

APPARATUS DRIVER / OPERATOR TRAINING POLICY

HAZLET FIRE DISTRICT NO.1

Of Hazlet Township, NJ

Sponsored by

Hazlet Township Board of Fire Commissioners

Fire District No. 1

Of Hazlet Township, NJ

Hazlet Fire Company # 1

North Centerville Vol. Fire Co. No.1

West Keansburg Fire Company No.1

Purpose:

The purpose of this guideline is to outline the Hazlet Township Fire District Apparatus Driver / Operator Training Program.

Scope:

This guideline shall apply to all apparatus driver/operator candidates within the Hazlet Township Fire District who seek to become qualified, and those that seek an officer position from 2nd Lieutenant up.

Minimum Requirements to Enter Apparatus Driver/Operator Training Program:

Successful completion of a recognized emergency vehicle driver training program which should include but not be limited to.

Members interested in becoming fire apparatus drivers must:

1. Have completed (1) one year as a probationary member of their respective fire company and be a member in good standing.
2. A minimum of 4 hours of classroom training concentrating on defensive driving, legal aspects of emergency vehicle operations, physical dynamics and review of departmental emergency vehicle response guidelines (SOG's). Written competency testing is strongly recommended. (Coaching the Emergency Vehicle Operator - CEVO or Equivalent)
3. 10 hours of documented behind-the-wheel training (each different style of vehicle) and road test with at least 2 training/qualifying officers. Progress Sheets to be completed for each session.
4. Completed minimum training requirements before starting the training:
 - Completion of Approved Pump Operations course as approved by the District, Company Training Officer or Chief. (Academy, in house instructors, or approved outside vender)
5. Must possess a valid New Jersey driver's license
6. Age requirements
 - Must be 21 years of age — per district insurance policy for vehicle operation.
7. Have been given a copy of the Emergency Vehicle Response SOP and have signed the copy.
8. Must be able to don, doff, and demonstrate use of an SCBA (IDLH).

Apparatus Qualification:

Members shall qualify on the following apparatus:

1. Brush Truck
2. Engines/Rescue
3. Ladder/Quint

Exceptions to Apparatus Qualification may be granted on a case-by-case basis as approved by the individual company Chief or his designee. Exceptions include: previous experience, etc. *Station operational needs, etc.

Proof of previous training, Board review and approval needed.

Training Process:

The Apparatus Operator Training will be conducted by the appointed Pump Engineers appointed or assigned by the individual company Chief. Company Fire Matic Officers may also assist with the training once the member has gone out initially with the appointed Pump Engineer.

All training will be documented using the Apparatus Operator Training checklist.

Members will be permitted to train on more than one apparatus at a time.

Cross training with in the Department is encouraged.

Members holding an officer position as of the approval date of this policy will have (1) year to comply.

Training to reference NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications (as applicable)

Any member that meets the established criteria and desires to start the operator program should request to be added to the training list. Training will not start until there is approval from the Captain or Chief.

Training on vehicles with air brakes:

All members that want to become drivers of any apparatus that have air brakes must be trained the same as any commercial driver. The trainee shall be given a copy of the New Jersey Commercial Drivers Manual. The Sections to be covered in the manual shall be:

- Section 2 Driving Safely
- Section 5 — Air Brakes

Each trainee is required to have a minimum of hours of behind the wheel driving with a driver trainer.

Upon completion of the above sections, the driver trainer shall fill out a progress sheet on the trainee and sign it. After the trainee is signed off on the above sections, he/she will begin pump training on the required apparatus. They will be required to have a minimum of 20 hours of pump training. This shall include all basic knowledge of workings of each pump on all apparatus, i.e., gauges, levers, outlets, inlets, amount of hose carried, size of pump and size of tank. Each trainee should be able to supply water from tank to hand lines, connected to a water source, i.e., hydrant, pumper, tanker or draft. They also must be able to use the hydrant assist valve.

The trainee must have knowledge in the flow of multiple hand lines, variable nozzles, master streams, standpipe connections and aerial devices.

