

Ponderosa VFD

Apparatus Driver Training

Driver/Operator Standard Operating Guideline

DRIVER QUALIFICATIONS

Purpose

The process to qualify to drive department vehicles and to drive personally operated vehicles emergency response; these minimum qualifications must be met:

- Be 18 years old or more.
- Have acceptable driving record as per related policy.
- Have attended a DDC course or equivalent within the last five years.
- Have the approval of the Company Lt.
- Have the approval of the respective station Captain.
- Have the approval of the Command Staff (POV emergency driving only).
- Have approved driver in the officers' seat.

To qualify to drive departmental vehicles emergency status, learning and regular response, the above minimum qualifications apply and the following additional criteria must be met:

- Appropriate Class license (as applicable to vehicle)
- Receive recommendation by the Company Lt. and station Captain.
- Approval by the Command Staff at a regular officers meeting.

After a suitable period of driving with direct supervision, the Captain may request the trainee to be placed on the approved driving list per qualified apparatus.

During the driver training phase, the member must ride with an approved driver in the officer's seat. Training issues to be addressed include but are not limited to the following:

- Lane placement
- Lane choice during emergency responses
- Use of mirrors
- Department Procedures regarding backing
- Control of Speed
- Interface with intersections/clearing and proceeding through the intersection
- Map reading/familiarization with district territory

- Safety issues (seatbelts, not exiting the vehicle until air brakes are set, etc.)
- Placement of vehicle at various scenes
- Use of braking devices (Jake Brakes, Drive line Retarders, Emergency Braking, Air Brakes)
- Use of emergency devices (emergency lights and sirens)

In addition to and in conjunction with the above, the training member must train in the use of the truck systems, i.e. standard pump operations and complete familiarization with equipment and compartment contents on the vehicle. Standard pump operations are defined as follows:

- Putting truck in pump gear and taking truck out of pump gear.
- Thorough understanding of valve operations (recirculating, tank to pump, Class A foam system, primary attack lines, and auxiliary discharges).
- Use and availability of adapters and connectors for various applications.
- Familiarity with LDH, hydrant operations and water hammer.

Before being allowed to drive the apparatus under emergency conditions, the member must show proficiency in operating the pump in non-complex situations. A non-complex situation is defined as a scene that does not require water relays, drafting, or the use of dry hydrants. The member should have an understanding of how to use the LDH water manifold.

After the Member has participated in drivers training with an approved driver and has met the minimum requirements set above, and has been recommended by the company Lt., the driver must drive on a minimum of three emergency runs with the station Captain in the officers seat. After these three responses, the Captain will re-evaluate the driver and either approve the driver for emergency response status or require the driver to drive with the company Lt. or with the Captain until that time which the driver is deemed competent and safe.

After the Member has obtained the minimum requirements as set forth above, and is in the evaluation phase (waiting to obtain 3 emergency responses with the Captain) the member may respond in the truck to a scene in a non-emergency mode. This may be necessary to get the apparatus to the scene in the absence of an approved driver.

Driving Policy

A driving policy is being implemented to insure that our members are safe and conscientious drivers, and to provide for the safety of the general public when our members are driving the apparatus or their personal cars responding to emergencies.

A point system will be used to determine if our members may be allowed to use warning devices (lights & siren) to respond to emergency calls. The point system is shown as an attachment to this policy.

A semi-annual review will be used to determine a member's emergency driving status. The reviews will be conducted in May and November of each year.

The department's administrative secretary will obtain each member's driving record during the first week of the above months. An elected officer will then determine each member's points using the abovementioned point system.

The following criteria have been established:

- (1) DWI or DUI - No member will drive emergency if he/she has been convicted of DWI/DUI during the past three years. A member must wait three years from the date of the offense (or date of conviction) before re-applying for emergency driving status. If a member is convicted of a second DWI/DUI within five years of the first conviction, the member is terminated.

The same rationale is used for new candidates (eg. if a candidate has two DWI/DUI on his record he/she will not be considered for membership).

- (2) Points - if a member has 195 points or above, his/her membership will be terminated.
- (3) Points - Any member scoring between 125 and 195 points will have his/her driving record reviewed by the Command Staff. After review, the Command Staff will decide if the person may drive: the department apparatus, or a POV utilizing emergency warning devices.
- (4) Traffic Violations/Accidents - It will be the responsibility of each member to report traffic convictions and accidents to the elected officer who coordinates this policy. Failure to provide said information will be detrimental to the member when his/her driving record is reviewed.

DRIVER EVALUATION POLICY

OBJECTIVES

To establish a method of evaluating Fire Department members for consideration of:

1. Operating department apparatus
2. Using lights / sirens POV's
3. Maintaining membership

Historically, there are five factors that show a statistical significance in traffic accident phenomenon; length of membership, age of the driver, marital status, and the number of traffic accidents. The points assigned to each category are as follows:

(A)	Length of Employment		(B)	Age	
	Under 1 year	20		Under 21	45
	1 to 2 years	15		21 to 24	30
	2 years and over	10		25 to 29	15
				30 to 65	10
(C)	Violations		(D)	Accidents	
	3 or more	60		2 or more	60
	2	30		1	30
	1	20		0	10
	0	10			
(E)	Martial Status				
	Single/Divorced	10			
	Married	0			

Example: A member who has been a member for 4 years, is 27 years old, has one violation, one accident, and is single. Add the appropriate category from (A) + (B) + (C) + (D) + (E) or $10+15+20+30+10 = 85$ points.

