

JEFFERSON TOWNSHIP VOLUNTEER FIRE COMPANY

Standard Operating Guideline

Driver Training Program

Purpose:

The purpose of this guideline is to establish a Driver Training Program for the personnel of the Jefferson Township Volunteer Fire Company (JTVFC) to insure that they are safe and conscientious operators, and to provide for the safety of the general public when our personnel are operating any apparatus. This program helps prospective operators develop and maintain driving skills. The Program benefits the vehicle operators as well as the Department by developing the members driving and pumping skills before being approved as a listed driver. Being the operator of an emergency vehicle places more responsibility on the shoulders of an individual over those driving a personal vehicle. A vehicle operator or potential vehicle operator must consider the vehicle size and handling, configuration, and special conditions under which the vehicle is operated. If the operator does not take all of these items seriously, the apparatus will not arrive at the scene safely. Not all members will be vehicle operators.

Scope:

The scope of this program shall include any personnel training to operate Jefferson Township Fire Company (JTVFC) apparatus and vehicles. Personnel who currently operate company apparatus and vehicles shall also be included.

Introduction:

The intent of the Driver Training Program is to develop and maintain the driving skills of prospective apparatus and vehicle operators. The program is accomplished by a combination of classroom instruction and on-the-road training. It is imperative that focused education and training is performed in the initial stages of the driver qualification process and that we must maintain and perform continual driver education and training.

General Driving Requirements:

Prospective Members will be required to complete the eligibility requirements of this program before being allowed to operate a company apparatus or vehicle. Once the eligibility requirements have been met, training will be conducted by a Fire Line Officers or his/her appointee. This will insure that the individual is knowledgeable in the operation of the apparatus.

All existing members shall be kept up to date on all changes in the operation of the apparatus and must operate the apparatus at least once a year to remain competent.

Eligibility Requirements:

1. AT NO TIME WILL A DRIVER OPERATE A COMPANY APPARATUS OR VEHICLE WHILE UNDER THE INFLUENCE OF ALCOHOL AND/OR A CONTROLLED SUBSTANCE.
2. The Operator will be a minimum of twenty-one (21) years of age.
3. The Operator shall possess a valid Pennsylvania driver's license.
 - a. Commercial Drivers License (CDL) holders are preferred and will be given priority driving privileges over a non-CDL holder.
4. The operator will have a driving record free of accidents and moving violations for a period of three years.
 - a. Any prospected operator not meeting this requirement will be required to present, before the Executive Board, a written explanation of all accidents and/or violations and request an exception to this requirement.

- b. The Executive Board shall review any accident reports, violation summaries and the prospected operator's written explanation of such events. The summary of the investigation shall be kept in the prospected operators membership file. A 4/5 majority vote by the Executive Board shall be required for any exceptions to be granted.
5. The Operator will have a minimum of six (6) months as a company member before being listed as an approved driver.
6. The Operator shall have successfully completed NIMS IS-700, a minimum of Hazmat Awareness, EVOC and Pump 1.
7. The Operator will agree to have a Pennsylvania Driver's History Record Check performed.
8. If an approved driver has not operated the vehicle for one (1) year or more, reevaluation is required.

I. PREREQUISITES FOR VEHICLE OPERATORS:

A Driver must meet the following prerequisites to be a vehicle operator.

