

TOWN OF CLAYTON



FIRE DIST.

TOWN OF CLAYTON FIRE DISTRICT STANDARD OPERATING PROCEDURES AND POLICIES

TITLE: FIRE APPARATUS OPERATOR TRAINING

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1.0 POLICY REFERENCE

SOP	
NIMS	
FEMA	
BYLAW/POLICY	
NFPA 1002	

2.0 PURPOSE

This standard operating procedure addresses the adequate and consistent training requirements and procedures for all eligible members of the district who wish to become certified operators of firefighting apparatus. All apparatus operators shall be trained and certified in accordance with the methods and procedures established in this policy

3.0 SCOPE

This SOP/SOG pertains to all certified and prospective Fire Apparatus Operators in the District

4.0 DEFINITIONS

None

Town of Clayton Fire District		
POLICY & PROCEDURES		
Standard Operating Procedures	P.P. #	
Emergency Vehicle Response	Revision: 02	Date: 12/16/2020

5.0 PROCEDURES AND TRAINING METHODOLOGY

Operators shall be classified into the following three levels of driver status;

1. Driver-in-Training (DT)
2. Administrative Use (AU)
3. Probationary Driver (PD)
4. Approved Driver (AD)

5.1 Driver-In-Training

To become a driver in training, a written request shall be submitted to the District Chief by the member wishing to begin the driver training process. This request must be accompanied by proof of the eligibility requirements listed in section 6.0. Once the District Chief has validated the member meets the eligibility requirements, the prospective operator may enter the driver training process. A Driver Sign-Off form will be initiated so that the member may become a Driver-in-Training (DT).

5.2 Administrative Use/Probationary Driver

Once a member has completed the Driver Sign-Off form for a specific apparatus, the member can become a Probationary Driver (PD), or an Administrative Use Driver (AU). This will occur by the member presenting a completed Driver Sign-Off form to a Chief Officer. The Chief Officer will review the sign-off form and may ask the member questions or require the member to perform a practical drill.

Once a member becomes a Probationary Driver (PD) or a Administrative Use Driver (AU) for a departmental administrative/utility, they are allowed to use that specific vehicle for administrative/training use only. At no time shall an Administrative Use Driver (AU) operate the vehicle in an emergency mode; and, when operating the apparatus, it must be marked out of service unless an Approved Driver (AD) is immediately available to drive in the case of an emergency call.

5.3 Probationary Driver

Once a member becomes a Probationary Driver (PD), the member can drive on incident responses with an approved driver (AD) riding in the officer's seat. The member must successfully drive on at least 3 incident responses with an Approved Driver (AD) riding as the officer before the driver will be considered by the District Chief for Approved Driver (AD) status for all apparatus. A total of 3 incident responses from any apparatus can be accepted at the discretion of the District Chief for approval on departmental administrative/utility vehicles.

5.4 Authorized Driver

Only the District Chief can authorize promotion of Probationary Drivers (PD) to Approved Driver (AD) status. ALL approved drivers must demonstrate their skills ANNUALLY to a Chief Officer. District Chief will present to the TCFD a list of approved drivers by the regular scheduled district meeting in June of each year.

Town of Clayton Fire District		
POLICY & PROCEDURES		
Standard Operating Procedures	P.P. #	
Emergency Vehicle Response	Revision: 02	Date: 12/16/2020

6.0 OPERATOR ELIGIBILITY

6.1 Operator Selection

Firefighters interested in becoming certified operators must meet the following minimum requirements;

- 1) Candidates must be a minimum of 18 years of age.
- 2) Candidates must possess a valid New York State Driver's License
- 3) Candidates must have completed all Probationary Membership requirements, and have been elected to "Active Membership" in accordance with Department Bylaws
- 4) Candidates must receive approval of the District Chief or Deputy District Chief to begin training. Approval may be based on candidate attitude, ability, and overall participation in the Department

Additionally, operators must meet the following medical criteria to be considered eligible;

- 1) At least 20/40 vision in each eye and in both together, with or without glasses; at least 70 degrees side vision in each eye; the ability to distinguish red, green, and yellow.
- 2) Not have diabetes mellitus to the degree presently requiring the use of insulin for control.
- 3) No impairment of the use of feet, legs, arms, fingers, or any other structural defects or limitation likely to interfere with safe driving practices.
- 4) Meet hearing requirements by perceiving a forced whisper at five feet with the better ear or meet specified requirements as measured by a testing device, with or without the use of a hearing aid.
- 5) No heart condition likely to cause loss of consciousness or sudden death.
- 6) Not have epilepsy or any other condition likely to cause sudden loss of consciousness or loss of ability to control a vehicle.
- 7) Not be diagnosed as an alcoholic.

