



Division 11

Personnel Management

Chapter 19 – Recruit Driving Standards

March 2009

POLICY

To ensure that all Fire/EMS Department personnel receive sufficient preparation to handle emergency and non-emergency driving duties in a safe and efficient manner, and to ensure that Emergency Response Technicians are trained and certified by the Station/Unit Supervisor according to the attached equitable and conscientious standard.

DEFINITIONS

N/A

PROCEDURES

1. Initial Assessment

Within 30 days after being assigned to the Emergency Operations Command, each Recruit Fire Fighter shall be assessed by the Station/Unit Supervisor regarding driving status. It shall be the responsibility of the Supervisor to research and evaluate the qualifications of the Recruit in order to determine the driving status level at which they are certified to perform. NOTE: Occasionally it is necessary to assign Recruit Fire Fighters to station duty for a limited time prior to completion of career recruit school. During those periods of station duty, Recruit Fire Fighters with no Prince George's County Fire/EMS Department experience shall not drive or tiller any Fire/EMS Department vehicle under any circumstances. Only those personnel who have successfully completed recruit school or who have completed the

EVOC class and were previously a driver in the Prince George's County Fire/EMS Department as a Volunteer member are eligible to participate in the driver training process.

The assessment process shall include career development counseling sessions during which the Recruit will be informed of their driving status and of the basic course of training that they will receive. In addition, the Supervisor shall discuss the plan and explain measures that the employee can use to reach various levels of certification.

2. Recruit Driving Status

Recruit Fire Fighters shall be certified according to the following criteria:

Level I Trainee (Student)

- Authorized Driving Duties
 - May not drive Fire/EMS Department vehicles under any circumstances. Emergency Response Technicians with previous Prince George's County Fire/EMS Department volunteer experience as a driver may proceed to Level II Trainee upon demonstration of meeting requirements outlined below.
- Required Training (Station/Unit Supervisor to ensure compliance)
 - Provide assistance so that the individual will meet the qualifications of the Driving



- Regulations General Order and completion of the Emergency Vehicle Operators Course (arrange outside classes, if needed, through the Battalion Commander/EMS Supervisor to meet these requirements).
 - Ensure thorough knowledge of driving courtesy, basic fire and EMS radio procedures, and responsibilities regarding motor vehicle operation as outlined in the Personnel Law and General Orders.
 - Ensure that the individual is familiar with General Orders regarding Driving Regulations and Emergency Operations.
- Evaluation via verbal examination.
- Time frame – Level I training shall be completed within six months of assignment to the Emergency Operations Command.

Level II Trainee

Training should begin within 30 days after the individual meets the Driving Regulation qualifications and has been certified by the Station/Unit Supervisor to have completed Level I requirements.

- Authorized Driving Duties
 - May participate in behind the wheel training under non-emergency conditions under the supervision of the Station/Unit Supervisor or an authorized emergency driver.
- Required Training (Station/Unit Supervisor to ensure compliance)
 - Vehicle specifications and mechanics, including knowledge of operating systems and gauges.

- Vehicle and equipment checks, including daily, weekly, and monthly checks.
 - Supervised behind-the-wheel driving.
 - Basic functions and duties of various vehicles (ambulance, engine, truck, and squad).
 - Response area.
 - Location and basic operation of tools/equipment carried on apparatus, including familiarity with fire and EMS communications equipment
- Evaluation via verbal/written/practical exam.
- Time frame – Level II training should be completed within six months of the starting date of this phase.

Level III Trainee (Non-Emergency Driver)

Training should begin within 30 days from the time the employee has been certified by their Station/Unit Supervisor to have completed Level II requirements.

- Authorized Driving Duties
 - May drive vehicles under non-emergency conditions without supervision.
- Training Required (Station/Unit Supervisor to ensure compliance)
 - Medical Communication procedures
 - Response area.
 - Hospital locations and permissible destinations
 - Basic pump operations and hydraulics
 - Operation of aerial ladder and/or functions of specific vehicles
 - Practical driving and backing (including backing into quarters)



- Proper positioning of various vehicles on emergency incidents
- Accident reporting procedures
- Location and use of equipment carried
- Vehicle check and maintenance procedures
- Standpipe and sprinkler procedures
- Time frame – Level III training should be completed within six months of the starting of this phase.
- completing apparatus check sheets.
- Emergency scene procedures including fire and EMS radio operations, incident command system, triage procedures, etc.
- Safe driving techniques.
- Accident review board procedures.
- Evaluation via verbal/written/practical exam.
- Time frame – Level IV training should be completed within six months of the starting date of this phase.

Level IV Trainee (Emergency Driver/Operator)

Training should begin within 30 days from the time the employee is certified by the Station/Unit Supervisor to have completed Level III requirements.

- Authorized Driving Duties
 - Personnel may respond with and operate vehicles under emergency conditions while under the supervision of the Station/Unit Supervisor or an authorized emergency driver.
- Required Training (Station/Unit Supervisor to ensure compliance)
 - Response area including target hazards and locations of buildings that have protection systems.
 - Specialty Referral Center locations.
 - Hydrant locations.
 - Advanced pump operations and hydraulic formulas.
 - Master stream operations.
 - Location and operation of tools and equipment carried on apparatus.
 - Apparatus Maintenance Instructions and procedures for

Certified Emergency Vehicle Driver/Operator

Upon successful completion of Level IV training, the employee should receive certification in writing by the Station/Unit Supervisor.

Should an employee of this level be transferred, they shall retain this status at the new duty station but will not drive until authorized to do so by the receiving Station/Unit Supervisor. It shall be the responsibility of the Supervisor to being training of the reassigned employee on the specifics of the new area and apparatus. This training shall be done in a timely manner in order to ensure that the employee is turned over properly.

The nine months required by the Driving Regulations General Order refers to time in the Prince George's County Fire/EMS Department as a volunteer, career, or civilian member.

Classroom instruction required refers to the completion of the Emergency Vehicle Operator's Course and annual refreshers.



The 10 hours or 100 miles behind the wheel driver training refers to hours/mileage on each type of vehicle, i.e., utility vehicle, ambulance/medic unit, brush unit, engine, ladder truck, tiller truck, squad, tanker, etc., and not on each individual vehicle.

REFERENCES

N/A

FORMS/ATTACHMENTS

N/A

The driving status and progress of each Recruit shall be documented by Station/Unit and Battalion Supervisors on the required monthly probationary hearing forms and on semiannual and annual Past Performance Appraisals (PPAs). Problems and/or poor performance shall be listed along with a brief synopsis or corrective measures that are or have been utilized to correct the deficiencies.

3. Certification Authority

Station/Unit Supervisor shall be responsible for providing and/or arranging required training and shall have authority to certify Recruit drivers. Their decision shall be based on their knowledge of the employee's ability and the examination results received during training phases.

Station/Unit Supervisors are to inform the Recruits of their status on a monthly basis and shall notify them verbally at the time certification is achieved for each level. In addition, Level IV certification shall be documented in a written memo to the employee.

The Battalion Chief shall monitor progress of Recruit drivers and evaluate the training provided by the Station/Unit Supervisors.

Questions and/or complaints pertaining to any aspect of the Recruit driver training that cannot be resolved at the station level shall be addressed and rectified by the appropriate Battalion Chief who will present necessary documentation to those involved and submit a copy to the appropriate Major.