



# Columbia Fire Department

## Standard Operating Guideline ADM-008

### Driver Training Program for Firefighters

Effective: 03/01/09

Issued by Wm. Bradley Anderson, Fire Chief

---

#### Rescinds

All previous dated Standard Operating Guideline ADM-008 "**Driver Training Program for Firefighters**" 12/01/2006

#### Purpose

To establish a Driver Training Program for prospective Senior Firefighters from the ranks of the Columbia Fire Department (CFD) Firefighters. This program helps prospective Senior Firefighters develop and maintain driving skills. The Program benefits the Firefighter as well as the Department by developing the Firefighter's driving skills before the promotional process for Senior Firefighter.

#### Policy

The intent of the Driver Training Program is to develop and maintain prospective Senior Firefighters' driving skills. The program is accomplished by a combination of classroom instruction and on-the-job training.

This policy allows all qualified firefighters to participate in an on going Driver Training Program.

#### I. Eligibility Requirements

- A. To enter the program, the Firefighter will have a minimum of 12 months as a career Columbia Firefighter (date of Recruit Firefighter Graduation) and shall be performing effectively at the present job level. If an employee has been rehired after a separation of employment from the city within a 12-month period from date of separation, the Firefighter must successfully complete their probationary evaluation before entering the program. (CFD SOG ADM-034, II.A.11)

- B. The Firefighter shall possess a valid South Carolina driver's license, minimum CDL, Class A or B or CDL, Class A or B permits, both with tank endorsement.
- C. The Firefighter shall not be under S.R. 22 insurance and have a good driving record.
- D. The Firefighter shall have successfully completed the SC Fire Academy's 1210 – Emergency Vehicle Driver Training or the Columbia Fire Department Driver Level I program to begin the program.
- E. During the program, the Firefighter must complete the additional requirements for Senior Firefighter. Failure to enroll (as shown in section V, A-1) and successfully complete the remaining training will result in suspension from the program until all required training for Senior Firefighter is completed.

## **II. Method of Enrollment**

- A. The Firefighter shall provide documentation of required course. (Section I.D.).
- B. The Firefighter shall provide a copy of their 10 year driving record to show that he/she is not under S.R. 22 insurance and has a good driving record.
- C. It shall be the responsibility of the employee's Company Officer to request entry of the Firefighter into the Driver Training Program.
  - 1. To enroll a Firefighter in the program, the Company Officer shall submit the employees' documentation and a written request for entry into the program to through their chain of command for approval by the Assistant Chief of Operations.
- D. After approval for entry, the request and documentation shall be forwarded to the Training Bureau to confirm eligibility requirements defined in Section I have been met.
- E. Notification of approval for enrollment will be sent to the Employee, the Assistant Chief of Operations, the Assistant Chief of Professional Services and the employee's Division Chief in the form of an e-mail from the Training Bureau. The firefighter will also receive a Columbia Fire Department Driver Training Program Identification Card. This card will be with the employee at all times while on duty along with his or her City of Columbia ID card. (An example of the card is attached in Appendix A of this policy.)

### III. Program Responsibilities

- A. Although it shall be the responsibility of all Officers of the department to enforce this policy, the following personnel have specific responsibilities:
1. The Assistant Chief of Professional Services or designee shall be responsible for the effective management of the program and departmental resources to achieve the desired results.
  2. Division Chiefs and Battalion Chiefs shall be responsible for providing guidance and supervision of all company officers and trainees under their command.
    - a). The Division Chiefs are also responsible for CDL testing and/or coordinating training and testing for the Commercial Driver's License compliance with the requirements for the promotion to Senior Firefighter.
    - b). They shall also be responsible for keeping the Chief of Operations and the Chief of Professional Services informed of the employees' progress and problems within the program.
  3. Captains shall be responsible for conducting the Driver Training Program for personnel under their supervision with the express purpose of developing the individual to become an effective Senior Firefighter.
    - a). Classroom instruction may begin before or after the request is submitted, however, under no circumstances is a trainee permitted to drive a fire apparatus unless approval to drive has been granted by the proper authority.
    - b). The Driver Training Program shall not be conducted in lieu of regular station training. It shall be carried out in addition to other training assignments.
    - c). A trainee in the program is prohibited from driving a fire apparatus while responding to an alarm or during a simulation of emergency response driving unless the simulation is authorized and under direct approved supervision and on the grounds of the CFD training center or SC Fire Academy. All driving is to be done under non-emergency conditions, and will be governed by CFD policies, as well as state and local laws.

- d). The Captain overseeing a Firefighter in the Driver Training Program shall use sound judgment in determining when and where the trainee is to drive. Driving an apparatus in congested traffic or under adverse weather conditions should be commensurate with the trainee's demonstrated ability. However, the trainee should be allowed to drive whenever possible, i.e. to and from drills, standby, fuel pumps, or returning from alarms.
  - e). The Captain shall always take the initiative with a trainee by establishing when, where, and how training is to take place. He/she shall not wait or rely on the trainee to ask for assistance.
  - f). The Captain shall use all available and competent resources in the Driver Training Program. By involving the other Senior Firefighters and/or Fire Engineers in the instructional process, their level of skills will also be maintained or improved.
  - g). The company officer shall keep an accurate training record of each trainee under his/her supervision. Subjects taught and the hours spent in each subject shall be submitted in the Firehouse training modular by the company officer on a daily basis.
  - h). When program-related problems are identified and cannot be corrected at the company level, assistance shall be requested through the Battalion Chief and/or Division Chief
4. The trainee shall be responsible for making a sincere effort to assist in self-development. He/she shall notify the company officer of any changes to his or her driving record or insurance.
  5. The Training Bureau shall be responsible for scheduling the required Senior Firefighter classes on at least an annual basis and developing and communicating a schedule for SC Fire Academy or Columbia Fire Department driver training classes. The Training Bureau is responsible for reviewing the submitted documentation into the program and the issuance of the program cards within two weeks of receiving the requests.