An individual who has been convicted of a DUI in the past five (5) years shall NOT be considered eligible to operate ANY Town of Clayton Fire District apparatus.

6.2 Instructor Selection

Instructors shall be appointed by the District Chief or his/her designee based on the following requirements:

- His/her experience with fire apparatus
- His/her ability to instruct.
- Minimum of 1 year of certified driving experience for the apparatus on which they will be training operator candidates. (In cases of new apparatus, exception will be granted, and the instructor shall have a minimum of 1 year certified driving experience on the apparatus that has been replaced).

6.3 Operator Certification

Operators shall demonstrate the following core competencies to before achieving certification.

- Ability to drive and navigate each apparatus on a variety of roadways and/or waterways (Interstate, major two-lane road, residential street, parking lots, rivers, lakes etc.)
- Ability to navigate apparatus in limited space drills
- Ability to locate and operate all of the equipment on the apparatus
- Ability to operate the apparatus in normal expected modes of response

Town of Clayton Fire District		
POLICY & PROCEDURES		
Standard Operating Procedures	P.P. #	
Emergency Vehicle Response	Revision: 02	Date: 12/16/2020

- Driving for a total of 30 miles over at least 2 different driving days, with a 5-mile minimum on each day, with 3 different approved drivers. For administrative/utility vehicles the requirement is only 5 miles and can be completed all at one time (no 2 different driving day requirement or 3 different approved drivers).
- Pumping requirements are detailed by specific apparatus
- Ability to operate all warning devices
- Ability to operate mobile and portable radios on the apparatus
- Knowledge and ability to obtain the geographical area
- Ability to properly place the apparatus on scenes

7.0 OPERATOR COMPETENCIES BY APPARATUS TYPE

7.1 Pumper/Engines > 500 GPM

Shall demonstrate the following competencies on each designated apparatus

- Pumping from multiple water sources (booster tank, tanker nurse, dump tank, pressurized water source)
- State or in-house pump operator course
- Foam application
- Pumping handlines
- Pumping master stream
- FDC operation

7.2 Tankers

Shall demonstrate the following competencies on each designated apparatus

- Nursing
- Dump tank set-up
- Hydrant set-up and fill
- Pumping handlines

7.3 Heavy Rescues

Shall demonstrate the following competencies on each designated apparatus

- Light tower operation
- Air pack Cascade system operation
- Winch operation
- Generator operation
- Extrication equipment operation

7.4 Brush Trucks

Shall demonstrate the following competencies on each designated apparatus

- Pump Operation
- Winch operation

7.5 Utilities/Brush Trucks

Shall demonstrate the following competencies on each designated apparatus

- Ability to safely tow and back-up trailers
- Knowledge of Skid Pump Operation (If applicable)

7.6 Aerial Apparatus

Shall demonstrate the following competencies on each designated apparatus

- Pumping from multiple water sources (booster tank, tanker nurse, dumptank, pressurized water source)
- State or in-house pump operator course
- Foam application
- Pumping handlines
- Pumping master stream

Town of Clayton Fire District		
POLICY & PROCEDURES		
Standard Operating Procedures	P.P. #	
Emergency Vehicle Response	Revision: 02	Date: 12/16/2020

- FDC operation
- Ladder/Tower operation
- State or in-house truck co. ops. or Aerial device

8.0 MARINE EQUIPMENT

Any member wishing to become an approved "Boat Captain" shall follow the same paperwork and requirements as over the road apparatus however, training requirements shall be different. Requirements for marine operator certification are listed below. Demonstrations and testing will apply.

