

# Charlestown Fire Company, Inc. Cecil County Station #5

## Standardized Driver's Training Program

### 1.0) Purpose:

The purpose of this procedure is to ensure that all personnel who wish to obtain driver's status of any company vehicle can do so by completing this standardized training program.

### 2.0) Reference:

NFPA Standards – 1002, 1005, 1071, 1201, 1401, 1403, 1451, 1901, 1906, 1911, 1925

MFRI – EVOC – Emergency Vehicle Operators Course

DOT – Federal Regulations for Commercial/Non-Commercial Vehicles

COMAR – 11.17.20; Transportation Article subsection 16-102 (a)(12)

### 3.0) Definitions:

3.1 – Applicant – Person(s) applying for driver's status

3.2 – MFRI – Maryland Fire & Rescue Institute

3.3 – JPR – Job Performance Requirements

3.4 – EVOC – Emergency Vehicle Operators Course

3.5 – COMAR – Maryland Code of Regulations

3.6 – DOT – Department of Transportation

3.7 – QDT – Qualified Driving Trainer

3.8 – CMDR – Certified Maryland Driving Record from the DMV

3.9 – DMV – Department of Motor Vehicles

3.10 – NFPA – National Fire Protection Association

### 4.0) Requirements:

4.1 – Must be an active member and be at least 18 years of age for Class 3 vehicles only and must be an active member and at least 21 years of age for Class 1, 2 & 4 Vehicles.

4.2 – Must have been a driver in the previous class of vehicle for a minimum of one (1) year prior to applying for the next class of vehicle. (***This does not apply to first time driver applicants***).

# Charlestown Fire Company, Inc.

## Cecil County Station #5

4.3 – Successful completion of the Maryland Fire & Rescue Institute Emergency Vehicle Operators Course (EVOC) and/or Safe Boaters Course (**Class 4 Only**) is required.

### 4.3.1 – Vehicle Class Matrix:

**Class 1 – >25,000 GVW Combination Vehicles (Tractor Drawn Equipment, Tiller Aerials)**

**Class 2 – >25,000 GVW Single Unit Vehicles (Engines / Pumper / Aerials)**

**Class 3 – <25,000 GVW Vehicles (Utility, Ambulance, Brush Unit)**

**Class 4 – Boats or Watercraft Equipment (Safe Boaters Course Required)**

4.4 – Successful completion of the Maryland Fire & Rescue Institute Pump Operators Course (for any equipment that has a fire pump; i.e. Engines & Boats) is required. (**NOTE:** Brush Unit Exempt).

4.5 – Successful completion of the Maryland Fire & Rescue Institute Aerial Operators Course (for any Aerial Equipment) and have been a qualified Engine Operator for at least one (1) year prior to applying for Aerial Operator/Driver status is required.

4.6 – A copy of your Valid Maryland Driver's License and a Certified Maryland Driving Record from the Maryland Department of Motor Vehicles is required. **NOTE:** *You must have less than five (5) points at time of application submittal. If you have six (6) or more points, you must wait to apply until your points are below five (5).*

4.7 – Boards Acceptance & Approval of the submitted application Package.

## 5.0) Procedure:

### 5.1 – **For All Class Applications:**

5.1.1 – The applicant is to complete, in its entirety, attachment #6.1 Driver's Training Application

5.1.2 – Attach all the required records as detailed in section 4.0 to the completed application.

# Charlestown Fire Company, Inc.

## Cecil County Station #5

- 5.1.3 – Submit completed application package to the Board of Directors at the next Board meeting for review.
- 5.2 – Board of Directors have 30 days to review and to advise the applicant of the application status. The status can be as follows:
  - 5.2.1 – **Approved** – Applicant will be given the appropriate required JPR packet and may schedule their training with the Chief or the officer designee.
  - 5.2.2 – **Denied** – Applicants application has been denied, reason to be given to applicant within 30 days of application submittal.
  - 5.2.3 – **Hold** – Pending additional information, questions or concerns. Board has 30 additional days to clear this status to either Approved or Denied provided the applicant has answered all questions and/or cleared all concerns of the Board.
- 5.3 – Once the applicant has been approved and they have received the appropriate JPR packet, the applicant can schedule their training with Chief or the officer designee.

The Chief or the officer designee will sign off on the JPR cover sheet and then the applicant may commence their training with a Qualified Driving Trainer (QDT).

It is the responsibility of the applicant to keep their JPR packet and to ensure that it's completed and signed off by the QDT that has performed the training of those segments that they have successfully completed.

- 5.4 – The applicant will complete the tasks as described on the JPR in the presence of the QDT. Once the applicant has successfully completed the tasks, the QDT will sign off that task has been successfully completed by the applicant.
- 5.5 – Once the applicant has successfully completed the JPR packet and has had it signed off by the QDT, then the applicant will give the completed packet to the Chief or officer designee for review and signature.
- 5.6 – The completed JPR packet will then be presented to the Board of Directors for final review and signature.

