

	Terryville Fire Department Chiefs Policies	
	<u>Subject</u> Apparatus Driver Qualifications	CP# 2-11 Initiated 3/1/2015
	<u>Authority</u> Chief of Department	Revised 8/1/2016

A. PURPOSE

1. It is the intent of the Terryville Fire Department to ensure members receive adequate training on apparatus and proper qualifications are completed.

B. TRAINING PROCEDURE

1. No member shall begin training as a driver on any apparatus until he/she has successfully completed their probationary or orientation period. Exceptions may be made on a case by case basis for EMS-only members that will not be attending firefighter training. These members may train and obtain qualification on the ambulance only.
2. Prior to starting any hands-on driver training, members must complete the classroom/distance learning portion of the Emergency Vehicle Operations Course (EVOC), offered online through an approved distance learning site or equivalent training (Suffolk County Fire Academy EVOC Course, etc.). All certificates of completion shall be stapled together and submitted to their company captain prior to hands-on driver training sessions.
3. Members must have reached the minimum age requirement to train and qualify on the following apparatus:
 - a. Eighteen years of age: SUV-type vehicles only when not responding to an emergency (no qualification required) and ambulances & fire police vehicles. Personnel under age 21 may only drive during an alarm when authorized by a chief or the OIC of the call.
 - b. Twenty-one years of age: All other emergency apparatus (engines, ladder, heavy rescue, etc)
4. Members must have a minimum of 10 hours of documented driver training in order to qualify on any emergency vehicle. These hours will be documented using the Driver Training Progress Form (Attachment #1). Additionally, hours should be documented in the station's apparatus movement log.
 - a. Each member beginning training on an apparatus will be provided with a Driver Training Progress Form. This form will be kept in the member's personnel file upon completion of training. This form is the trainee's responsibility to present and have signed and dated by the trainer. If this form is lost or misplaced, the trainee will have to start from the beginning.

5. Members must have, as a minimum; an additional 10 hours of documented operational training in order to qualify on any brush truck, engine, Ladder-4, or Rescue-24.
 - a. Each member beginning training on apparatus operation will be provided with an Apparatus Operation Training Progress Form (Attachment #2). This form will be kept in the member's personnel file upon completion of training. This form is the trainee's responsibility to present and have signed and dated by the trainer. If this form is lost or misplaced, the trainee will have to start from the beginning.
6. Apparatus driver / operational training shall not be conducted by any member that has less than one year as a qualified chauffer on said apparatus.

C. QUALIFICATIONS

1. The Chief of Department will appoint a Driver Qualification Committee. The committee will be made up of a minimum of 2 members from each company. Committee members must be qualified for a minimum of 5 years on the apparatus in which they will conduct qualifications.
2. Apparatus qualification may be approved by any member of the Driver Qualification Committee that is qualified on the apparatus in which the member is seeking qualification.
3. Prior to conducting a qualification, the qualification committee member shall ensure that the trainee has completed the EVOC classroom training. Additionally, the trainee should submit to the qualification committee member their Driver Training Progress Form for review.
4. The Driver Qualification Committee will conduct a practical skill evaluation of the trainee utilizing a Driver Operator Practical Skills Evaluation Sheet which will be kept in the member's personnel file. The trainee will be required to demonstrate proficiency in the following areas:
 - a. Perform / Document Routine Maintenance
 - b. Operate Fire Apparatus
 - c. Backup Fire Apparatus
 - d. Perform Serpentine Exercise
 - e. Confined Space Turnaround
 - f. Diminishing Clearance Exercise
5. Driver qualifications may be suspended or revoked based on observed safety violations and/or apparatus accidents/incidents. Driving privileges may be reinstated upon investigation of said incident and/or completion of additional training. Refer to Best Practice #1-10, Accident, Injury & Exposure Reporting and Investigation.
6. The qualification on the operation of the apparatus for any brush truck, engine, Ladder-4, or Rescue-24 shall be completed at the company level. Once qualification on the operation has been completed, the company captain will send a letter to the Chief of Department indicating same. The original Apparatus Operation Training Progress Form shall accompany this letter.
7. All members qualified on an apparatus must recertify on said apparatus bi-annually by completing both the EVOC classroom training and a practical skills evaluation. Failure to do

so will result in the member no longer being qualified on said apparatus.

- a. Practical evaluations for light duty apparatus will be conducted using an ambulance and such qualification shall meet the driver qualification requirement for all other light duty apparatus to include SUVs, fire police vehicles, and brush trucks (brush trucks still require 10-hours of operational training).
 - b. Members qualifying on any engine shall be deemed qualified to drive all engines as well as all light duty apparatus.
 - c. Rescue-24 and Ladder-4 require separate qualifications however, any member qualified to drive either apparatus shall be deemed qualified to drive all light duty apparatus.
 - d. It is incumbent upon each member to ensure they are familiar with the specific emergency warning systems for any vehicle they operate.
8. Failure to maintain qualification on apparatus will result in the suspension of driving privileges.

(ATTACHMENT #1)

TERRYVILLE FIRE DEPARTMENT

Driver Training Progress Form

Trainee Name: _____ Apparatus ID: _____

Date	Trainer	Beginning Mileage	Ending Mileage	Duration	Total hours to date

I hereby certify that all records contained in the above log are complete and accurate.

Member Signature: _____

Member Name (Print): _____

Driver Qualification Committee Member Review: _____

TERRYVILLE FIRE DEPARTMENT

Apparatus Operation Training Progress Form

Trainee Name: _____ Apparatus ID: _____

Date	Trainer	Operation/Skill	Duration	Total hours to date

I hereby certify that all records contained in the above log are complete and accurate.

Member Signature: _____

Member Name (Print): _____