DRIVER TRAINING COORDINATOR PROCEDURE

OBJECTIVES

To establish a method of training qualified members to drive fire apparatus.

1. Select qualified Driver Trainers
 2. Select a member at each station to the driver training coordinator.
 3. Track and maintain better training records.
 4. Establish correct driving standards by adhering to operational guidelines.
- Qualified driver trainers will be established at each station that will be responsible for training the qualified candidate.
 - These individuals will be responsible for instructing correct driving methods.
 - These individuals will be responsible for showing the candidate videos and providing a written test as well as assisting the candidates in obtaining a Class B permit and license. The driver trainer will also be responsible for maintaining training records. These records will be submitted to the training officer, these hours will be recorded and kept in their personnel files.
 - Members from each station will be the appointed for each station's driver training. The member does not have to be the sole driver trainer. He/she is responsible for making sure that the driver candidate is receiving proper training and that proper records are kept and provided to the training officer.
 - He/she will be responsible to inform qualified driver trainers of candidates who request to drive as well as being assured that each individual's training is following adopted procedures.
 - Driver Trainer at each station will assure that all records are provided to the Departmental Driver Trainer Coordinator. It will be the Driver Trainer's responsibility to make sure that a training record is properly completed.
 - The Driver Trainer will assure the candidate understands the apparatus how to operate and locate all equipment on the apparatus as well as the pumping of the apparatus. The Driver Trainer will also be responsible for providing his/her recommendation to the proper officers as per in the guidelines.
 - Driver Trainers must assure that the approved driver trainers are using correct driving methods, and assure the records are turned in to the appropriate personnel.
 - Driver trainers will be responsible to inform driver trainee's Company Lieutenant or Station Captain of driver trainee's progress, and to give officer proper paper work to submit for approval at next officer meeting.

Fire Department Driver Check Out Sheet

Driver Name _____

Date _____

Driver Instructor _____

Apparatus _____

Driving Skills	Pass	Fail
Lane Usage		
Speed		
Steady Braking		
Square Turns		
Safety		
Mirror Usage		
Freeway		
City		
Rural		
Comfort Level Of Trainer		
Knowledge Of Techniques		
Courtesy To Others		
Backing		
Overall		

	Yes	No
Is Driver Approved To Drive Apparatus ?		

Driver Coordinator's Approval _____ Date _____

Captain's Approval _____ Date _____

Company Lieutenant's Approval _____ Date _____

Elected Officer's Approval _____ Date _____

Compliance Checklist

<u>DRIVER TRAINING IN APPARATUS (MINIMUM)</u>	<u>COMPLETED</u>	<u>DATE</u>
18 Y/O		
ACCEPTABLE DRIVING RECORD (REFER TO DRIVING POLICY)		
DDC OR EQUIVALENT IN THE LAST 5 YEARS		
APPROVAL OF THE COMPANY LT.		
APPROVAL OF THE STATION CAPTAIN		
CLASS B LICENSE OR TRAINING TO RECEIVE		
TRAINING IN BASIC PUMP OPS.		
CEVO / DEPARTMENT DRIVING CLASS & TEST		
<u>DRIVER TRAINING FOR EMERGENCY RESPONSE (MINIMUM)</u>		
<u>MUST COMPLETE ALL OF THE ABOVE</u>		
DEMONSTRATE PROFICIENCY IN DRIVING OF APPARATUS WITH AN APPROVED DRIVER (ATTACH COPY OF TRAINING REPORTS)		
DEMONSTRATE PROFICIENCY IN DRIVING OF APPARATUS TO THE COMPANY LT. (ATTACH COPY OF TRAINING REPORTS)		
DEMONSTRATE PROFICIENCY IN DRIVING OF APPARATUS TO THE STATION CAPT. OR DESIGNEE (ATTACH COPY OF TRAINING REPORTS)		
DEMONSTRATE PROFICIENCY IN PUMP OPERATIONS TO THE COMPANY LT. (ATTACH COPY OF TRAINING REPORTS)		
DEMONSTRATE PROFICIENCY IN PUMP OPERATIONS TO THE STATION CAPT. OR DESIGNEE (ATTACH COPY OF TRAINING REPORTS)		
DRIVE WITH THE STATION CAPTAIN OR DESIGNEE.(THREE EMERGENCY RESPONSES) UNTIL THE CAPTAIN IS CONFIDENT OF THE DRIVERS ABILITY.		
PRESENTED FOR APPROVAL AT A REGULAR OFFICERS MEETING		
Name of Driver		
Name of Reviewer		