

## **BLACKWOOD FIRE COMPANY OPERATING GUIDELINE**

### **4.3 FIRE APPARATUS DRIVER TRAINING POLICY**

4.3.1 Scope and Purpose: The purpose of this policy is to provide and require consistent training requirements and procedures for all eligible members of the Company who desire to become certified Fire Apparatus Drivers. All Fire Apparatus Drivers shall be trained and certified in accordance with the procedures and methods as established in this policy.

4.3.2 Eligibility:

#### 4.3.2.1 Candidate selection

Eligible driver training candidates shall meet the following minimum criteria:

- 1.) Minimum 21 years of age. Note: members between the age of 18 and 21, who meet all other qualifications, may train as a restricted driver on Staff vehicles IAW 4.9
- 2.) Possess a valid New Jersey Drivers License which shall be subject to review through police department and/or NJ-MVC records for current status as well as prior violation and accident history. A candidate may be excluded from driver training if a poor driving history is noted.
- 3.) The physical examination received at entry into the Company shall be reviewed for physical defects in the candidate which might affect the prospective driver in his duties. A candidate may be excluded from driver training if physical problems are of sufficient magnitude to warrant same.
- 4.) Satisfactory completion of all probation and membership requirements of the Company.
- 5.) Satisfactorily complete an emergency vehicle operations class such as Coaching the Emergency Vehicle Operators class (CEVO).
- 6.) Receive approval of the Chief or Driver Training Officer to begin Driver training based on candidates attitude, progress of training in other phases of F.D. operation, and ability.

#### 4.3.2.2 Instructor selection

Instructors will be designated by the Chief on the basis of their experience with fire apparatus, their driving history, and their ability to instruct. In addition, instructors shall possess a

minimum of 1 year of qualified driving experience for the apparatus on which they will be training members. Exception shall be for apparatus which has been in service for less than 1 year. In that case, examiners shall have a combined total of 1 year experience on the current apparatus and the one it replaced.

#### 4.3.2.3 Examiner selection

Examiners shall meet all qualifications listed under 4.3.2.2. In addition, Examiners shall possess a minimum of 3 years qualified driving experience on the apparatus on which they will be qualifying members. For new apparatus, the same exception shall apply as outlined in 4.3.2.2, except the combined total shall be 3 years.

#### 4.3.3 Training Methodology

1.) Approved candidates for Driver training will be assigned to an Instructor by the Chief or designated Driver Training Officer.

2.) Instruction will be given to the trainee by the Instructor in accordance with the format further described.

3.) The instructor shall be present during, and supervise all training. The trainee will be required to complete three (3) levels of Driver training and demonstrate satisfactory performance in a road and operation test.

NOTE: The described levels of training contained and outlined within this policy coincide with those general areas listed on the Fire Apparatus Operator Certification Report (see 11-2) in addition to the outline provided for the specific apparatus. The Instructor must note and instruct the trainee on the applicable specific information contained within the Fire Apparatus Certification Report form.

#### 4.3.4 Training Progression

All Driver training shall begin with the staff vehicles (845, 847, 848 and 849). When training on this vehicle(s) is satisfactorily completed, training may progress in the following manner:

At the discretion of the Chief or Driver training officer, members will progress to E-841/842. Six months after qualifying to drive the engines, the trainee will be eligible to train on R-84. One year after qualifying to drive R-84, the trainee will be eligible to train on L-84. Successful completion of the Basic Tower Operator's Class is a pre-requisite for

tower drivers. Time intervals will be altered only by the Chief, or designated Driver Training Officer.

#### 4.3.5 Level I: Vehicle Orientation

Training at this level should take place at the fire station and shall consist of:

- 1.) Review Power Point Presentation where applicable
- 2.) Cab control functions/emergency warning devices.
- 3.) Fire department equipment.
- 4.) Fire department procedures.
- 5.) New Jersey state law governing operation of emergency vehicles.
- 6.) Vehicle handling characteristics.

Minimum training time - Level I: 1 hour for E-841/842 and L-84. ½ hour for R-84. ½ hour for staff vehicles

#### 4.3.6 Level II: General Driving Performance

Driver training at this level is divided into two (2) phases to allow the trainee to practice and receive specific instruction under varying road and weather conditions.

