Act 1963, ‘Forces’ in relation to a country means the naval, military or air forces of that country. Further, visiting force means any body, contingent or detachment of the forces of a country that is for the time being present in Australia. For the purpose of this manual, the term also includes the civilian component of the visiting force.

Volunteers

Volunteers. For the purpose of this manual, a volunteer is a person who consents to undertake duties under the direction or at the request of the Department of Defence, receives nil or nominal reward, and does so on a temporary or casual basis.
Workers' compensation insurance. Workers' compensation insurance is a statutory requirement under State or Territory legislation. Employers must have insurance to cover their legal liabilities for work related injuries suffered by their employees.
WEB FORM LIST

AB 788—Shipper’s Declaration for Dangerous Goods—Surface Mode
AC 344—Record of Attainment Certificate
AC 344-1 - Record of Attainment
AC 626—Vehicle Accident Report
AC 795—Australian Defence Force Driver Qualification Log
AC 868—Driver Testing Officer (DTO) Licence Issue Register
AC 966—Claim for Reimbursement of Home Garaging of Commonwealth Vehicles
AC 967—Application for Approval and/or Charge Waiver Home Garaging of Defence Vehicles
AC 978—Request for Raising an Accounts Receivable Invoice
AD 049—Vehicle authorisation and task form
AD 050—Authority to Issue an ADF Licence
AD 175—Recoverable Expenditure Use of Defence Vehicles and Drivers,
AD 209—Label—Suspected Fault
AD 268—Application for Indemnity and Legal Assistance at Commonwealth Expense
AD 417—Driver Training Report
AD 602—External Training Request—Plant, Machinery and/or Driver Training
AD 865—Request to Conduct Driving Course
AD 866—Driver Testing Officer Return
AD 867—Driving Instructor Assistant Return
AD 874—ADF to Civilian Licence Conversion Request
AD 875—Request Driving Proficiency
AD 986—Driver Training Waiver Request
AD 988—Driving Course Amendment Request
AE 052—Inter-modal Container/Module/Flatrack Weight Declaration
AE 505—Travel Request Form
AE 547 – Service Request
GM 013—Non Technical Inspection Report Heavy Vehicles and Trailers