



Rogers Fire Department Standard Operating Procedures

Policy Title:	Relief Driver Training		
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PURPOSE

The purpose of this policy is to provide guidance, requirements, and information to department members in regard to the training involved to drive and operate emergency apparatus.

A relief driver shall be defined as the driver/operator of any apparatus that is not above the rank of Firefighter. Relief drivers shall be qualified on each individual apparatus and do not describe a “rank” or “grade” but rather a level of training.

It shall be a requirement of this policy that only firefighters certified as “relief drivers” operate ANY fire apparatus affected by this policy. This policy shall apply to all emergency response apparatus capable of emergency rescue, & fire suppression, except for staff or command vehicles. Upon completion of the EVOG, and the appropriate RFD Form 60, personnel shall be qualified to operate department owned ambulances.

In compliance with NFPA Standard 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 2017 edition, and this policy addresses the following requisite skills:

(General)

4.2.1: The ability to use hand tools, recognize system problems, and correct any deficiency noted according to policies and procedures.

4.2.2: The ability to use tools and equipment and complete all related departmental forms.

4.3.1: The ability to operate passenger restraint devices; maintain safe following distances; maintain control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions; operate under adverse environmental or driving surface conditions; and use automotive gauges and controls.

4.3.2, 4.3.3, 4.3.4, 4.3.5: The ability to use mirrors and judge vehicle clearance.

4.3.6: The ability to operate passenger restraint devices; maintain safe following distances; maintain control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions; operate under adverse environmental or driving surface conditions; and use automotive gauges and controls.

4.3.7: The ability to deploy, energize, and monitor the system or equipment and to recognize and correct system problems.

4.4.4: The ability to activate emergency procedures in accordance with the department's SOPs.

(Fire Pumps)

5.1.2: The ability to use hand tools, recognize system problems, and correct any deficiency noted according to policies and procedures.

5.2.2: The ability to use safety equipment, deploy traffic and scene control devices, dismount apparatus, establish and operate in the protected work areas as directed.

5.2.4, 5.2.5, 5.2.7: The ability to position a fire department pumper to operate at a fire hydrant and at a static water source, power transfer from vehicle engine to pump, draft, operate pumper pressure control systems, operate the volume/pressure transfer valve (multistage pumps only), operate auxiliary cooling systems, make the transition between internal and external water sources, and assemble hose lines, nozzles, valves, and appliances.

5.2.6: The ability to operate foam proportioning equipment and connect foam stream equipment.

(Aerial)

6.1.1: The ability to use hand tools, recognize system problems, and correct any deficiency noted according to policies and procedures.

6.2.1: The ability to determine a correct position for the apparatus, maneuver apparatus into that position, and avoid obstacles to operations.

6.2.2: The ability to transfer power from the vehicle's engine to the hydraulic system and operate vehicle stabilization devices.

6.2.3: The ability to raise, rotate, extend, and position to a specified location, as well as lock, unlock, retract, lower, and bed the aerial device.

6.2.4: The ability to rotate and position to center, unlock, retract, lower, and bed the aerial device using the emergency operating system.

6.2.5: The ability to connect a water supply to a master stream device and control an elevated nozzle.

(Wildland)

8.1.1: The ability to use hand tools, recognize system problems, and correct any deficiency noted according to policies and procedures.

8.1.2: The ability to operate passenger restraint devices; maintain safe following distances; maintain control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions; operate during nonemergency conditions; operate under adverse environmental or driving surface conditions; and use automotive gauges and controls.

8.2.1, 8.2.2: The ability to position a wildland fire apparatus to operate at a fire hydrant and at a static water source, place apparatus for fire attack, transfer power from vehicle engine to pump, draft, operate pumper pressure control systems, operate the volume/pressure transfer valve (multistage pumps only), operate auxiliary cooling systems, make the transition between internal and external water sources, and assemble hose lines, nozzles, valves, and appliances.

8.2.3: The ability to operate foam proportioning equipment and connect foam stream equipment.

(ARFF)

9.1.1: The ability to use hand tools, recognize system problems, and correct any deficiency noted according to policies and procedures.

9.1.2, 9.1.3: The ability to operate passenger restraint devices; maintain safe following distances; maintain control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions; operate under adverse environmental or driving surface conditions; and use automotive gauges and controls.

9.2.1: The ability to determine a correct position for the apparatus, maneuvers apparatus into that position, and avoid obstacles to operations.

9.2.2, 9.2.3: The ability to provide power to the pump, determine a correct position for the apparatus, maneuver apparatus into that position, avoid obstacles to operations, apply agent, and determine the length of time an extinguishing agent will be available.

POLICY

All firefighters hired prior to April 1, 2009 shall be considered relief drivers on all apparatus owned by the fire department at that time. All members are required to receive training and successfully complete a skills evaluation on new apparatus obtained by the department. This shall include driving, pumping, and operation to become certified to operate new apparatus. Any member failing to successfully complete the skills evaluation shall receive remediation training as contained in this SOP. Members of the RFD who are “grandfathered” into this policy shall be required to retroactively adhere to this policy, at the discretion of the Fire Chief, if they are involved in any “at-fault” accident or driving infraction.