Once the driver has completed this section and has been approved by the trainer, he/she will be designated as a "Driver in Training" and permitted to operate apparatus responding to emergency calls with a qualified pump operator on board. When the trainer feels the trainee is qualified, the trainer will then sign off on the trainee.

Final approval of qualification will be decided by the Chief of the Company or his designee.

Training on vehicles without air brakes:

Any member that is not qualified to drive such vehicles shall be given a safety lesson on the use of operating an emergency vehicle.

Any member that is not qualified in the use of the brush vehicles must be trained by the Chief's designee. The trainee must have knowledge in the workings of the four-wheel drive on such vehicle and any other specialty functions of the vehicle. The framer will sign off on the trainee. Final determination will be made by the Chief.

*Training on Brush Vehicles will include Training on how you properly use the pump on the vehicle

Responsibility of Vehicle Operators:

All vehicle operators should be able to operate each vehicle safely and have at the scene in a timely manner. They are responsible for their respective duties.

Pump operators — must be able to supply water to a fire, connection of a supply line to the apparatus, must be able to perform his/her duty on the basis of being alone due to lack of manpower.

Rescue Driver — Able to operate the air compressor, hydraulic system and be responsible for lighting.

All drivers must either wear their PPE or don it as soon as possible.

All drivers must be age 21 to drive ANY vehicle.

All current qualified operators shall maintain their understanding of all apparatus.

Training Modules:

The following will be used as a basis for the training:

Brush unit

1. Emergency Vehicle Operator Course
2. Pump Course
3. Vehicle / SOP Familiarization
 - a. Location / operation of all vehicle gauges and switches
 - b. Location / operation of emergency light switches
 - c. Intersection approach
 - d. Maximum response speeds
 - e. Driver and Officer responsibilities
 - f. Warning device usage and limitations
 - g. Backing guidelines
 - h. 4-wheel drive
4. Pump controls and operations
5. Driving Practical Evolutions
 - a. Minimum number of right turns
 - b. Minimum number of left turns
 - c. Two straight line backing exercises and two right turn backing exercises
 - e. Two left turn backing exercises
 - f. One panic stop exercise
6. Operations Practical Evolutions
 - a. Pump operations

Engines/Ladders/Quints:

1. Pump Course
2. Vehicle / SOP Familiarization
 - a. Location / operation of all vehicle gauges and switches
 - b. Location / operation of emergency light switches
 - c. Intersection approach
 - d. Maximum response speeds
 - e. Driver and Officer responsibilities
 - f. Warning device usage and limitations
 - g. Backing guidelines
 - h. Vehicle placement at hydrant (If Applicable)
 - i. Air Brakes
 - j. Hose carried
 - k. Pump & Tank Size (If Applicable)
3. Pump controls and operations (If Applicable)
4. Specialty Equipment operations
 - a. Fans, Saws, Ladders, Extrication equipment etc.
5. Driving Practical Evolutions
 - a. Minimum number of right turns
 - b. Minimum number of left turns
 - c. Two straight line backing exercises
 - d. Two right turn backing exercises
 - e. Two left turn backing exercises
 - f. One panic stop exercise
 - g. Night driving
6. Operations Practical Evolutions
 - a. Hydraulics and Pump operations
 - b. Foam System
 - c. Drafting
 - d. All water sources
 - e. Hydrant Assist Valve
 - f. Lighting

Rescue Truck:

1. Vehicle / SOP Familiarization
 - g. Location/ operation of all vehicle gauges and switches
 - h. Location / operation of emergency light switches
 - i. Intersection approach
 - j. Maximum response speeds
 - k. Driver and Officer responsibilities