- A. **Emergency Vehicle Driver Training Course (EVOC):** The intent of the Emergency Vehicle Driver Training course is to teach students to use their own thought process and make them aware of the tragedy, financial loss, legal and moral responsibilities they have when operating emergency vehicles. Topics covered in this course include, an overview of accidents involving emergency vehicles, selecting the correct personnel to drive apparatus, the necessity of SOGs, the legal aspects of emergency driving, vehicle dynamics, vehicle inspection and maintenance and vehicle operations and safety. The course concludes with students having an opportunity to drive apparatus through a vehicle competency course.
Contact Hours – 16, Prerequisite – None, NOTE: THIS COURSE IS REQUIRED AT 5-YEAR INTERVALS.
- B. **Basic Pump Operations (PUMP 1):** This course involves hands-on experience using fire apparatus. The operator will be provided with an introduction to basic pump construction and theory as well as operating techniques. Emphasis is placed on getting water to the pump, getting water from the pump for hose streams, and prevention of common mistakes in pump operations.
Contact hours – 16, Prerequisite – None
- C. **Hazardous Materials Awareness (RIHM):** This course will provide instruction in the basic skills of identifying hazardous material problems in a community. The student will learn to recognize the presence of hazardous materials and identify hazardous materials, as well as learn the associated hazard characteristics.
Contact hours – 4, Prerequisite – None
- D. **National Incident Management System, Introduction (IS-700):** This course introduces the student to the National Incident Management System (NIMS); the need for NIMS, what NIMS is, and NIMS compliance.
Contact hours – 8, Prerequisite – None
- E. **Must maintain all required certifications.**
- F. **Complete annual evaluation.**

II. PROGRAM ENROLLMENT:

- A. After approval for entry, the request and documentation shall be forwarded to the Fire Chief to confirm eligibility requirements defined above have been met.

B. Depending on apparatus driving experience, license endorsements and other related driving experience; the Fire Chief will place the trainee into one of three categories:

- **Section 1: Supervised Non-Emergency Driving**
 - **Part 1 – Apparatus Operations**
 - **Part 2 – Pump Operations**
 - **Part 3 – Equipment Operations**
- **Section 2: Supervised Emergency Driving**
- **Section 3: Approved Emergency Driving**

C. The above classifications are defined below:

Section 1 and Section 2: All supervised driving is to have an emergency vehicle operator that has been approved by the Fire Chief as a supervisor.

Section 1: Supervised Non-Emergency Driving:

After successfully completing Section 1 of non-emergency driving with direct supervision, a Line Officer may request the trainee to be placed on the supervised non-emergency vehicle operator list, per qualified apparatus.

Training objectives to be addressed include but are not limited to the following:

- Lane placement
- Lane choice during emergency responses
- Use of mirrors
- Use of back up personnel whenever backing up
- Control of Speed
- Interface with intersections/clearing and proceeding through the intersection
- Safety issues (seatbelts, not exiting the vehicle until air brakes are set, etc.)
- Placement of vehicle at various scenes
- Use of braking devices
- Use of emergency devices (emergency lights and sirens)

Under the direct supervision of the Fire Chief, or his/her designee, the prospected operator shall successfully:

1. Perform a thorough truck check
2. Demonstrate a thorough understanding of the radio communication system
3. Take the vehicle with the examining officer present and drive a prescribed course, of no less than 20 miles. The operator must be able to safely drive under all conditions and in all types of terrain. (see Attachment A (the course))

This course shall meet the following minimum requirements:

- One (1) four-way intersection
- Four (4) intersections controlled by a traffic light
- Five (5) intersections controlled by a stop sign
- Fifteen (15) miles of single lane roadway
- Five (5) miles of two lane roadway/highway
- Two (2) miles of non-paved surface roadway

In addition to and in conjunction with the above, the proposed operator must train in the use of the truck systems, i.e. pump operations and complete familiarization with equipment and compartment contents on the vehicle. Some of the skills required, but not limited to are:

- Putting truck in pump gear and taking truck out of pump gear
- Thorough understanding of valve operations

- Use and availability of equipment, adapters and connectors for various applications.

Before being allowed to drive the apparatus under emergency conditions, the member must show proficiency in the following apparatus specific areas, if applicable:

- Operating the pump in clear and adverse conditions, Including:
 - Successfully charging two handlines
 - Successfully establishing a water supply from a pond
 - Successfully establishing a water supply being fed from another apparatus
- Operating the hydraulic rescue tool (HRT) system pump
- Operating the generator and scene lights

Section 2: Supervised Emergency Driving:

After successfully completing Section 2 of emergency driving with direct supervision, a Line Officer may request the trainee to be placed on the supervised emergency vehicle operator list per qualified apparatus.

