

	<b>OPERATIONAL GUIDELINE</b>	
	OG Name:	APPARATUS CHAUFFEUR
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	Issuing Authority:	Chief Joseph P Cipriano Jr.

**PURPOSE:**

The purpose of this operational guideline is to provide and require consistent training requirements, procedures and responsibilities for all eligible personnel who desire to become apparatus chauffeurs. All apparatus chauffeurs shall be trained and certified in accordance with the procedures and methods as established in this policy. This Operational Guideline will lay out the qualifications, job functions and responsibilities to personnel designated as apparatus chauffeurs.

**POLICY**

4.11.1 Eligibility Eligible driver training candidates shall meet the following minimum criteria

1. Minimum 21 years of age.
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. Satisfactory completion of all probation requirements.
4. Satisfactorily complete an emergency vehicle operations class such as Coaching the Emergency Vehicle Operators class (CEVO).

4.11.2 Chauffeur selection 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, chauffeurs shall possess a minimum of 5 years of qualified driving experience for the fire apparatus.

4.11.3 For new apparatus, factory trained personnel will be deemed qualified upon completion of factory training.

4.11.4 Responsibilities:

1. The Chauffeur will know the mechanicals and equipment for their specific apparatus. They shall be able to identify minor issues and keep tools in proper working order.
2. The Chauffeur is the first choice to the staffing of their specific apparatus. The only exception is a scheduled Duty Crew, in which case the crew integrity is to remain unchanged.
3. The Chauffeur will be expected to complete and or oversee a thorough apparatus check on a weekly basis prior to the scheduled training or meeting. All reportable issues are the responsibility of the Chauffeur.

4. The Chauffeur will be expected to oversee the qualification for their assigned apparatus. They will also be expected to, at a minimum, complete the initial cab functions and apparatus overview as well as pre-screen the trainee for final exam.

The role of an apparatus chauffeur is much more than the above on a more personal level as the following lays out very plainly.

**MENTOR:** Traditionally the Chauffeur has had a couple of years in the fire service. Therefore, it is expected to take new members under your wing, they need direction and you are not an Officer so can speak to them quite frankly. You have the ability to mentor them and to help them to grow into what you are or even beyond that to the Officer role.

**TEACHER:** It shouldn't be the Officer's job to initiate training and learning at the station level every single time. Rather, great Chauffeurs will be the ones who challenge the younger or newer firefighters to train and learn. They can take and use the little moments, such as washing a truck, to ask questions or to quiz the younger firefighters. As the Chauffeur, you will naturally be around the firefighters while the Officer is tied up with paperwork or formal duties. It's during these times that you can teach the firefighters and help them to grow and mature.

**BUFFER:** As the Chauffeur, you are the buffer between the backstep firefighters and the Officer. You are the go-between for minor problems or issues or pretty much anything that doesn't need to include the Officer. You should be able to solve most minor problems and keep the firefighters in line, to assist in lessening what comes before and must be handled by the Officer. Not only does this help lessen the workload of the Officer but it helps build a level of trust between the firefighters.