14-7-1 Fire Boat Last Chance

General driving requirements (listed above)

- General knowledge of USCG's RULES of the ROAD
- Ability to operate vessel in high speed maneuvers
- Pumping Hand and Supply lines
- Pumping Master stream
- Ability to communicate with navigator and deck crew
- Ability to operate vessel safely when rescue swimmers have been deployed
- Ability to operate vessel in shallow waters
- Ability to handle high stress situations

14-7-3

- General driving requirements (listed above)
- Ability to operate vessel in high speed maneuvers
- Ability to communicate with navigator and deck crew
- Ability to operate vessel safely when rescue swimmers have been deployed
- General knowledge of Ice/Cold Water Rescue
- Ability to read ice conditions
- Winch/Rescue Crane operation
- Ability to handle high stress situations

9.0 RECEIPT OF NEW APPARATUS:

When new apparatus is purchased, the Chief will develop the training requirements for that apparatus. Those operators who are certified on the apparatus being replaced will receive this training, along with any other training provided by the manufacturer.

When a member joins the Department who is a documented driver/operator from another municipality, he/she may complete an abbreviated training course as set forth by the District Chief. The recommended training course may consist of but is not limited to; the above outlined training program, with minimum training times abbreviated to 1 hour per section.

10.0 TAKING APPARATUS FROM THE STATION/PORT

If a member desires to take an apparatus from the station or port, the following rules and guidelines shall apply;

- Recommended staffing levels for apparatus should be considered
- The apparatus may not depart the station for driver training type purposes unless a department Line Officer is aboard
- If a department Line Officer is unavailable, the member must seek approval of the District Chief or Deputy District Chief

Town of Clayton Fire District		
POLICY & PROCEDURES		
Standard Operating Procedures	P.P. #	
Emergency Vehicle Response	Revision: 02	Date: 12/16/2020

11.0 RETURNING APPARATUS TO THE STATION/PORT

When an apparatus is returned to the station or port, the operator shall demonstrate the following guidelines;

- Make sure loose equipment is properly secured and left in a clean condition
- The apparatus is refueled when less than $\frac{3}{4}$ full for over the road apparatus and $\frac{1}{2}$ full for marine apparatus
- Apparatus is cleaned and ready to respond

12.0 OPERATOR RE-CERTIFICATION

All certified operators shall undergo operator re-certification annually. Re-certifications should occur within the first quarter of the calendar year and, at a minimum, shall consist of the following topics covered in section 7.0 of this policy:

- Equipment locations
- Departmental procedures regarding driver/operators, response, etc.
- Vehicle characteristics and construction (height, length, etc.)
- Apparatus operation
- Apparatus placement at different types of incidents

In addition to annual re-certifications, all certified operators shall be subject to undergo re-certification at any time if deemed necessary by the District Chief or Deputy District Chief.

13.0 RECORDS

It is the responsibility of the instructor to complete all necessary paperwork for all phases of training. A non-incident report shall be completed after all training and shall contain information such as training level/phase studied, hours or miles logged, and any other necessary information. A copy of this information shall accompany all documentation regarding the trainee throughout training and be stored within the district record management system. The appendix of this report contains the instructor's paperwork for each type of apparatus.

Pumpers/Engines ≤ 1000 GAL. , > 500 GPM

Trainee: _____

Date of application for Driver-In-Training: _____

Mileage Log: Driving for a total of at least 30 miles over at least 2 different driving days with a 5-mile minimum on each day

Date	Miles Driven	Initials of Trainee	Initials of Trainer	Comments

Performance Requirements: Successful mastery of the following is required

Mastery Date	Approved By	Task
		Ability to drive and navigate each apparatus on a variety of roadways (Interstate, major two-lane road, residential street, parking lots, etc...)
		Ability to navigate apparatus in limited space drills
		Ability to locate and operate all of the equipment on the apparatus
		Ability to operate the apparatus in normal expected modes of response
		Ability to operate all warning devices
		Ability to operate mobile and portable radios on the apparatus
		Pumping from multiple water sources
		<ul style="list-style-type: none"> • Booster tank • Tanker nurse • Dump tank • Pressurized water source
		Foam application
		Pumping handlines
		Pumping master stream
		FDC operation

