

# SOUTH PORTLAND FIRE DEPARTMENT

## STANDARD OPERATING GUIDELINES

<b>Policy #:</b>	5.313	<b>Effective Date:</b>	12/14/2015
<b>Title:</b>	Driver Certification and Refresher Training	<b># of pages:</b>	7
<b>Category:</b>	Training	<b>Classification:</b>	Red

1. **PURPOSE:** To define the requirements for driving department apparatus.
2. **POLICY:**

### **Initial Training:**

#### Full Time Employees:

Full Time Employees will not be allowed to drive emergency vehicles while responding to emergency calls (code 3) until they have completed the following requirements. The only exception is that employees with less than six months service may drive the ambulances to the hospital from the scene after meeting requirement 1 & 3. The Chief of the department may completely waive # 2 after reviewing previous experience, but this is on a case by case basis only.

1. They have completed the department's driver training program AR010 (usually held during drill school).
2. They have been employed at least six months.
3. Completed and received a CEVO III certificate.
4. Completed the orientation (which includes a prescribed road course) on each apparatus they will be cleared to drive and have the SPFD driver certification form signed off by their officer.
5. Their officer(s) have signed off and documented (Naviline) that the employee has 16 hours of non emergency driving hours.
6. Completed appropriate in service instruction for each apparatus they are to operate (i.e. Basic Pumps or Aerial Operator)

#### Part Time Employees (Call Company):

Part time employees will not be allowed to drive emergency vehicles while responding to emergency calls until they complete the following requirements.

1. They are 21 years or older
2. They have completed the department's driver training program AR010
3. They have completed Basic Fire School
4. Completed and received a CEVO III certificate
5. They have been employed at least six months
6. Completed the orientation (which includes a prescribed road course) on each apparatus they will be cleared to drive and have the SPFD driver certification form signed off by their officer.



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7. Completed the orientation on each apparatus they will be cleared to drive and signed off by their officer.
8. Completed an appropriate class for each apparatus they are to operate (i.e. Basic Pumps or Aerial Operator)

### **Refresher Training**

Every three years each member of the department is required to attend refresher training following department lesson plan AR010 and completing the SPFD recertification checklist and the prescribed driving course.

### 3. REFERENCES:

- Maine Bureau of Labor Standards
- SPFD Bulletin 2006-04

By Order Of:

*Kevin W Guimond*

Kevin W. Guimond  
Fire Chief



## SOUTH PORTLAND FIRE DEPARTMENT DRIVER OPERATOR EVALUATION/APPROVAL CHECKLIST



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

**Scope:** This checklist and required CEVO III 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 evaluator. 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 department driver training binder.

### Driver / Vehicle Information

Driver's Name:		Date of Evaluation:	
Evaluator's Name:		Total Hours Driven:	
Driver's License No.:	Expiration Date:	Restrictions:	

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

	Engine	Ladder	Squad	Ambulance
Enter Apparatus number used for test				
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 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 braking, or use of “Jake Brake”, retarder, and/or ABS				
One underpass or low clearance or bridge				
Verify audible back-up alarm				
Demonstrate backing into station with spotter (per SOP/Policy)				
Demonstrate securing unit – parking brake, wheel chocks				
Apply air brakes properly				
Reduce speed and brake before curves or down grades				



## SOUTH PORTLAND FIRE DEPARTMENT DRIVER OPERATOR EVALUATION/APPROVAL CHECKLIST



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)				
Date of Examination				

Comments




## SOUTH PORTLAND FIRE DEPARTMENT DRIVER OPERATOR EVALUATION/APPROVAL CHECKLIST



### Required Driving Route (for Central) CIRCLE IF USED

1. Start at Central Station in front bay
2. **Left** on to Broadway
3. **Curve** right staying on Broadway (1+ mile of two lane urban street) (School Zone)
4. **Left** onto Main Street
5. **Right** onto Maine Turnpike Approach (**Limited Access Highway**)
6. Take 1<sup>st</sup> **Exit/On Ramp** (I-295 N Portland) and then **Exit** onto Broadway
7. Take **Right** onto Broadway from I-295
8. Continue East on Broadway
9. **Under** Rail Overpass
10. Remain on Broadway
11. **Down** Brown's Hill
12. Remain on Broadway until Cottage Road
13. **Right** on to Cottage Road
14. **Curve** left on Cottage Road
15. **Up** Meeting House Hill
16. **Left** on to Pillsbury Street
17. **Right** into Willard Station Lot
  - a. Perform Alley Dock
  - b. Perform Station Simulation
18. **Left** on to Pillsbury Street
19. **Right** on to Cottage Road
20. **Curve** right on Cottage Road
21. **Left** on to Broadway
22. **Left** on to Central's ramp
23. **Back** into Car 2's bay

### Required Driving Route (for West End) CIRCLE IF USED

1. Start at West End Station in front bay
2. **Left** onto Western Ave
3. **Through** Gorham Rd Intersection
4. **Curve** Western Ave by Big Apple
5. **Under** I-295 Underpass
6. **Left** onto Broadway
7. Continue East on Broadway (1+ Mile of two lane urban street) (School Zone)
8. **Under** Rail Overpass
9. Continue East on Broadway **through Cash Corner**
10. **Down** Brown's Hill
11. **Right** onto Lincoln Street
12. Right **Curve** on Lincoln Street
13. Left **Curve** onto Pleasant Ave
14. Right **Curve** on Pleasant Ave.
15. **Left** onto Hemco Road
16. **Right** onto Dartmouth Road
17. **Curve** onto Rumery Road.



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18. **Left** onto Main Street
19. Continue **Up Hill** on Main Street
20. **Right** onto Maine Turnpike Approach (**Limited Access Highway**)
21. Take 1<sup>st</sup> **Exit/On Ramp** (I-295 N Portland) and then **Exit** onto Broadway
22. Take **Right** onto Broadway from I-295
23. **Left** onto Westbrook Street
24. **Under** I-295 Underpass
25. Continue **Through Gorham Rd Intersection Curve** onto Western Ave.
26. **Right** onto James Baka Drive
  - a. Perform Alley Dock
  - b. Back into station doorway

Evaluator's Signature:

Date:



# SOUTH PORTLAND FIRE DEPARTMENT DRIVER OPERATOR EVALUATION/APPROVAL CHECKLIST



\_\_\_\_\_ has satisfactorily demonstrated appropriate skills required of a driver/operator. I \_\_\_\_\_, Evaluator for the South Portland Fire Department, recommend that the above individual be granted authorization to drive the below referenced vehicle(s).

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| Driver has reviewed all motor vehicle regulations (29-A)?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Driver has completed CEVO III Course?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Driver has completed operator training for vehicles approved for?<br>(i.e. Basic Pumps, Aerial School, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| Driver reviewed Department SOGs and Polices  | <input type="checkbox"/> | <input type="checkbox"/> |

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Date

I, **Chief** \_\_\_\_\_, Chief of the South Portland Fire Department, hereby authorize the above named member to operate below referenced vehicle(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Initials

Vehicle Type	Officer's Initial		3 Year Review		6 Year Review		9 Year Review	
	Initials	Date	Initials	Date	Initials	Date	Initials	Date
Engines								
Ladders								
Squads								
Ambulances								