Title: Driver Training Standard

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1.0 Purpose:

To set minimum driver requirements and establish a driver training program, that meets applicable laws and NFPA 1451 (Standard for Fire Service Vehicle Operations Training Program) NFPA 1002 (Standard for Fire Apparatus Driver/Operator), NFPA 1500 (Standard on Fire Department Occupational safety and Health Programs) and local, state and federal driving regulations. This policy SHALL set the minimum criteria required for a driver/operator to function in such role, on emergency apparatus.

2.0 Applicability:

This policy applies to all member company driver/operators, of the WCVFRA, that operate emergency apparatus in both emergency and non-emergency modes.

3.0 Qualifications/REQUIREMENTS:

All drivers shall have a valid driver’s license that meets the requirements set forth by Maryland State Law, Code of Maryland Regulations, and US Code of Federal Regulations as periodically amended. Such specifications shall be periodically reviewed by association legal counsel and shall be regularly distributed and publically provided separately from this document.

In addition each driver shall:

1. Be at least 19 years of age
2. Have at least 3 years driving experience with class C license
3. Have completed a Medical Physical in compliance with the frequency set by the Association, Association Insurance Provider and/or any additional legal requirements that may apply.
4. May not have a provisional driver’s license.
5. Have a good driving record that is acceptable by the Association Insurance Provider. No one who has been excluded from insurance coverage by the insurance provider shall drive any apparatus or other motor vehicle insured by the Association.
6. If required by law each driver shall be issued an emergency driver’s card annually by the company upon completion of the driver’s training. Such card(s) shall be in the possession of the driver when operating the apparatus.
3.1 The minimum formal training requirements to drive/operate emergency apparatus insured by the Association shall be as follows:

A. All emergency apparatus (including emergency response ambulances, utility and duty vehicles).
   1. Training requirements mandated by law or as enumerated elsewhere, other approved standard or referenced by this document, or licensing addendum except as noted in section 3.2.
   2. Responder training requirements (HazMat Training, etc) of emergency apparatus drivers shall be determined by other standards, or other applicable S.O.P., or separate requirements for other responders such as Fire Police, Rehab, etc.

3.2 Emergency Vehicle Operators Course (EVOC) is not required for a member to drive a support vehicle with a gross vehicle weight rating (GVWR) of less than 26,001 pounds for meetings, training or other approved company function in a non emergency capacity only. All other requirements of section 3.1 of this document shall be met.

4.0 Training General Knowledge:

4.1 All driver/operators shall have a knowledge base of all federal, state, county and departmental regulations governing the operation of emergency apparatus.

4.2 Driver/operators shall have an understanding of general apparatus operations and limitations such as liquid surge, braking reaction times, brake fade, use of engine retarders on slippery roads, principles of skid avoidance, weight and height limitations for both bridges and roadways, and recognition of roadway hazards.

5.0 Driver Training Requirements:

5.1 Along with the formal training, a certain amount of station level “hands on training” is needed to ensure that the appropriate level of knowledge, skills and abilities are present, and that an adequate amount of drivers training experience has been allotted, allowing the potential driver/operator time to be familiar, with each piece of emergency apparatus that SHALL be operated.
ALL OF THE FOLLOWING REQUIREMENTS SHALL BE DOCUMENTED BY THE SUPERVISING OPERATIONAL PERSONNEL FOR EACH DRIVER ON EACH PIECE OF APPARATUS ON APPROVED FORMS FOR RETENTION SO LONG AS THE DRIVER IS AUTHORIZED TO DRIVE THAT PIECE OF EQUIPMENT. SUCH VERIFICATION SHALL BE AVAILABLE UPON REQUEST.

Each driver/operator trainee SHALL be required to obtain a minimum 8 hours of documented drivers training time. The driving time SHALL be broken down as follows:

A. Six (6) daylight driving hours
B. Two (2) night time driving hours

5.1.1 Personnel that have been qualified to drive with another member company or an out of County department may have their driving hours reduced, after validation on the same class and type of apparatus to:
A. One (1) daylight driving hour
B. One (1) night time driving hour

5.1.2 Support Units ONLY (no fire service pump, trailer or ladder) less than 26,001 pounds may have their driving hours reduced to the following:
A. One (1) daylight driving hour
B. One (1) night time driving hour

5.2 Driver/operators while performing actual driving time SHALL have to accomplish the following maneuvers, while abiding to all local, state, and departmental laws, rules and regulations.

A. Four left and four right turns
B. A straight section of urban business street or two-lane rural road at least 1 mile in length
C. One through-intersection and two intersections where a stop has to be made
D. One railroad crossing
E. One curve either left or right
F. A section of limited-access highway that includes a conventional ramp entrance and exit, and a section of road long enough to allow two lane changes
G. A downgrade long enough and steep enough to require down-shifting and braking
H. An upgrade steep enough and long enough to require gear changing to maintain speed
I. One underpass or a low clearance or bridge
5.3 Apparatus that is equipped with special equipment/features such as pumps, aerial ladders, winches, PTO systems, generators, ETC, it is required that a skill evaluation period be performed to cover the appropriate operation of each. Training should include operations to the manufacturer’s specifications, and departmental SOP’s. All functions of the equipment such as pumping, drafting, routine maintenance, operations of relief valves or pressure governors, stabilizers, positioning for aerial ladders, emergency overrides and backups ETC, SHALL be practiced to a competent level as required by NFPA 1002 chapter 2 subsection 2-3.7.

