

	Hampton-Valley Forge Vol. Fire Dept. Standard Operating Guidelines	
	Subject: Driver Training Program	SOG # 3-05
		Initiated 01/01/2019
Approved: Fire Chief Chris Isaacs	Revised 01/01/2019	

1. The Driver Training Program has been established to insure that all new drivers of the Hampton-Valley Forge 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. The Fire Chief will appoint a chairman for the Drivers Training Committee. The committee shall be made up of a minimum of three members of the department. All members of the committee must be qualified emergency drivers on all apparatus. Any member that is a qualified emergency driver on that apparatus may take a potential driver out on (behind the wheel) training.

Note: Any driver taking a trainee out must be a qualified driver for at least one year.

3. All members that participate in the Driver Training Program will be required to successfully complete all sessions of the program and pass any or all written, oral and practical tests given for each piece of apparatus. If any particular section or sections are not successfully completed that member will not move on to the next piece of apparatus until he/she has done so.
4. 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.
5. If a member does not meet the requirements to become qualified, 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.
6. 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 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.

7. Before any member begins the Driver Training Program, he/she must meet the following requirements:
 - a. HE/SHE MUST BE APPROVED BY THE FIRE CHIEF.
 - b. HE/SHE MUST BE 20 1/2 YEARS OF AGE TO BEGIN THE DRIVERS TRAINING PROGRAM.
 - c. HE/SHE MUST BE 21 YEARS OF AGE TO OPERATE ANY APPARATUS OVER/UNDER 26,000 LBS. IN AN EMERGENCY MODE.
NOTE: MEMBERS CAN OPERATE DEPARTMENT APPARATUS UNDER 26,000 LBS. AND UNDER THE AGE OF 21 IN NON-EMERGENCY MODE WITH THE PROPER LICENSE AND TRAINING AND APPROVAL OF THE CHIEF.
 - d. HE/SHE MUST HAVE COMPLETED HIS/HER PROBATIONARY MEMBERSHIP PERIOD.
 - e. HE/SHE MUST BE AN ACTIVE MEMBER OF THE DEPARTMENT FOR AT LEAST ONE YEAR.
 - f. HE/SHE MUST OBTAIN A COPY OF HIS/HER DRIVING RECORD AND SUBMIT TO A BACKGROUND CHECK. (IF THEY DID NOT SUBMIT ONE AT THE TIME THEY SUBMITTED THEIR APPLICATION FOR MEMBERSHIP)
 - g. HE/SHE MUST BE APPROVED BY THE DEPARTMENTS INSURANCE CARRIER.
 - h. HE/SHE MUST HAVE COMPLETED THE PUMPS COURSE OR EQUIVALENT.
NOTE: THE DRIVER TRAINING COMMITTEE DETERMINES EQUIVALENT PUMPS COURSE.
 - i. HE/SHE MUST BEGIN DRIVERS TRAINING ON THE BRUSH UNITS.
8. Once a member has been approved to begin the Drivers Training Program, he/she will be required to successfully complete the Drivers Training Record that has been issued.
Note: A Drivers Training Record will be filled out for each piece of apparatus.
9. 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 trainees responsibility to schedule time with a qualified driver for “behind the wheel” training and the Training Committee for the “hands on” training.

- a. THE TRAINEE MUST FIRST DRIVE THE APPARATUS HE/SHE IS TRAINING ON WITH A MEMBER OF THE DRIVER TRAINING COMMITTEE.
- b. THE MEMBER MAY ONLY DRIVE THE APPARATUS WITH A QUALIFIED DRIVER (OF 1 YEAR) ON THAT PARTICULAR APPARATUS.
- c. THE APPARATUS SHALL NOT BE DRIVEN OFF THE HARD SURFACE ROADWAY.
- d. THE APPARATUS SHALL BE REFUELED AFTER EACH USE.
- e. ABSOLUTELY NO DRIVERS TRAINING IN INCLEMENT WEATHER OR RUSH HOUR TRAFFIC.
- f. ALL DRIVERS TRAINING MUST BE LOGGED ON THE DRIVERS TRAINING RECORD AND SIGNED.
- g. AFTER EACH TIME OUT, THE TIRES AND FENDER WELLS SHALL BE WASHED AND IF NECESSARY, THE ENTIRE APPARATUS SHALL BE WASHED.

DRIVER TRAINING RECORD

NAME

UNIT NUMBER

DATE TRAINING STARTED

DATE TRAINING COMPLETED

ABSOLUTELY NO DRIVERS TRAINING IN INCLEMENT WEATHER OR RUSH HOUR TRAFFIC.

TRAINERS
INITIALS

- _____ Individual knows year, make, model, weight, brake type, pump capacity, tank size, generator size, what type of fuel the apparatus and generator use.
- _____ Individual knows the operations of instrument panel switches and gauges.
- _____ Individual knows the number of attack lines, the size and length of each attack line, type of nozzle on each line, size of supply lines and length of supply lines.
- _____ Individual knows the number of ground ladders and length of each ladder.
- _____ Individual knows where all the equipment is placed and how to use each piece of equipment.
- _____ Individual has drafted with ENGINE-301 and ENGINE-300 where applicable.
- _____ Individual has pumped attack lines and supply lines.
- _____ Individual has set up a dump tank and has participated in a tanker shuttle evolution.
- _____ Individual knows normal pump shift operations.
NOTE: If apparatus has manual pump shift, individual will explain how to operate it.
- _____ Individual knows how to complete a straight lay, split lay, and reverse lay.
- _____ Individual has completed mileage quotas on the back of this form.

MILEAGE FORM

75 MILES ON FIRST DUE ROADS (25 MILES AFTER DARK)
NOTE: THESE ARE OPEN ROADS SUCH AS HIGHWAYS ETC.

Trainers Initials/Date	Beginning Mileage	Ending Mileage
_____	_____	_____
_____	_____	_____
_____	_____	_____

30 MILES ON SUBDIVISION ROADS (15 MILES AFTER DARK)

Trainers Initials/Date	Beginning Mileage	Ending Mileage
_____	_____	_____
_____	_____	_____
_____	_____	_____

THIS INDIVIDUAL HAS SUCCESSFULLY COMPLETED ALL THE REQUIRED TRAINING AND IS RELEASED TO OPERATE THIS PIECE OF APPARATUS UNDER THE PROCEDURES AND GUIDELINES SET FORTH BY THE HAMPTON-VALLEY FORGE VOLUNTEER FIRE DEPARTMENT.

ASSISANT CHIEF _____

DATE _____

FIRE CHIEF _____

DATE _____