

Policy Number: 2022-002

Effective Date: 02/21/2022

Last Review Date: _____

Waterloo Vol Fire Department Standard Operating Guidelines

DRIVER TRAINING PROGRAM

1. The Driver Training Program has been established to ensure that all new drivers of the Waterloo Volunteer Fire Department have been adequately trained and are certified to operate the apparatus and to perform those operations in a safe and proficient manner.
2. Each member in drivers training will have an individual progress form (driver training program) that will be kept in his/her personnel file once completed. This form is the trainee's responsibility to present and have the required areas signed and dated by the qualified member doing that particular training. This form will reflect the members' progress in each section. If any forms are lost or misplaced, the trainee will have to start from the beginning. After a member successfully completes all sections for a particular piece of apparatus, he/she must be approved by the Fire Chief before being qualified as a driver.
3. If a member does not meet the requirements to become qualified or recertified, that member will be notified in writing of the areas where he/she is deficient, the corrective actions that need to be taken. The trainee will not be allowed to drive until these provisions have been met.
4. After a member becomes a driver, he/she must always drive and operate the apparatus in a safe and proficient manner. If at any time the new driver displays any unsafe or inefficient actions, that member shall be removed from the drivers list until the Fire Chief and Executive Committee feels the member is proficient enough to be reinstated. This may include repeating sections where the member is deficient or all of the Drivers Training Program.
5. Before any member begins the Driver Training Program, he/she must meet the following requirements:
 - a. Approval from the Chief and driver training coordinator (1663).
 - b. He/she must be 21 years of age to operate any apparatus in an emergency mode.
Note: Members can operate department apparatus under 26,000 lbs. and under the age of 21 in non-emergency mode.
 - c. He/she must have completed his/her probationary membership period.
 - d. He/she must be an active member of the department for at least one year.

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- e. He/she must have a valid New York State driver's license.
 - f. He/she must submit a copy of their driver's license and be approved by the department's insurance carrier.
 - g. He/she must fill out the driver's license information release form provided by the department.
 - h. Driver's training begins with brush truck 1603 then moves to tanker 1621 then the engines 1601/1602 and lastly rescue 1641 in this order.
6. While completing the "hands on" section of this program, the following guidelines are to be adhered to while performing the "behind the wheel" training.
note: it is the driver trainee's responsibility to schedule time with a qualified driver for "behind the wheel" training.
- a. The trainee must first drive the apparatus he/she is training on with an officer.
 - b. The member may only drive the apparatus with a qualified driver (of 1 year) on that particular apparatus.
 - c. The apparatus will be placed out of service while out, unless there is an adequate crew on board.
 - d. The apparatus shall not be driven off the hard surface roadway unless training in 4x4 operations of brush truck 1603.
 - e. The apparatus shall be refueled after each use.
 - f. Absolutely no drivers training in inclement weather ie. temperatures below freezing or during hazardous weather events.
 - g. All drivers training must be logged on the driver's training record and signed by the driver and trainer.
 - h. After each time out, the tires and fender wells shall be washed and if necessary, the entire apparatus shall be washed.
 - i. A minimum of 75 miles must be documented to be certified 25 of those miles must be after dark.

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- j. A minimum of 4 months of training will be required for brush truck 1603 and tanker 1621. 6 months of training is required for the engines and 4 months for rescue 1641.
- k. After a waiting period of 2 months you may move to the next truck.
- l. If an officer is not available then another driver approved by the chiefs may take you out to train.
- m. Trainees may operate apparatus in emergency mode with a crew as long as there is an officer in the front seat. this is also going to be decided case by case when a trainee is able to do this. (this applies if you are already out training, have a crew and are available to respond)
- n. Trainees must complete at least one emergency mode response to an incident during the training period. (Trucks can be taken out of order or respond to calls they normally do not respond to in order to achieve the emergency response requirement)
ie. Take 1641 second due to a fire alarm, 1621 to a crash (could be used as a blocker, just be sure the proper apparatus responds first)
- o. Drivers are responsible to know where all equipment is on their truck and know their safe operation.
- p. Drivers are to be sure that all used equipment is placed back on the truck in its proper place after each call and training and be sure its back in working order.
- q. It is the drivers responsibility to operate the truck in a safe manner in every circumstance. Practice due regard in emergency mode.
- r. Drivers are to use Fire 2 to call enroute and on scene. use discipline when talking on the radio. keep messages short and professional. ie. 1602 to fire control, after acknowledgement, 1602 enroute.
- s. No apparatus may be operated by anyone under the influence of drugs or alcohol.
- t. All backing procedures require a spotter.
- u. All occupants shall wear a safety belt during operation.

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- v. Reference NFPA 1002 for further info on driver training.