All firefighters shall complete relief driver certification on every apparatus possessed by the Rogers Fire Department. Company officers are required to identify those individuals needing relief driver certification and to assist, coordinate, and train them to become compliant to drive and operate those apparatus.

Firefighters are expected to complete the relief driver training process no later than their 18th month of employment. This includes completing and submitting all required supporting documentation (RFD Form 50) to the Training Division for

approval and filing. Upon satisfactory completion of all requirements the relief driver will be issued a relief driver certification by the training division. Relief driver candidates will receive training and certification on all brush pumpers and ambulances while in the fire academy, this shall include an NFPA 1002 compliant Emergency Vehicle Operations Course.

Procedure

1. Firefighters (Candidates) may begin the relief driver training process upon release from recruit academy. They shall initiate the request with their company officer after meeting the minimum experience requirements for the particular apparatus they wish to receive certification on.
2. The candidate shall initiate a Form 50 for the apparatus certification desired.
3. The candidate must log a minimum number of hours while driving the apparatus (in non-emergency instances ONLY) and while pumping/operating fixed equipment on the apparatus (in non-emergency instances ONLY). Minimum numbers for each apparatus type are specified in Table 1.

Table 1 - Minimum Time Requirements for Relief Driver Certification

Apparatus Type	Driving Time Requirement	Pumping/Operating Time Requirement
Engine	2 Hours 1 st Apparatus, 1 Hour each additional	3 Hours 1 st Apparatus, 1 Hour each additional
Truck	2 Hours	2 Hours
Rescue	1 Hours	2 Hours
Brush Pumper	1 Hour	1 Hour
Ambulance	1 Hour	

4. When logging time driving or pumping, a certified relief driver should be present at ALL TIMES to assist in the learning process and to troubleshoot any problems that might develop. While logging driving time, the company officer should ensure that companies are kept intact (when possible) and that the company(s) affected maintains a state of readiness.
5. Evaluators proctoring the driving should evaluate the candidate verbally on driving skills found in Appendix A of this SOP.
6. All time spent during non-emergency driving and operating training shall be logged on the Form 50 in the appropriate spaces with the appropriate information. Time not logged on the Form 50 will not be counted.
7. After completion of the minimum driving and pumping/operating time requirements, the candidate shall request a skills evaluation from his company officer. The company officer, upon verification of the candidate meeting the training time requirements, shall evaluate the member on the specific apparatus in question according to the critical criteria found on the Form 50.

8. Upon successful completion of all of the critical criteria, the company officer shall sign the Form 50 and forward it to the Battalion Chief's and Training Division office for validation and cataloging. The candidate is not certified as a relief driver on the apparatus until signed by the Fire Chief or their designee.
9. This process shall be repeated for each apparatus (staff vehicles excluded) in the fire department.
10. All relief driver training shall be recorded in the department's Fire House records management system. (Reference RFD SOP 132)

Remediation

1. Candidates failing the skills evaluation portion of the relief driver certification shall have to wait a minimum of one (1) month until they can retake their skills evaluation. During that month, candidates must complete at least two (2) additional driving hours and one (1) additional hour of pumping/operating of fixed equipment. This time must be logged to show the remediation.
2. Candidates are discouraged from testing for relief driver certifications on apparatus in random order. Rather, candidates should receive their relief driver certifications in the following order:
 - a. Ambulances, Brush Pumper, Engines, Ladders, RescueAll apparatus in a particular category should be completed before moving on to other apparatus (i.e.: A candidate should complete relief driver certification on all brush pumpers before starting on Engines).

APPENDIX A – DRIVING EVALUATION GUIDELINES

Before Leaving Station

- Adjusts mirrors
- Conducts thorough inspection of apparatus to include equipment (loose and fixed), hose (if applicable), tires, steering, windshield wipers, etc
- Checks gas/oil/lights

Pulling out of Station

- Batteries and Ignition On
- Release Emergency Brake with foot on brake pedal
- Opens door
- Pulls out onto apron, clearing doorway
- Closes the bay door
- Waits for traffic to clear before turning onto main roads

Handling Apparatus in Traffic

- Looks Ahead
- Drives within speed limit
- Does not tailgate other vehicles
- Obeys all traffic signs and utilized turn signals in unit
- Is alert to other drivers
- Is alert to pedestrians and cyclists
- Slows down in bumpy areas and over areas of poor road condition
- Two hands on the wheel at all times and allows one foot to operate the gas and brake
- Handles corners in slow and smooth manner
- Brakes and accelerates slow and smooth
- Never assumes right-of-way

Returning to Station

- Stop in front of station and wait for any traffic to clear
- Activate warning lights before blocking any portion of the roadway
- Open door
- Back up while using a backer
- Backing operation is slow and steady
- Monitors both mirrors and the signals of the backer while in reverse
- Sets the gear in neutral (park) and sets the parking brake
- Turns off ignition and batteries
- Ensuring equipment and apparatus is intact and back in service