

North Yarmouth Fire Rescue - Standard Operating Guideline Operations	Code: O-302
Driver Training Policy	
Developed: 12/07/2014 Authorized: <i>GAP</i> Revised: 04/05/2016 Pages: 6	

I. POLICY

- A. The department shall consider health and safety as primary concerns in the specification, design, construction, acquisition, operation, maintenance, inspection, and repair of all vehicles and equipment.
- B. Only members who are training or certified in their proper operation shall operate fire department vehicles. Driver/operators of fire apparatus shall meet the requirements as set out in the apparatus practical exercises.

II. PROCEDURE

Drivers of fire department vehicles shall have a minimum of a valid class C driver's license. Vehicles shall be operated in compliance with all traffic laws, including sections pertaining to authorized emergency vehicles as referenced from Maine Motor Vehicle Statutes Title 29A Section 2054. Apparatus Drivers must be signed off by a designated trainer and the Chief of Department

Right of Way

An authorized emergency vehicle operated in response to, but not returning from, a call or fire alarm ...has the right of way when emitting a visual signal using an emergency light and an audible signal using a bell or siren.

Exercise of Privileges:

Maine State statute states: The operator of an authorized emergency vehicle when responding to, but not upon returning from, an emergency call or fire alarm...may exercise the privileges set forth in this subsection. The operator of an authorized emergency vehicle may:

- A. Proceed past a red signal, stop signal or stop sign, but only after slowing down as necessary for safe operation; Department policy requires that emergency vehicles approach stops at a speed at which the vehicle can be stopped if the intersection is not clear.
- B. Exceed the maximum speed limits as long as life or property is not endangered
 - 1. You may exceed the speed limit by no more than 10 MPH.

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- C. Disregard regulations governing direction of movement or turning in specified directions; Department policy prohibits travel against traffic on divided highways unless the highway has been closed to traffic.
- D. Proceed with caution past a stopped school bus that has red lights flashing only;
 - 1. After coming to a complete stop; and
 - 2. When signaled by the school bus operator to proceed.

Emergency Lights and audible signals.

The operator of an authorized emergency vehicle who is exercising privileges granted under Maine Motor Vehicle Statues Title 29A, shall sound a bell or siren when reasonably necessary to warn pedestrians and other operators of the emergency vehicle’s approach.

All active members 18 years of age or older may be authorized to use a flashing red light (s) or a combination of red/white with written permission by the Chief of Department. The light(s) may be displayed but may be only used while the member is en route to or at the scene of a fire or other emergency. The light must be mounted as near as practicable above the registration plate on the front of the vehicle or on the dashboard. A light mounted on the dashboard must be shielded so that the emitted light does not interfere with the operator’s vision. Two flashing red or a combination of red/white auxiliary lights may be mounted to the front of a motor vehicle, above the front bumper and below the hood. The red light guidelines allow for either two lights on the front of the vehicle, or one mounted within the passenger compartment, **NOT BOTH.**

Members of the Junior Fire Department shall not be authorized to use a red light.

The Chief or his/her designee shall have the authority to revoke this privilege of any member without warning.

Duty to drive with due regard for safety.

All members are to “drive with due regard for the safety of all persons”. All drivers are required to exercise reasonable care to prevent the injury to another person or property. In determining what is “reasonable” the special circumstances of each situation is taken into consideration. The Maine Supreme Judicial Court has stated that operators of emergency vehicles must exercise reasonable precaution against extraordinary dangers of the situation which duty compels the to create.”

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Use of Safety Belts

Drivers shall not move fire department vehicles until all persons in the vehicle are seated and secured with a seat belt. When members are providing emergency care in an ambulance, seatbelts are to be worn when patient care may safely be performed in a seated position.

The department has a **Zero Tolerance** for any member not compliant with the use of seatbelts. Any member not in compliance of such will be subject to a minimum of a written warning as detailed in the progressive disciplinary procedures.

Riding on tailboards or in any other exposed positions shall be specifically prohibited.

BACKING UP OF FIRE APPARATUS:

The driver/operator shall insure that a spotter, if available, is utilized when backing fire apparatus with emergency lights in the on position. The spotter shall stand at ground level, on the left (driver side) behind the tailboard. In situations when a spotter is not available, the driver/operator shall exit the apparatus and do a complete walk around before backing the apparatus.

Spotter's responsibility:

- Watch for pedestrians, traffic, low objects, clearances, overhead obstacles and determine exact location of the vehicles final stopping point.
- Signal the driver to stop if the apparatus gets near any of the above.
- The spotter shall remain in position until released by the driver/operator.
- When a spotter is operating in or near traffic lanes, he/she shall wear a DOT traffic safety vest or/and NFPA Compliant turnout gear, including helmet.
- The spotter may use a portable hand light for increased visibility during nighttime operations.
- Members of the Junior Fire Department shall not be assigned a spotter position.