Promoted to Probationary Driver by: _____ (Chief Officer)

Date: _____

Probationary Call Log

Date	Call Location	Initials of Trainee	Initials of Trainer	Comments

Promoted to Approved Driver by: _____ (District Chief)

Date: _____

Tankers

Trainee: _____

Date of application for Driver In Training: _____

Mileage Log: Driving for a total of at least 30 miles over at least 2 different driving days with a 5-mile minimum on each day

Date	Miles Driven	Initials of Trainee	Initials of Trainer	Comments

Performance Requirements: Successful mastery of the following is required

Mastery Date	Approved By	Task
		Ability to drive and navigate each apparatus on a variety of roadways (Interstate, major two-lane road, residential street, parking lots, etc...)
		Ability to navigate apparatus in limited space drills
		Ability to locate and operate all of the equipment on the apparatus
		Ability to operate the apparatus in normal expected modes of response
		Ability to operate all warning devices
		Ability to operate mobile and portable radios on the apparatus
		Pumping handlines
		Nursing
		Dump tank setup
		Hydrant set-up and Fill
		Foam application

Promoted to Probationary Driver by: _____ (Chief Officer)

Date: _____

Probationary Call Log

Date	Call Location	Initials of Trainee	Initials of Trainer	Comments

Promoted to Approved Driver by: _____ (District Chief)

Date: _____

Heavy Rescues

Trainee: _____

Date of application for Driver In Training: _____

Mileage Log: Driving for a total of at least 30 miles over at least 2 different driving days with a 5-mile minimum on each day

Date	Miles Driven	Initials of Trainee	Initials of Trainer	Comments

Performance Requirements: Successful mastery of the following is required

Mastery Date	Approved By	Task
		Ability to drive and navigate each apparatus on a variety of roadways (Interstate, major two-lane road, residential street, parking lots, etc...)
		Ability to navigate apparatus in limited space drills
		Ability to locate and operate all of the equipment on the apparatus
		Ability to operate the apparatus in normal expected modes of response
		Ability to operate all warning devices
		Ability to operate mobile and portable radios on the apparatus
		Light tower operation
		Winch operation
		Generator operation
		Air pack Cascade system operation

Promoted to Probationary Driver by: _____ (Chief Officer)

Date: _____

Probationary Call Log

Date	Call Location	Initials of Trainee	Initials of Trainer	Comments

Promoted to Approved Driver by: _____ (District Chief)

Date: _____

Brush Truck

Trainee: _____

Date of application for Driver In Training: _____

Mileage Log: Driving for a total of at least 30 miles over at least 2 different driving days with a 5-mile minimum on each day

Date	Miles Driven	Initials of Trainee	Initials of Trainer	Comments

Performance Requirements: Successful mastery of the following is required

Mastery Date	Approved By	Task
		Ability to drive and navigate each apparatus on a variety of roadways (Interstate, major two-lane road, residential street, parking lots, etc...)
		Ability to navigate apparatus in limited space drills
		Ability to locate and operate all of the equipment on the apparatus
		Ability to operate the apparatus in normal expected modes of response
		Ability to operate all warning devices
		Ability to operate mobile and portable radios on the apparatus
		Ability to operate pump
		Ability to operate winch
		Ability to safely tow and back up trailers

Promoted to Administrative Use Driver by: _____ (Chief Officer)

Date: _____

Promoted to Probationary Driver by: _____ (Chief Officer)

Date: _____

Probationary Call Log

Date	Call Location	Initials of Trainee	Initials of Trainer	Comments

Promoted to Approved Driver by: _____ (District Chief)

Date: _____

Utilities

Trainee: _____

Date of application for Driver In Training: _____

Mileage Log: Driving for a total of at least 5 miles.