- l. Warning device usage and limitations
 - m. Backing guidelines
 - n. Air Brakes
2. Operation of Air Compressor
3. Operation of Hydraulics for Extrication Equipment
4. Specialty Equipment operations
 - a. Fans, Saws, Ladders, Extrication equipment etc.
5. Driving Practical Evolutions
 - a. Minimum number of right turns
 - b. Minimum number of left turns
 - c. Two straight line backing exercises
 - d. Two right turn backing exercises
 - e. Two left turn backing exercises
 - f. One panic stop exercise
 - g. Night Driving
6. Operations Practical Evolutions
 - a. Hydraulics
 - b. Air Compressor
 - c. Lighting

Qualified Driver Operators:

The Fire District shall ensure that existing qualified driver operators are maintained therefore those driver operators shall meet the following standards:

- Annual classroom refresher training with focus on defensive driving, legal aspects of emergency vehicle operations, physical dynamics and review of departmental emergency vehicle response guidelines (SOG's).
- Behind-the-wheel re-training and/or re-certification, not less than every 3 years for all drivers.
- Drivers returning to driving duties from suspension of privileges and/or returning to active status after inactive for more than 6 months should be required to re-certify on the vehicles previously qualified on.

Disciplinary Action

The Hazlet Township Board of Fire Commissioners will implement disciplinary action for failure to comply with this policy if and/or when deemed necessary.

The completed checklist for each driver must be turned into the Fire District office, this checklist is to be filed in the member's personnel file.

Disciplinary Action – Failure to Comply

- Failure to comply with this policy will result in all driver privileges being revoked /suspended until certification is completed and checklist is filed with Fire District office.

Hazlet Township Fire Department

DRIVER TRAINING PROGRAM - APPROVAL/RECERTIFICATION SIGN-OFF SHEET

**This Form Is To Be Filled Out And Turned In For Each Type Of Apparatus Listed Below
And Turned in to Captain For Final Approval.**

<p style="text-align: center;">Circle The Appropriate Apparatus Type Below:</p> <p>39-1-76 39-1-77 39-1-90 39-1-93 39-2-78 39-2-79 39-2-85 39-2-91 39-2-93 39-3-80 39-3-81 39-3-88 39-3-93 M-39 M-39A OTHER</p>	<p style="text-align: center;">Type of Training:</p> <p style="text-align: center;">___ Initial / ___ Recert.</p>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------

Name of Driver Trainee: _____

NON-Emergency Response Driver Training Program Requirements:

	Initial	Date
At Least 21 Years Old		
Completed Training In Basic Pump and Apparatus Operations		
Complete 10 Hrs of Behind the Wheel Driving with 2 Trainers (20 hr. Min.)		
Safely Back vehicle into Bldg. and put vehicle back to ready status		
Approval of Driver Trainer #1 to Proceed to Emergency Response		
Approval of Driver Trainer #2 to Proceed to Emergency Response		

Emergency Response Driver Training Program Requirements:

	Initial	Date
Show Proficiency in Location and Operation of Equipment on Vehicle		
Driver Completed At Least 10 Emergency Responses w/ Officer or Trainer		
Demonstrated Proficiency In Driving		
Demonstrated Proficiency In Pumping		
Demonstrated Proficiency In Apparatus Operations and Placement		
Completion Of All The Appropriate Training Checklists		
Trainee is qualified to be released from training (Driver Trainer #1)		
Trainee is qualified to be released from training (Driver Trainer #2)		
Training Records Turned In To Company Captain		

Captain Signature: _____	Date: _____
Chief Signature: _____	Date: _____

Hazlet Township Fire Department

DRIVER TRAINING NON EMERGENCY DRIVING CHECKLIST

(To be completed during every training session by Driver Trainer)