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- A. The Driver shall bring the apparatus to a complete stop and set airbrakes **before** crew members enter or exit the apparatus. Do NOT attempt to jump on or off any apparatus, while the apparatus is in motion.
- B. The driver of fire department apparatus shall operate emergency warning lights at any time the vehicle is in a reverse mode.
- C. The speed when backing up a fire apparatus shall be at which the driver/operator can operate with the due regard to safety.
- D. If the driver of an apparatus is unsure of clearances when backing up, even with a spotter, he/she shall stop the vehicle, get out and walk around the apparatus to check.

III. CRASHES INVOLVING FIRE DEPARTMENT VEHICLES

In the event a North Yarmouth Fire Rescue vehicle is involved in a crash, the following must be completed.

If a crash occurs while responding to an emergency, notify "Fire-alarm" that the apparatus has been involved in a motor vehicle crash. Advise Fire-alarm of the location and extent of any injuries. Fire Department personnel and apparatus shall not leave the scene of the crash until cleared by a law enforcement officer. The Chief of Department shall be notified as soon as possible. Inform "Fire-alarm" to reassign the response of the initial call.

Crashes in or around fire department property shall be reported immediately to the Chief of Department.

Members of the department shall not admit responsibility for the incident with other parties involved.

Driver/operators of departmental vehicles involved in an accident, shall complete departmental accident forms returning home from the call. The report shall be thorough and include all details encompassing the incident.

GENERAL

- A. All equipment carried on fire apparatus shall be visually inspected at least monthly and after any use. All mechanical equipment i.e. (fans/power tools/gas detection meters) shall be exercised monthly. Equipment shall be cleaned and fueled, as appropriate, after each

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use. Apparatus checklist and inspection forms must be completed by the operator/driver of apparatus.

- B. Firefighting equipment found to be defective or in unserviceable condition shall be removed from service. A red defect tag shall be filled out if the equipment is not immediately repaired or replaced.

A. General Guidelines for emergency response:

1. Whether driving with lights and sirens or in normal traffic, attempt to maintain an empty space around the vehicle. Watch behind and to the sides.
2. It is the driver's responsibility to make sure their actions can be easily seen and interpreted by others on the road. The driver must signal their intentions and position their vehicle in a manner that allows their moves to be clearly understood.
3. Under wet, foggy or any other hazardous weather or road conditions, fire department vehicles shall drive with the due regard to current road conditions.
4. All North Yarmouth Fire Rescue employees are required to use seat belts when operating a town vehicle equipped with seat belts. Anyone riding, as a passenger in a town vehicle is required to use seat belts where provided.

VI: DRIVING ON THE FIREGROUND

- A. When driving apparatus on the fire ground, drivers must resist the tendency to drive hastily or imprudently. This tendency is mostly due to the urgent nature of fire ground operations.
- B. Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and inadvertently step in front of or behind a moving vehicle.
- C. No member shall be on a moving piece of apparatus while reloading hose.
- D. Drivers must also be aware of the potential that exists for vehicle crashes on or near the fire ground due to the distractions caused by the emergency.

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VII: PARADES/FUNERALS/SPECIAL EVENTS

The Chief or his/her designee shall have the authority to consent to temporary amendments to this policy.

VIII. APPARATUS MAINTENANCE

Apparatus maintenance for major components and safety systems will be done by a third party and is a certified mechanic for said system. Firefighters will be authorized to perform general maintenance on the apparatus for preventative care.

VIII. DRIVER SELECTION AND ANNUAL REVIEW

The Chief of Department will run an annual review of operator's motor vehicle history. Driver selection shall be completed after review of the operator's motor vehicle history and an approved EVOC/AVOC or CDL License. The operator will attend a minimum of 10 hours of drive and pump time for an engine or tanker before becoming an approved driver. The operator will attend a minimum of 6 hours of drive time with the ambulance before becoming an approved driver. More hours may be required by the testing officer if the objectives for driver/operator have not been met. The Chief of Department will sign-off on the Driver Approval Form for each individual in the department.

North Yarmouth Fire Rescue DRIVER OPERATOR EVALUATION CHECKLIST

Purpose: To provide documentation that an individual has completed the required minimum training before receiving authorization from the Chief Officer to drive fire department apparatus.

Scope: This checklist and required EVOC Course Documentation shall apply to all fire department members who will be authorized to drive fire department apparatus. It is expected that competency will be demonstrated in all areas before authorization will be made.

