

2017-306 Driver Training



Westbrook Fire & Rescue Department
Standard Operating Procedure

Section: Routine Operations	TOPIC: Driver Training
NUMBER: 2017-306	ISSUE DATE: December 15, 2017
	REVISED DATE:
POLICY REFERENCE: Maine BLS	APPROVED BY: _____ Andrew R. Turcotte Chief of Department

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 EVOG 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.

Policy:

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				
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

DRIVER APPROVAL FORM

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

A.