Trainee Name: _____

Date: _____

Driver Trainer Name: _____

Pre-Driving Check	S	NI	U	N/A
Apparatus Inventory (Inventory Checksheet)				
Pre-Response Inspection (Vehicle Walkaround)				
Adjust Cab Features (Seat, Mirrors, etc.)				
Secure Seatbelts (All Riders)				
Ability to Start				
Check Cab Instruments and Operate Functions				
Computer, Map Books, MDT Operation				
Radio Operations				
Non-Emergency Driving	S	NI	U	N/A
8 Left Turns and 8 Right Turns				
Straight Section of Road at Least 1 Mile Long				
2 Intersections where a Stop must be made				
Section of Road Long Enough to Make 2 Lane Changes				
Speed Maintained According to Speed Limits				
Appropriate Use of Auxiliary Braking Devices (Stopping Distance)				
Proper Following Distance Maintained (Under 40 MPH - 4 Sec. Rule)				
Lane Change: Signal correctly Use mirrors Pause before change to check blind spots Accelerate into lane change				
Intersection: (Anticipate) controlled (With stoplight or stop sign) Decelerate and cover the brake Scan intersection for potential hazards Come to a complete stop if necessary Confirm other vehicles have stopped. Have partner communicate that the right side is clear Proceed through intersection				
Backing overall: Position to avoid if possible (i.e. Light post, car, parking cone) Spotter used : If no spotter, conduct Walkaround Maintain speed control Check front corners for obstructions				
Parking: Park without hitting objects or vehicles Park correct distance from curb Secure apparatus Carefully enter traffic from parking position				
Departing Scene overall: Conduct walk-around – Circle of Safety Secure seat belt – crew and driver				

Lights, Generator, Inverter Operations	S	NI	U	N/A
Locate Generator / inverter and controls				
Start Generator / inverter and set to proper idle				
Locate breaker and identify switches				
Verify correct breakers in the "ON" position				
Turn on Apparatus lights				
Stretch extension cords to farthest point (one of each type with junction boxes and adapters)				
Raise and operate light tower				
Hookup portable and tripod lights				
Place scene lights to maximize coverage area				
Winch Operations	S	NI	U	N/A
Discuss safety considerations				
Locate and hook up winch controls				
Operate winch (extend and retract cable)				
Cascade Operations	S	NI	U	N/A
Discuss cascade safety considerations				
Locate and turn on Generator / controls				
Locate and prepare cascade for use				
Fill 3 SCBA bottles using the cascade method				
Fill 3 SCBA bottles using the Booster pump				
Refill the Cascade from the station compressor				

Hazlet Township Fire Department

PUMP OPERATIONS CHECKLIST

(To be completed during every training session by Driver Trainer)

Trainee Name: _____

Date: _____

Driver Trainer Name: _____

Steps	Basic Pump Operations	S	NI	U	N/A
1	Driver Stops at Scene of Simulated Emergency				
2	Apparatus Spotted Appropriately				
3	Parking Brake Set				
4	Transmission Is Moved To Neutral				
5	Pump Engage Switch Engaged				
6	Transmission Is Engaged into drive				
7	Visually Check Speedometer To Indicate At Least 10 Mph (Discuss Other methods to ensure pump is in gear)				
8	Driver Engages Pump Before Leaving The Cab				
9	Driver Proceeds To Pump Panel				
10	Driver Opens Tank to Pump Valve				
11	Driver Opens Tank Fill Valve 1/4				
12	Observes Master Pressure Gauge for Positive Pressure				
13	Engages Primer (if necessary)				
14	Slowly Adjusts Throttle Up To 150 PSI (approximate)				
15	Observes Master Pressure Gauge for Positive Pressure				
16	Charges The Appropriate Single Hoseline (Slowly)				
17	Sets Proper Pressure For Size Of Line And Gallonage Desired (approximate 150 psi)				
18	Throttles Engine Down To Engine Idle				
19	Take Pump Out Of Gear: Transmission to Neutral (Wait for Speedometer to Return to Zero Disengage Pump Shift Switch)				
Steps	Advanced Pump Operations	S	NI	U	N/A
1	All of The Above Steps				
2	Add 2 additional Hoselines				
3	Add 1 Master Stream (500 GPM or Above)				
	Thorough Understanding of Valve Operation, Primary Attack Lines, Discharges, Adapters, Manifolds, LDH, Relays, Hydrant Operations, Water Hammer, Drafting				
Steps	Foam Pump Operations	S	NI	U	N/A
	Explain the uses of Class A and B Foam, Topsall				
	Explain the percent of use for Class A, B Foam				
	Explain Flowing Class A Foam using 1 preconnect				
	Discuss Manual filling and show Class A, B Tanks				
	Discuss and Show (if possible) Side fill Operations				
	Flush Lines				
	Fill Tanks if necessary				
Steps	Basic Refill Operations	S	NI	U	N/A
1	Identify a hydrant fill site per a given address				
2	Spot the apparatus to the hydrant so that the short section of 5" or 3" supply hose may be used				
3	Locate fill hose on the apparatus				
4	Attach fill hose to hydrant outlet and truck inlet				
5	Open hydrant all the way (approx. 18 turns) (After Flush)				
6	Open tank fill valves on apparatus				
7	When tank is full do the following in order				
8	Close hydrant valve & Close truck valve(s)				
9	Disconnect hose and replace on apparatus (if other trucks will refill only disconnect the hose and return to fire)				
10	Placing Apparatus Back in Service: Fuel apparatus if ¾ or below, complete fuel log Replace equipment / inventory jump bags, tool box, etc. Document any missing equipment and notify proper personnel Wash apparatus exterior and interior				