5.4 The following safety and training objectives SHALL be:

A. Drivers training SHALL be provided as often as needed for each member, but not less than twice a year
B. Annual drivers training SHALL include hands on exercises
C. Training SHALL be provided for all new procedures and technology, before being placed in service
D. Defensive driving skills SHALL be practiced for both emergency and non-emergency driving
E. Training on the procedures to perform a pre-emergency response inspection of each unit operated
F. All drivers shall be trained in inclement weather operations
G. All drivers shall be trained on off road driving procedures
H. A complete record SHALL be kept on file, documenting all training activities for each driver

5.5 It is understood that a state of readiness is required by all emergency apparatus, there for training SHALL be provided on the proper procedure for pre-emergency response inspections as stated in section 5.4, letter E. The driver operator SHALL be instructed on what routine preventive maintenance items can be performed in house, and what general repair issues should be performed by a licensed, insured, and certified repair facility. Prior to operating any fire/rescue/EMS department apparatus, the driver/operator shall be able to perform the appropriate test, inspections, and preventive maintenance as required by NFPA 1002 2-2 Preventive Maintenance.
5.6 The following apparatus components SHALL apply to section 5.5:

- A. Battery (ies)
- B. Braking system
- C. Coolant system
- D. Electrical system
- E. Fuel
- F. Hydraulic fluids (if Applicable)
- G. Oil
- H. Tires / rims
- I. Steering system
- J. Belts / hoses
- K. Windows / mirrors
- L. Suspension system
- M. Tools, appliances, and equipment
- N. Compartment doors and body
- O. Hose loads (if Applicable)
- P. All external mounted equipment is properly secured (if Applicable)
- Q. Communications
- R. Functional safety restraints

5.7 The trainee shall be instructed on the proper documentation that must be completed in accordance with local, state, and federal regulations.

5.8 The driver / operator SHALL be instructed on when to place an unsafe piece of apparatus out of service after completing the pre-emergency response inspection.

6.0 **Emergency Response:**

6.1 Driver / operators shall be instructed of the dangers of emergency response with emphasis being placed on coming to a complete stop, and not proceeding until deemed safe to do so when faced with but not limited to the following situations:

- A. Any "stop" signal or traffic control devise (i.e. sign, light or traffic officer ETC)
- B. Blind intersections.
- C. Intersections when all lanes of traffic cannot be accounted for
- D. A stopped school bus with activated red warning lights
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E. All railroad crossings
F. Negative right of way intersections
G. Where other intersection or roadway hazards are present

6.2 Driver/operators SHALL be instructed on the proper traveling distance that is at least equal to the minimum distance required to stop the apparatus to avoid a collision.

6.3 Driver/operators SHALL be instructed that maintaining a safe speed, and driving with due regard to safety SHALL be practiced at all times in both emergency and non-emergency modes.

7.0 Apparatus Positioning:

7.1 Driver/operators SHALL be instructed on the proper apparatus positioning at all the various types of incidents, to allow room for in coming units and also provide scene safety.

8.0 Driver/Operators Responsibility:

8.1 Driver/operators SHALL be informed of his or her responsibility in regards to personnel safety while on the apparatus. The driver, before moving the apparatus SHALL ensure the following:

A. All personnel are seated and secured with a safety restraint.
B. That the number of personnel riding the apparatus is limited by the number of seats with safety restraints.
C. That no member is riding on any tail board, side step or any un-approved riding position.
D. Personnel providing emergency medical care SHALL be seated and restrained when ever reasonably possible as long as patient intervention is not compromised.

8.2 The driver/operator SHALL be instructed on the proper procedure for reporting and documenting an accident that occurs while operating emergency apparatus in either an emergency or non-emergency fashion.
9.0 Accident Review/Data Collection:

9.1 Should a piece of apparatus be involved in a motor vehicle collision, the driver shall complete an accident report form on such forms as specified by the current Insurance Provider to the Association or other Association authorized recipient. All documentation to include the accident report, pictures and any other written statements shall be submitted to the Association or other Association authorized office within 24 hours of the incident, with copies to Division of Emergency Services and department Duty Officer and on duty Incident Safety Officer, any accident involving another vehicle or with an injury to any person, or at the request of the, Division of Emergency Services representative or a law enforcement agency, the driver shall submit to a post incident drug and alcohol test including both blood and urine. Notifications to the Division of Emergency Services and the on duty Incident Safety Officer shall be made by the Emergency Communications Center (ECC).

10.0 Grand Fathering Period:

10.1 Any driver/operator that was cleared to operate in such role on emergency apparatus prior to January 1, 2008 SHALL only have to meet the Emergency Vehicle Operators Course (EVOC) or Emergency Vehicle Operator Refresher of the formal training portion of the Drivers Training Policy (section 3.2). It should be understood, the intent of this policy to define a driver/operator is specific to a piece of apparatus meaning, a driver/operator SHALL only grandfather on each specific type of apparatus that he/she was cleared to drive/operate prior to January 1, 2008. Any driver/operator that is cleared to function in such role on emergency apparatus after January 1, 2008 SHALL be required to meet all formal training requirements, outlined in the Driver Training Policy (section 3.2).

11.0 Conclusion:

11.1 THIS STANDARD AND ANY REFERENCED ATTACHMENTS ARE THE MINIMUM REQUIREMENTS TO DRIVE EMERGENCY APPARATUS OF THE MEMBER COMPANIES AND SPECIFIES the minimum criteria that each departments drivers training program must cover. Each member company is responsible to establish its own program, which must meet or exceed this policy. All drivers training programs must comply with the intent of NPFA 1002, NFPA 1451, and NFPA 1500.