



12.07 CFA members driving private vehicles

Operational Procedure

Section 1 - Purpose and Objectives

(1) To ensure the safety of CFA members and the wider community when CFA members are driving their private vehicles to, at and returning from a CFA activity.

Section 2 - Scope

(2) This Procedure applies to all CFA members when driving their private vehicles during CFA activities, including but not limited to travelling to, at and returning from operational activity.

Section 3 - Procedure

General Requirements

(3) All CFA members who utilise a private vehicle during CFA activities are required to:

- a. Comply with all legislative requirements in relation to driving motor vehicles; and
- b. Not mark private vehicles, nor have equipment fitted, which could cause another driver to mistake it for an emergency vehicle.
- c. Not use hand-held devices whilst driving a private vehicle during CFA activities.
- d. Secure CFA-issued Personal Protective Clothing (PPC) at all times.
- e. If involved in a collision or damage to the vehicle occurs:
 - i. Stop the motor vehicle immediately and comply with all requirements of Section 61 of the [Road Safety Act 1986](#). These requirements are summarised in clauses 1 to 4 of Collisions Involving CFA Vehicles Operational Procedure.
 - ii. Report the circumstances of the collision as soon as possible to the relevant Next in Charge.
Note: The Next in Charge is required to advise the SDO of the collision and/or damage.
 - iii. Complete a Volunteer Compensation Claim Form (for CFA volunteers) available online and submit it to the relevant district or HQ directorate.

Arriving at fire station or on-scene at an incident

(4) Members must ensure the following occurs upon arrival:

- a. Vehicles are parked so as not to impede Emergency vehicle access, any operational requirements and/or be endangered by the incident.
- b. Vehicles are parked in accordance with the [Road Safety Road Rules 2017](#), and ensure that the vehicle is secured and locked when left unattended at a fire station or on scene at an incident.

c. Comply with instructions given by any member of Victoria Police.

(5) If arriving on scene at an incident prior to the arrival of the first arriving appliance CFA members must ensure they conduct a dynamic risk assessment with consideration for:

- a. The potential for hostile or aggressive persons.
- b. The type of incident or fire.
- c. The direct communications with Firecom (or lack thereof).
- d. The number of CFA Members on scene.
- e. The safety and welfare of any other persons in the private vehicle.
- f. If a rendezvous point has been designated for responding crews

(6) If a rendezvous point is required the incident controller or crew leader should consider requesting Firecom to page the details of the rendezvous point to the attending Brigades.

Safety Notes

(7) The [Road Safety Road Rules 2017](#) do not provide any exemptions to CFA members when driving private vehicles in response to emergency calls for assistance. All relevant laws must be followed.

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 [Centralised Glossary](#).

Left Unattended

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

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

Non-CFA members in CFA vehicles Operational Procedure

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

Status and Details

Status	Not Yet Approved
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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
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Glossary Terms and Definitions

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

"Emergency vehicle" - An emergency vehicle, as defined within Rule (Dictionary) of the Road Safety Road Rules 2017 (Vic).

"Next in Charge" - Next in Charge - the supervisor or manager directly in charge of a CFA member or Labour Hire Contractor e.g. for a volunteer this would be a Lieutenant, Captain, Deputy Group Officer, Group Officer or Commander; for an employee / labour hire contractor this would be their direct manager.

"Dynamic Risk Assessment" - The continuous assessment and control of risk in the rapidly changing circumstances of an operational incident. DRA is an intuitive thought process and is typically not recorded.

"Personal Protective Clothing (PPC)" - Includes clothing used to provide protection to CFA members from the risks associated with performing a specific operational task for which they are competent and endorsed