After the Member has participated in drivers training with an approved emergency operator and has met the minimum requirements set above, and have been recommended by a Line Officer, the driver must drive on a minimum of ten (10) emergency runs with an Approved emergency vehicle operator in the officer's seat. After these ten responses, the Line Officers will re-evaluate the driver and either approve the driver for approved emergency response status or require the driver to drive with a Line Officer until that time which the driver is deemed competent and safe.

As the Member is in the evaluation phase (waiting to obtain 10 emergency responses with the Approved Emergency Driver) the member may respond in the truck to a scene in a non-emergency mode (no lights or siren and obeying all traffic laws). This may be necessary to get the apparatus to the scene in the absence of an approved driver.

Section 3: Approved Emergency Driving:

After successfully completing Section 1 and 2, a line officer may recommend to the Fire Chief, approval of the member for unrestricted Emergency Driving of the specific apparatus they were evaluated on. Final evaluation shall be completed by the Fire Chief and if approved, final sign-off shall be received and placed in the members personnel file.

III. PROGRAM RESPONSIBILITIES:

- A. The following personnel have the specific responsibilities:
 1. Fire Chief shall be responsible for the effective management of the program and departmental resources to achieve the desired results.
 2. The Fire Chief shall maintain a list of "Supervised Emergency Vehicle Operators" on an annual basis with the Company Secretary.
 3. The Fire Chief shall maintain a list of "Approved Emergency Vehicle Operators" on an annual basis with the Company Secretary.
 4. Assistant Chiefs/Line Officers shall be responsible for conducting the Driver Training Program for personnel under their supervision with the express purpose of developing the individual to become an effective driver.
- B. Under no circumstances is a trainee permitted to drive a fire apparatus or vehicle unless approval

has been granted.

- C. The Driver Training Program shall not be conducted in lieu of regular station training. It shall be carried out in addition to other training assignments.
- D. A trainee shall follow the class structure.
- E. The Line Officers overseeing a proposed operator in the Driver Training Program shall use sound judgment in determining when and where the trainee is to drive. Driving an apparatus or vehicle in congested traffic or under adverse weather conditions should be commensurate with the trainee's demonstrated ability. However, the trainee should be allowed to drive whenever possible, i.e. to and from drills, standby, getting fuel, returning from alarms.
- F. The Line Officers will assure the proposed operator understands how to operate and locate all equipment on the apparatus as well as the pumping of the apparatus. The Line Officer will also be responsible for providing their recommendation to the Fire Chief as per the guidelines.
- G. The Line Officers shall keep an accurate training record of each trainee, in their personnel file, to include subjects taught and the hours spent in each subject and the actual number of hours spent driving the apparatus.
- H. The proposed operator shall be responsible for making a sincere effort to assist in self-development. He/she shall notify the company secretary of any changes to his or her driving record or insurance.
- I. Any proposed operator or approved operator involved in a motor vehicle accident, including in their own personal vehicle, shall be subject to having their emergency apparatus and vehicle driving privileges and status re-evaluated by the Line Officers. Privileges may be temporarily suspended, pending investigation and re-evaluation.

IV. REMOVAL OF TRAINEE FROM PROGRAM:

A Trainee or Approved Driver may be removed from the Driver Training Program **only for cause**. Grounds for removal are listed below:

- A. Failure to comply with this Driver Training Program.
- B. Inability to drive, handle or operate fire apparatus properly and safely.
- C. Failure to comply with rules, regulations, laws, which govern driving motor vehicles.
- D. Loss of Driver's License.
- E. DUI - No member will drive emergency if he/she has been convicted or placed on ARD of a DUI during the past five years. A member must wait five 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 DUI within one year of the first conviction, the member's driving privileges are revoked.
- F. Discretion of the Line Officers and Executive Board

The original Driver Training Program Standard Operating Guideline was signed into order by the membership at the Regular Monthly Meeting, October 2006.

This revised **Apparatus & Vehicle Operations Guideline** was approved, adopted and implemented on Tuesday, May 01, 2018.

Donnie Wallace, *Fire Chief*

Johncarlo Ligi, *President*