# Charlestown Fire Company, Inc.

## Cecil County Station #5

- 5.7 – The Board of Directors will then advise the Fire Chief or officer designee that the applicant has completed all the required tasks and that they can be placed on the approved driver's list.
- 5.8 – The Fire Chief will then issue a license for the proper Class Vehicle as per the COMAR Transportation Sub Section Guidelines and an Annual Operators Certification Card per this procedure.
- 5.9 – Once the applicant has the appropriate class license (either DMV or Chief Issued), and the Annual Operators Certification Card, they may start driving the apparatus.

### 6.0) Maintaining Driver's Qualification Status Process:

- 6.1 – It is the responsibility of the individual driver to ensure that they maintain their current driver's qualification status.
  - 6.1.1 – It is the required responsibility of all driver's to maintain a current and valid driver's license.
  - 6.1.2 – It is the required responsibility of drivers to self-report to the Chief or officer designee any changes to their driving status (i.e. license being suspended, revoked, etc...) or if you have acquired more than five (5) points on your driving record.
  - 6.1.3 – It is the responsibility of all qualified drivers to maintain their current status and therefore, if you have not driven any apparatus for more than one (1) year, your driver's status is subject to review and re-qualification by the Board of Directors.

This can be accomplished by all qualified driver's taking the time to drive the apparatus and operate the equipment to stay familiar with the units.
  - 6.1.4 – There will be annual driver's qualification reviews which will be held at every February meeting. The driver's status will be reviewed and discussed by the Board and if the driver's qualifications status remains active, then a new annual certification card will be issued to that driver.

In the event that a driver's status is being revoked due to inactivity of the driver, then the Board will notify that driver as to the reason of the revocation and what is required for

# Charlestown Fire Company, Inc.

## Cecil County Station #5

6.1.4 (cont'd) – them to be re-instated to active driver's status on form attachment 11.7.

### 7.0) New Equipment and/or Apparatus Qualification Process:

7.1 – When the department replaces apparatus and/or puts new or additional tools, devices, or equipment on existing apparatus, it will be the responsibility of ALL drivers to familiarize themselves with the new equipment.

7.1.1 – When the department purchases and/or replaces apparatus and equipment, all drivers must qualify on that particular unit prior to being allowed to operate under emergency operating conditions.

7.1.2 – The driver's therefore must be qualified / certified under this procedure by satisfactorily performing the appropriate JPR for that piece of apparatus.

7.1.3 – The driver will then be given a new CFC-5 Apparatus Operators Certification Card showing that they are qualified for that particular piece of apparatus.

### 8.0) Job Performance Reviews (JPR's) Process:

8.1 – The JPR Check-Off Forms will be completed for each individual piece of apparatus (i.e. Utility, Brush, Boats, Ambulance, Engine & Quint).

8.2 – The JPR Check-Off Form will include, but are not limited to, the following items:

8.2.1 – Driving Performance (Four Levels)

8.2.1.1 – Level #1 – Large Parking Lot to practice safe operation and familiarization with the unit.

8.2.1.2 – Level #2 – Large Major Roadways (Route 40, I-95, etc...) to practice and familiarize with the merging and interacting with traffic.

8.2.1.3 – Level #3 – Secondary Roads & Streets (i.e. Route 7, Main Street NE, Mountain Hill Road Underpass, etc...)

# Charlestown Fire Company, Inc.

## Cecil County Station #5

8.2.1.4 – Level #4 – Residential Streets (i.e. housing developments, back roads & lanes, Riverview Ave, Cathers Ave, Green Bank Area, etc...)

8.2.2 – Equipment Operations Performance:

8.2.2.1 – Proper operation and locations of equipment that is assigned to that piece of Apparatus.

### **Examples are as follows:**

Fire Apparatus would include Pumps, Hose Lines, Devices, etc...

Aerial would include Aerial Operation, hydraulic tools, air bag system, etc...

Brush would include Pumping, Winch, etc...

Ambulance would include equipment name & locations, O2 Systems, Stretcher & Stair Chair Operations, etc...

Boats would include Pump operations, navigation day & night, all navigation equipment operations (i.e. Navigation Controls, RADAR, FLIR, GPS, Depth Finder, Marine & Fire Radios, etc...).

### **10.0) Requirements for a QDT:**

10.1 – To be a Qualified Driving Trainer (QDT) you must have been a qualified driver operator of the unit for which you are going to be training the applicant on for a minimum of one (1) years.

10.2 – Must have through working knowledge of this procedure and the appropriate JPR's.

10.3 – Approved as a QDT by the Chief and/or the Board of Directors

10.4 – Your Annual Apparatus Operators Card will have the QDT box checked off.

# **Charlestown Fire Company, Inc.**

## **Cecil County Station #5**

### **11.0) Attachments:**

- 11.1 – Driver's Training Application
- 11.2 – CFC-5 Annually Issued Operators Certification Card
- 11.3 – Class 1 JPR Check-Off Sheets
- 11.4 – Class 2 JPR Check-Off Sheets
- 11.5 – Class 3 JPR Check-Off Sheets
- 11.6 – Class 4 JPR Check-Off Sheets
- 11.7 – Annual Driver's Review Form