



# 12.08 Driver Endorsement Operational Procedure

## Section 1 - Purpose and Objectives

(1) To provide a clear process to CFA members for achieving and maintaining an operational driving endorsement.

## Section 2 - Scope

(2) This procedure applies to all CFA members or Labour hire contractors driving CFA vehicles in operational conditions.

(3) This procedure does not apply to FRV Secondees driving FRV Vehicles.

## Section 3 - Procedure

(4) CFA has established clear categories for endorsement with minimum requirements (outlined in table 1). A driving endorsement is intended only to provide a member with an endorsement to CFA vehicles in operational conditions.

(5) Where practicable members should view any familiarisation videos and/or review any documentation with the vehicle to ensure they understand the operation and limitations of the vehicle.

### Authorised Person

(6) Authorised persons who may endorse CFA Members to drive vehicles under operational conditions are outlined in Table 1:

(7) Table 1 -

Authorised Person	Positions Authorised to Endorse
Captain	Brigade Members
Commander	Captain and Group Officer
Manager	CFA employees or FRV Secondees

### Endorsement Requirements

(8) Endorsements for new drivers are to be provided per general vehicle category (eg. car / truck) as outlined in table 2 effective 1 July 2024. For all existing endorsed drivers post 1 July 2024 the requirements of table 2 must be attained by 1 July 2026

(9) Any endorsement applies statewide.

(10) A CFA endorsement does not exempt drivers from their own licence conditions or type.

(11) Table 2 -

Type	Minimum Requirements
<b>Code 3 - Car or Truck</b>	<ol style="list-style-type: none"><li>1. Driving Policy and Legislation Training. (Recommended)</li><li>2. The driver must hold a current licence for the category of vehicle being driven.</li></ol>
<b>Code 1 - Car Or Truck</b>	<ol style="list-style-type: none"><li>1. Driving Policy and Legislation Training. (Mandatory)</li><li>2. Drive Under Operational Conditions course. (Mandatory)</li><li>3. The driver must hold a current full licence for the category of vehicle being driven.</li></ol>

(12) The requirement to have an appropriate licence category does not apply to members upgrading to a heavy vehicle licence when displaying 'Driver under Instruction' signs on the front and rear of the vehicle and supervised by a person with an appropriate licence category for the vehicle.

### **Recording of Drivers Licences**

(13) Any CFA member who intends to operate a CFA vehicle must ensure that their driver's licence, expiry and licence type are recorded in the approved CFA Membership Database.

### **Applying for endorsement to drive Code 1 or 3**

(14) A CFA member may apply to the relevant authorised person for an endorsement to drive.

### **Consideration of Endorsement**

(15) An authorised person should consider that the member:

- a. Meets the appropriate requirements for licence category and conditions and the licence has been sighted.
- b. There is a justified purpose for the member to have a Code 1 or 3 Endorsement.
- c. Has recorded the required drivers licence details in the approved membership database.
- d. Meets the minimum endorsement requirements in table 2.
- e. Has demonstrated the correct attitude and ability to drive CFA vehicles.

(16) Authorised persons should take into consideration when a CFA member holds external, nationally recognised qualifications or has appropriate experience with another Emergency Service.

### **Assessment and Recording of Endorsement**

- a. Where the member meets the requirements for the level of endorsement the authorised person must cause a record of the approved level of endorsement in the approved CFA Membership Database.

(17) If authorised person considers the member is not appropriate for endorsement they should consider appropriate training opportunities such as courses or additional vehicle familiarisation.

### **Appeal Process**

(18) A member may seek to appeal a decision of an authorised person by submitting a written notice to [Complaints@cfa.vic.gov.au](mailto:Complaints@cfa.vic.gov.au).

### **Transferring membership and driver endorsement**

(19) CFA members who transfer to another brigade or work location shall have their endorsement transferred providing:

- a. They continue to meet endorsement category requirements.
- b. The member has sufficiently maintained their endorsement through skills maintenance.

(20) Members who transfer should ensure they familiarise themselves with the vehicles at their new location.

## **Maintaining Endorsement**

(21) All endorsed drivers should ensure they:

- a. Maintain their skills in driving to their endorsement level by completing regular skills maintenance.
- b. Maintain current knowledge of relevant legislation and driving rules.
- c. Notify the relevant Assistant Chief Fire Officer or Manager if:
  - i. their licence is suspended, cancelled, disqualified or varied.
  - ii. of medical conditions that may affect their endorsement or ability to drive.

(22) Brigades may stipulate specific skills maintenance requirements for their drivers. However, these are reviewable by the relevant Commander and Assistant Chief Fire Officer (ACFO) and must be considered reasonable and justifiable.

## **Review of Endorsement**

(23) In the event where:

- a. A member is involved in a collision;
- b. A member receives an infringement for exceeding the posted speed limit by more than 20km/h; and/or
- c. A complaint is received regarding a serious breach of driving standards or safety (in a CFA vehicle or otherwise)

(24) A members driving endorsement may be suspended until an appropriate investigation is undertaken and where determined remedial actions have been undertaken. In some serious circumstances, it may not be appropriate to restore an endorsement and revoke same.

(25) Where an endorsement is suspended or revoked the CFA Membership database is to be updated.

# **Section 4 - Definitions**

(26) Commonly defined terms are located in the CFA [centralised glossary](#).

# **Section 5 - Related Documents**

Driving or Traveling in CFA and ESO Vehicles 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

<b>Status</b>	Not Yet Approved
<b>Effective Date</b>	To Be Advised
<b>Review Date</b>	To Be Advised
<b>Approval Authority</b>	
<b>Approval Date</b>	To Be Advised
<b>Expiry Date</b>	Not Applicable
<b>Accountable Officer</b>	Rohan Luke Deputy Chief Officer Operational Doctrine and Training
<b>Responsible Officer</b>	Tim Connor Manager Governance and Business Support
<b>Author</b>	Tracey Parkhill
<b>Enquiries Contact</b>	Operational Doctrine and Training

## Glossary Terms and Definitions

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

**"CFA employee"** - Any person who is directly employed by CFA, including those employees on a fixed term or casual employment contract.

**"FRV Secondee"** - An officer or employee of Fire Rescue Victoria made available to CFA under section 25B of the FRV Act.

**"Labour hire contractor"** - Personnel provided by a staffing agency for a fee. These personnel are employees of the agency and not CFA.

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