Hazlet Township Fire Department

DRIVER TRAINING EMERGENCY RESPONSE DRIVING CHECKLIST

(To be completed during every training session by Driver Trainer)

Trainee Name: _____

Date: _____

Driver Trainer Name: _____

Pre-Driving Check	S	NI	U	N/A
Pre-Response Inspection (Vehicle Walkaround)				
Adjust Cab Features (Seat, Mirrors, etc.)				
Secure Seatbelts (All Riders)				
Ability to Start				
Check Cab Instruments and Operate Function				
Computer, Map Books, MDT Operation				
Radio Operations				
Emergency Driving	S	NI	U	N/A
Speed Maintained According to Speed Limits				
Appropriate Use of Auxilliary Braking Devices (Stopping Distance)				
Proper Following Distance Maintained (Under 40 MPH - 4 Sec. Rule)				
Lane Change: Signal correctly Use mirrors Pause before change to check blind spots Accelerate into lane change				
Contra- Flow: (Avoid using as much as possible) Used appropriate speed, lane changes, Driving apparatus in the appropriate lane				
Intersection: controlled (With stoplight or stop sign) Decelerate and cover the brake Scan intersection for potential hazards Come to a complete stop if necessary Confirm other vehicles have stopped. Treat each lane as a separate intersection. Have partner communicate that the right side is clear				
Backing overall: Position to avoid if possible (i.e. Light post, car, parking cone) Spotter used : If no spotter, conduct – Walkaround Maintain speed control Check front corners for obstructions				
Parking: Park without hitting objects or vehicles Park correct distance from curb Secure apparatus Carefully enter traffic from parking position				
Parking: Position apparatus to block the scene and protect personell, Spotted apparatus correctly for pumping operations				
Departing Scene overall: Conduct walk-around – Circle of Safety Secure seat belt – crew and driver				
Overall Operation of Apparatus and Equipment				

Hazlet Township Fire Department

Driver Training Emergency Response Driving Checklist

Trainee Name: _____

Date: _____

Driver Trainer Name: _____

OFF ROAD DRIVING

	S	NI	U	N/A
Place vehicle into all-wheel drive before going off-road				
Proceed slowly				
Drive straight up hill				
Proceed at angle to avoid "bottoming out" when crossing a ditch				
Follow existing paths or trails				
Use scout where visibility is limited				
Proper hand placement (thumbs outside)				
Set emergency brake if vehicle stalls				
Complete the following: according to department policies, procedures, and vehicle design limitations)				
Travel on loose or wet soil				
Steep grade (30 percent fore and aft)				
Limited sight distance				
Blind Curve				
Vehicle clearance obstacles (height, width, undercarriage, angle of approach, angle of departure)				
Limited space for turnaround				
Side slopes (20 percent side to side)				