The following checklist will be completed and signed by the member and instructor. The completed document will be submitted to the Chief Officer for his/her review and approval before a member can operate the designated apparatus other than for training purposes. The completed form will be kept in the members training folder (may be electronic).

Driver / Vehicle Information

Driver's Name:		Date of evaluation:	
Evaluator's Name:		No. of miles driven:	
Vehicle Number:	Registration Number: (If Applicable)		
Start Date:	Finish Date:		
Driver's License No.:	Expiration Date:	Restrictions:	

S – Satisfactory **U** – Unsatisfactory **N/A** – Not Applicable **RE-S** Re-evaluated Satisfactory

	S	U	N/A	RE-S
Reviewed differences from personal vehicle and stability issues.				
Reviewed controls, instrumentation and equipment.				
Review steering and maneuvering.				
Review refueling procedures.				
Discuss the limitations of the safe operation of the apparatus:				
Difficult and/or restricted areas				
Winter driving				
Limitations when wearing Personal Protective Equipment (PPE)				
Demonstrate pre-response inspection walk around safety check				
Check and adjust mirrors				
Secure Seat Belts/ Seat adjustment – Driver and Crew				
Check braking system for function, air pressure, and E-brake				
Check instruments for normal readings				
Four left and four right hand turns				
Straight section of urban street or two-lane rural road at least 1 mile.				
One through intersection and two intersections where a stop has to be made.				
One railroad crossing/ stop (if applicable)				
One curve, either left or right				
Section of a limited access highway that includes a conventional ramp entrance and exit (if applicable)				
Downgrade long enough to require down-shifting, braking, or use of "Jake Brake", retarder, and/or ABS (if applicable).				
Upgrade steep enough and long enough to require gear changing to maintain speed (Standard shift only)				
One underpass or low clearance or bridge (if applicable)				
Verify audible back-up alarm				

North Yarmouth Fire Rescue DRIVER OPERATOR EVALUATION CHECKLIST

Demonstrate backing with and without spotter (per SOP/Policy)				
Demonstrate securing unit – parking brake, wheel chocks				
Apply ABS and air brakes properly				
Reduce speed and brake/downshift before curves or down grades				
Shifting downshift and change gears properly				
Proper Hand Position (10 and 2) (9 and 3 with air bags)				
Follows all traffic control signs				
Use of tire chains (if applicable)				
Speed according to posted limits or reduced at the following:				
Intersections				
Congested highways				
Schools				
Weather conditions				
Passing other vehicles				
Cautionary areas (pedestrian etc)				
Maintain a safe following distance (rule of thumb 4 sec under 40 mph)				
Intersections:				
Decelerate and cover brake				
Scan for hazards				
Complete stop before entering intersection				
Proceed through with caution				
Treat each lane of crossing traffic as a separate intersection				
Position vehicle to protect personnel and scene (according to department guidelines)				
Off Road Driving (if applicable) 4x4, Forestry, Etc.	S	U	N/A	RE-S
Place vehicle into all-wheel drive before going off-road if applicable				
Proceed at a angle to avoid "bottoming out" when crossing ditch				
Follow existing paths or trails				
Use scout where visibility is limited				
Proper hand placement (thumbs outside)				
Vehicle clearance obstacles (height, width, undercarriage, angle of approach, angle of departure.				
Set emergency brake and wheel chocks				

Comments

North Yarmouth Fire Rescue DRIVER OPERATOR EVALUATION CHECKLIST

Member's name (print) _____ has satisfactorily demonstrated appropriate skills as indicated by the attached driver/operator check list(s). I _____, Driving Instructor for the _____ Fire Department, recommend that the above individual be granted authorization to drive the below referenced vehicle(s).

- | | | | |
|---|--------------------------|--------------------------|--|
| Driver has reviewed all motor vehicle regulations (29-A)? | Yes | No | |
| | <input type="checkbox"/> | <input type="checkbox"/> | |
| Driver has completed EVOC / or CDL or NFPA 1002 Course? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Driver's motor vehicle history reviewed? | <input type="checkbox"/> | <input type="checkbox"/> | |
| Driver reviewed Department SOPs or Policy | <input type="checkbox"/> | <input type="checkbox"/> | |

Instructor's Signature

Date

Member's Signature

Date

I _____, Chief of the _____ Fire Department, hereby authorize the above named member to operate below referenced vehicle(s).

Signature

Date

Initials

Vehicle Number	Chief's Initial		3 year review		6 year review		9 year review	
	Initials	Date	Initials	Date	Initials	Date	Initials	Date