Date	Miles Driven	Initials of Trainee	Initials of Trainer	Comments

Performance Requirements: Successful mastery of the following is required

Mastery Date	Approved By	Task
		Ability to drive and navigate each apparatus on a variety of roadways (Interstate, major two-lane road, residential street, parking lots, etc...)
		Ability to navigate apparatus in limited space drills
		Ability to locate and operate all of the equipment on the apparatus
		Ability to operate the apparatus in normal expected modes of response
		Ability to operate all warning devices
		Ability to operate mobile and portable radios on the apparatus
		Ability to safely tow and back-up trailers

Promoted to Administrative Use Driver by: _____ (Chief Officer)

Date: _____

Promoted to Probationary Driver by: _____ (Chief Officer)

Date: _____

Probationary Call Log

Date	Call Location	Initials of Trainee	Initials of Trainer	Comments

Promoted to Approved Driver by: _____ (District Chief)

Date: _____

Fire Boat

Trainee: _____

Date of application for Driver In Training: _____

Mileage Log: Driving for a total of at least 3 Hours

Date	Miles Driven	Initials of Trainee	Initials of Trainer	Comments

Performance Requirements: Successful mastery of the following is required

Mastery Date	Approved By	Task
		Ability to drive and navigate each apparatus on a variety of waterways (Rivers, Lakes, etc..)
		General knowledge of USCG's RULES of the ROAD
		Ability to operate vessel safely when rescue swimmers have been deployed
		Ability to communicate with navigator and deck crew
		Ability to operate vessel in high speed maneuvers
		Ability to operate vessel in shallow water
		Ability to operate the apparatus in normal expected modes of response
		Ability to locate and operate all of the equipment on the apparatus
		Ability to operate mobile and portable radios on the apparatus and all warning devices
		Pumping Hand lines, Supply lines and Master stream

Promoted to Probationary Driver by: _____ (Chief Officer)

Date: _____

Probationary Call Log

Date	Call Location	Initials of Trainee	Initials of Trainer	Comments

Promoted to Approved Driver by: _____ (District Chief)

Date: _____

Airboat/Ice Rescue Boat

Trainee: _____

Date of application for Driver In Training: _____

Mileage Log: Driving for a total of at least 3 Hours

Date	Miles Driven	Initials of Trainee	Initials of Trainer	Comments

Performance Requirements: Successful mastery of the following is required

Mastery Date	Approved By	Task
		Ability to drive and navigate each apparatus on a variety of waterways and ice (Rivers, Lakes, snow covered land, etc..)
		General knowledge of Ice/Cold Water Rescue
		Ability to read ice conditions
		Ability to operate vessel safely when rescue swimmers have been deployed
		Ability to navigate vessel in high speed maneuvers
		Ability to communicate with navigator and deck crew
		Ability to operate the apparatus in normal expected modes of response
		Ability to locate and operate all of the equipment on the apparatus
		Ability to operate mobile and portable radios and all warning devices on the apparatus
		Winch/Rescue Crane operation

Promoted to Probationary Driver by: _____ (Chief Officer)

Date: _____

Probationary Call Log

Date	Call Location	Initials of Trainee	Initials of Trainer	Comments

Promoted to Approved Driver by: _____ (District Chief)

Date: _____

Towers/Ladders

Trainee: _____

Date of application for Driver In Training: _____

Mileage Log: Driving for a total of at least 30 miles over at least 2 different driving days with a 5-mile minimum on each day

Date	Miles Driven	Initials of Trainee	Initials of Trainer	Comments

Performance Requirements: Successful mastery of the following is required

Mastery Date	Approved By	Task
		Ability to drive and navigate each apparatus on a variety of roadways (Interstate, major two-lane road, residential street, parking lots, etc...)
		Ability to navigate apparatus in limited space drills
		Ability to locate and operate all of the equipment on the apparatus
		Ability to operate the apparatus in normal expected modes of response
		Ability to operate all warning devices
		Ability to operate mobile and portable radios on the apparatus
		Pumping from multiple water sources
		<ul style="list-style-type: none"> • Boostertank • Tankernurse • Dumptank • Pressurized water source
		Foam application
		Pumping handlines
		Pumping master stream
		FDC operation
		Ladder/Tower operation
		Generator operation

Promoted to Probationary Driver by: _____ (Chief Officer)

Date: _____

Probationary Call Log

Date	Call Location	Initials of Trainee	Initials of Trainer	Comments

Promoted to Approved Driver by: _____ (District Chief)

Date: _____

