

	<h1>COMMERCE FIRE DEPARTMENT</h1> <h2>Standard Operating Guidelines</h2>
	Subject: Driver Training
	Reference Number: 4.02
	Effective Date: 6/5/2014 Last Date Revised: 1/8/2015
Approved By: Chief Kevin Dean	

Purpose: The purpose of this Standard Operating Guideline is to assure that every active member of the department is qualified to operate all of the department's vehicles.

Policy: These guidelines shall meet *NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications*.

Scope: This Standard Operating Guideline shall apply to all active members of the Commerce Fire Department.

General:

Trainee

- Every member of the Department is designated a Trainee until the member has successfully completed the training and testing program for those Department vehicles included in this program.
- Each Trainee shall be issued a driver's check sheet. The trainee shall log the driving and pumping time for each of the department's vehicles on check sheet.

Operator

- Any Trainee who has successfully completed the required testing for all vehicles in the program, and is at least 18 years of age and has a valid driver's license shall be classified as an Operator.
- All Operators shall maintain proficiency with each apparatus to maintain an Operator status. All Operators must complete the driver's check sheet each year.

Trainer

- Any member who holds an Operator status may train other members however, a CFD Officer must complete the driver's check sheet.

- Each Trainer shall receive all the necessary information regarding course content and testing requirements for each vehicle involved in the program.
- To maintain a Trainer status, the Trainer must be a current Operator of the apparatus.

Training

- The content of the driver's training program shall meet or exceed the standards set forth in *NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- The responsibility for safety during vehicle training rests with the Trainer.
- Upon completion of a training session, the Trainee shall record the training time on a training roster.

Practical Examination

Practical examinations are pass/fail for each component.

- It is the responsibility of the Trainee to schedule the practical component with a Trainer.
- The responsibility for safety during the practical examination rests with the Trainer.
- The Trainer shall be supplied a list of scenarios that the Trainee must demonstrate proficiency in to successfully complete the examination.
- The Trainee may make no critical safety errors during the tests for successful completion of the examination. Should a critical safety error occur, the Trainer shall end the examination and inform the Trainee of the error.
- The Trainee may make a maximum of three (3) minor errors. Should the Trainee exceed the maximum number of errors, the examination shall end and the Trainee will be informed of the errors.
- To maintain the validity of the testing process, the Trainer may not prompt the Trainee during the testing process.
- Upon successful completion of the practical examination, the Trainee's driver check sheet shall be signed by the Trainer. The examination check sheets shall be submitted to the Department Training Coordinator for verification and his/her signature. The examination check sheets shall become part of the member's training file.

Retesting

- Any member who fails the practical examination must complete any remedial training as directed by the Trainer. Upon completion of the remedial training, it is the member's responsibility to reschedule a practical examination.

Probationary Period

New members in their 10th month of probation will be issued a driver/operator training book. The following timeline then applies for new drivers:

- Begin 6 month driver training probation, during this probation new drivers are expected to document 10 hours over-the-road drive time for each apparatus.

Ongoing Training

- Each driver is provided a twelve month period to complete ongoing training (January 1 to December 31).
- Certified driver/operators must attend two documented classroom hours of driver/operator training yearly.
- Certified driver/operators must complete objective skills tests in both driving and pumping apparatus for an additional four hours of documented training.