##### 4.3.6.1 Level II - Phase 1:

Training at this level shall occur during daylight and on roadways of little or no traffic flow (preferably private property, large parking areas, etc.). During training at this phase, the Instructor will drive the apparatus to the area selected for instruction. The Instructor shall decide when to begin the trainee at Level II - Phase 2 instruction, but only after the trainee demonstrates proficiency within those skills outlined below for Level II training.

- 1.) Placing the apparatus in operation.
- 2.) Familiarization of handling characteristics.
- 3.) Braking, slowing, and stopping.
- 4.) Turning (left, right, U turns, K turns).
- 5.) Backing (straight, turning, alley dock).
- 6.) Serpentine
- 7.) Parallel parking.

Minimum training time - Level II Phase 1: 2 hours for E-

841/842 and L-84. 1 hour for Rescue 84. ½ hour for staff vehicles

#### 4.3.6.2 Level II - Phase 2:

Training at this level shall occur on general public roadways and streets during daylight and night (dark) hours. Instruction shall be given within those skills as further outlined within this policy and specifically described on the Fire Apparatus Operator Certification Report. It is the responsibility of the Instructor to refer to and use a copy of the Fire Apparatus Operator Certification Report form as a guide for instruction of the trainee.

- 1.) Placing the vehicle in operation.
- 2.) Operating the vehicle in traffic and while passing other vehicles.
- 3.) Turning the vehicle in traffic.
- 4.) Typical placements for given incidents.
- 5.) Hydrant and sprinkler connection placement (where applicable).

Minimum training time Level II Phase 2: 4 hours for E-841/842 and L-84. 2 hours for Rescue 84. ½ hour for staff vehicles

#### 4.3.7 Level III: Fire Department Operating Performance

Training at this level shall emphasize instruction and practice within the following outlined areas, as well as those applicable areas specifically described on the Fire Apparatus Operator Certification Report form.

- 1.) Pumper operation.
- 2.) Hose and coupling use.
- 3.) Aerial apparatus use.
- 4.) Vehicle mounted systems such as winches, generators, Rescue equipment, Power tools, etc.
- 5.) Miscellaneous.

Training at this level is at the discretion of the Instructor. Training can begin at this level, when in the opinion of the Instructor, the trainee has completed training at Level I and has demonstrated proficiency within those skills as outlined in Level II.

Minimum training hours - Level III: 4 hours for E-841/842 and

L-84. 2 hours for R-84. Driver /Operator candidates for R-84 will also complete the Chauffeur Qualification Checksheet and attach to the Driver / Operator Qualification form.

#### 4.3.8 Current Qualified Drivers – Alternate Policies

There are 2 basic scenarios where the training program may be modified”

When new apparatus is purchased the Chief will develop training requirements. Personnel who were trained and qualified on the apparatus that was replaced will generally receive training from the manufacturer and a specified time of practice before becoming qualified.

When a member joins the company who is a documented qualified driver operator on a similar apparatus type the Chief may review the member’s qualifications and contact his previous Chief for reference. This member may be allowed to qualify in an abbreviated manner by completing 1 hr in each Phase and then completing the testing phase.

#### 4.3.9 Testing:

The trainee will be eligible for a road and operation test only after;

- 1.) Completed Driver/Operator training at all levels as described.
- 2.) Completing minimum training hour requirements.
- 3.) Has demonstrated satisfactory performance to the Instructor of those skills necessary for operation of the particular apparatus. The trainee must demonstrate satisfactory performance during a road and operation test given to evaluate his performance according to the format outlined on the Fire Apparatus Operator Certification Report. This road and operation test will be given by an Examiner different from the Instructor, as designated by the Chief.

#### 4.3.10 Records and Reports:

It is the responsibility of the Instructor to complete a NFIRS Activity Report upon completion of each training session with the trainee. The Activity Report should indicate the appropriate level of training, the beginning and ending time of the training session, the identity of the trainer and trainee, and any applicable comments. A Driver Training Log form located

in the trainees driver training folder shall be completed after each training session indicating level completed, the date, hours logged in, report type/number and the trainers/examiners name. The Examiner administering the road and operation test shall complete the Fire Apparatus Operator Certification Report form upon completion of the road and operation test. All Activity Reports, Driver Training Log and the Fire Apparatus Operator Certification Report for each trainee shall be compiled for the examiner to review before the road and operation test. In addition, this report package shall be forwarded to the Chief for records review and approval before the trainee will be qualified to drive the apparatus.

Revised February 2010