Rogers Fire Department Standard Operating Procedures

Policy Title:	Relief Driver Training		
Policy Number:	122	**Volume:**	Administration
Approved By:	Tom Jenkins	**Last Updated:**	November 2020
CFAI Reference:	8B.1	**CAAS Reference:**	202.01.03
Revision Summary:	Created – March 2009 Formatted – May 2012 Updated – August 2017 (NFPA 1002 Standard References) Updated – November 2020 (Target Solutions & Updates)		

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 apparatus type as defined by the Training Division. The credential of relief driver does 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 and release from the fire academy, 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

This policy is targeted at the successful training of new members on existing apparatus and the training of all members on new apparatus. All members are required to receive training and successfully operate new apparatus obtained by the department. This shall include driving, pumping, and operation. Any member failing to successfully complete the skills evaluation shall receive remediation training as contained in this SOP. Any member of the RFD may 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. The Training Division, at the direction of the Deputy Chief of Training, shall ensure an annual audit is completed on all members regarding their relief driving credential and status.

Firefighters are expected to complete the relief driver training process no later than 18 months after they’re officially released from the fire academy. This includes completing all modules in the relief driver training program in the records

management system (Target Solutions). Upon satisfactory completion of all requirements the relief driver will be issued a relief driver certification by the Training Division. A certificate shall be issued to the member and a copy that be kept in the training files. 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. Firefighters are allowed to operate apparatus as they complete the training.

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 and obtain their approval.
2. The candidate shall initiate the training using the training records management system (Target Solutions) for the relief driver credential.
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
Engines (Spartan Chassis)	2 Hours	3 Hours
Engines (Commander Chassis)	2 Hours	3 Hours
Ladders (Commander Chassis)	2 Hours	3 Hours
Rescue 2	1 Hours	1 Hour
Ladder (Spartan Chassis)	1 Hour	1 Hour
Ladder (Pierce Chassis)	1 Hour	1 Hour
Brush Pumpers	1 Hour	1 Hour
Collapse Rescue 1	1 Hour	1 Hour
Collapse Rescue 2 with Trailer	1 Hour	
ARFF Unit	1 Hour	1 Hour
ATV / UTV	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 accordingly in Target Solutions RMS.
7. The relief driver candidate shall have his/her company officer monitor the process. At the conclusion of this training, the candidate shall be oriented and familiar with each apparatus in the department. The Training Division is responsible for validation and cataloging. The Training Division shall complete a final skills and operation evaluation of each relief driver candidate.
8. All relief driver training shall be recorded in the department's Target Solutions training software. (Reference RFD SOP 132)

Remediation

1. Candidates who are not able to satisfy the operational criteria for any apparatus after the prescribed training shall require remediation training. 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 should accomplish their relief driver certifications in the following order (when possible):
    a. Ambulances, Brush Pumper, Engines, Ladders, Rescue

   All 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