



12.06 Non CFA members in CFA vehicles Operational Procedure

Section 1 - Purpose and Objectives

(1) To ensure the safety of all persons taking part in, or in proximity to, a non-operational activity by describing the practices to be followed by CFA members and non-CFA members.

Section 2 - Scope

(2) This procedure applies to all CFA members and non-CFA members involved in the use of CFA vehicles for non-operational activities and CFA planned events.

Section 3 - Procedure

Use of CFA vehicles during events

(3) Where it is identified that a non-CFA member will be a passenger in a moving CFA vehicle during a planned event, it is the responsibility of that brigade to ensure that:

- a. The Captain or manager approves each planned event or activity associated with the event.
- b. A record of the event details and a list of passengers is completed, using the template provided in Appendix A.
- c. All passengers are briefed on the rules and obligations outlined in this procedure.

Travel in a CFA vehicle during a planned event

(4) Ensure the following requirements are applied during a planned event and/or whilst travelling in a CFA vehicle:

- a. Comply with Drive and travel in CFA vehicles Operational Procedure.
- b. Non-CFA members aged less than 18 years must not travel in or on moving CFA vehicles, unless approved by the Captain.
- c. Non-CFA members must be seated in the cabin of the truck and be wearing seatbelts in accordance with the Drive and travel in CFA vehicles Operational Procedure. The maximum number of people travelling in the cabin shall not exceed the number of seat belts.
- d. The driver or a nominated CFA member is to remain in the CFA vehicle whilst non-CFA members are in the CFA vehicle, and it shall not be left unattended and unlocked during non-operational activities.
- e. Use vehicle warning devices (e.g. lights and sirens) with discretion during non-operational activities. The use of sirens is to be kept to a minimum, with only very short bursts used intermittently. In these circumstances, sirens shall not be used when children or animals are near the appliance, or when their use may confuse other vehicles on the road.
- f. Only collect and/or distribute gifts from a stationary CFA vehicle. The CFA vehicle shall be parked at the curb in

compliance with all the requirements of the Road Safety Road Rules 2017 (Vic).

Undertake emergency response during a planned event

(5) Request that the District Duty Officer (DDO) escalate support from neighbouring brigades by way of a Temporary Turnout Note (TTN) where participation in a planned event may cause an extended delay(s) to operational response.

(6) Ensure, if there is a requirement for the use of the operational vehicle during a planned event, that all non-CFA members and non-operational CFA members safely exit the vehicle and seek alternative transport arrangements. Only operational CFA members are to respond to operational incidents.

Safety Notes

(7) Drivers are to maintain good situational awareness, undertake regular dynamic risk assessments and adapt driving behaviours accordingly.

Environmental Notes

(8) Limit the impact on the environment and be respectful to landowners and culturally sensitive environments.

(9) Continually monitor the road/track to identify hazards, assess risks and select the best route according to safety and environmental requirements.

Section 4 - Definitions

(10) Commonly defined terms are located in the CFA [Glossary](#). Document specific definitions are listed below.

Left unattended

When the driver is more than 3 metres from the vehicle and there is no CFA member in the vehicle.

Non-CFA member

A member of the public who is 18 years or older and is not a CFA member.

Non-operational activity

CFA activities that are not defined as operational activities. This includes approved, coordinated and pre-planned activities that either fully or partially involve members of the public.

Section 5 - Related Documents

Driving or Traveling in CFA and ESO Vehicles Operational Procedure

Driver Endorsement Operational Procedure

Collisions involving CFA vehicles Operational Procedure

Safely recover disabled CFA vehicles Operational Procedure

CFA members driving private vehicles when involved in operational activities Operational Procedure

Status and Details

Status	Not Yet Approved
Effective Date	To Be Advised
Review Date	To Be Advised
Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
Accountable Officer	Garry Cook Deputy Chief Officer Operational Response & Coordination
Responsible Officer	Tim Connor Manager Operational Doctrine
Author	Tracey Parkhill
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Glossary Terms and Definitions

"CFA member" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"CFA vehicle" - All vehicles owned or operated by CFA or any Group or Brigade. This includes FRV vehicles being driven by an FRV Secondee.