#### **IV. Driver Training Program**

- A. The trainee may begin the program at the completion of the driving portion of their training (SC Fire Academy 1210 – Emergency Vehicle Driver Training or Columbia Fire Department’s Driver/Operator Level I program).
- B. Once enrolled in the program, the trainee will drive as much as possible to gain a familiarization with fire apparatus. This driving and operation of the apparatus will be completely non-emergency as outlined in Section III.A.3.c and III.A.3.d.
- C. As the trainee receives additional training, the officer will incorporate the new skills into the driver program. Example includes pumping skills once the trainee successfully completes SC Fire Academy 1220 - Pump Operations I or CFD Driver/Operator Level II training.
- D. Evaluations
  - 1. The trainee will complete three evaluations during the program. These evaluations will consist of successful completion of Engine Check-Off Sheets on two different engines and One Ladder Check-Off Sheet on a ladder apparatus. (Appendix B)
    - a). The check off sheet for engine will completed after the trainee has completed the pumping portion of their training.
    - b). The check off sheet for the ladder will be completed after the trainee has completed the aerial portion of their training.
  - 2. These evaluations will be conducted by the company officer of the apparatus being evaluated on. Once completed, the company officer of the trainee will forward the documentation to the Training Bureau through their chain of command.

## **V. Removal of Trainee from the program**

- A. A trainee may be removed from the Driver Training Program only for just cause. The following are considered, but not encompassing, grounds for removal from the program:
  - 1. Failure to complete the remaining Senior Firefighter required training within twelve (12) months of entering the program. The trainee may reapply once all training is complete if removed for this cause.
  - 2. Inability to drive, handle or operate fire apparatus properly and safely.
  - 3. Failure to comply with rules, regulations, laws, and ordinances, which govern driving motor vehicles.
  - 4. Marginally or ineffective job performance in present job level.
  - 5. Loss of driver's license.
  - 6. Being placed under S.R. 22 insurance or having a bad driving record.
- B. All of the above conditions must be documented by the company officer and forwarded to the Battalion Chief and/or Division Chief. The Employee must be kept informed by their Company Officer of all documentation pertaining to the program.

## **VI. Procedure for removal from the program**

- A. The Company Officer shall submit documented example(s) to the Employee's Battalion Chief and/or Division Chief stating why the trainee should be removed from the Training Program.
- B. Once the documentation is received, the Chief of Professional Services, the Chief of Operations and the employee's Division Chief shall conduct an informal hearing. They shall interview all pertinent witnesses.
- C. Both Assistant Chiefs shall render a decision in writing to appropriate persons within 10 working days.
- D. Program candidates not satisfied with the decision rendered shall have the right of appeal to the Deputy Chief within 10 working days.

- E. The decision of the Deputy Chief regarding the appeal shall be rendered in writing to appropriate persons within 10 working days. This will be the final decision.



# Columbia Fire Department

## Driver Check Off Sheet

Name: \_\_\_\_\_ Engine: \_\_\_\_\_ Date: \_\_\_\_\_

Pump Skills Evaluation	Pass/Fail
1. Set Brake	
2. Place pump in gear	
3. Chock wheels	
4. Pull tank to pump	
5. Adjust to proper pump discharge pressure of first line	
6. Throttle to proper pressure (+- 5 psi)	
7. Connect 5" intake hose	
8. Signal for water (two distinct air horn blasts)	
9. Bleed air from intake hose (bleeder valve should be open already)	
10. Open piston intake (adjust pressure as intake is opened) <b>Running out of water is automatic failure</b>	
11. Shut tank to pump	
12. Adjust to proper pump discharge pressure on second line	
13. Set pressure relief valve	

**All items must be completed without mistake to successfully pass  
The firefighter will have a minimum of two (2) hose lines in operation.**

Driving Skills Evaluation	Pass/Fail
Maneuvers left turns properly (4)	
Maneuvers right turns properly (4)	
Maneuvers urban business street properly	
Maneuvers underpass properly (check for height clearance)	
Maneuvers stops properly (4)	
Maneuvers left curves properly	
Maneuvers right curves properly	
Maneuvers railroad crossing properly	
Maneuvers entrance to freeway properly	
Maneuvers lane change properly (2)	
Maneuvers downgrades properly	
Maneuvers upgrades properly	
Backs vehicle properly	

**Grade: Pass/Fail**

**Driver Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Captain Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

# Columbia Fire Department

## Driver Check Off Sheet

Name: \_\_\_\_\_ Ladder: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Ladder Evaluation</b>	<b>Pass/Fail</b>
1. Ladder Placement (clear the overhead) Tip load _____ w/water _____	
2. In cab: Transmission in neutral, set parking brake, ladder power "on"	
3. Chock front wheels on both side of vehicle (1 – 1 ½" away from tires)	
4. Outrigger Placement: Check around apparatus 360 degrees	
Turn on High Idle	
Extend side outriggers (low side first)	
Place pads down	
Lower outriggers to level truck (low side first) *tires do not have to be off ground but weight must be transferred to frame.	
Pin outrigger	
5. Aerial Operations: raise, rotate, extend to a given objective	
6. Align rungs	
7. Explain limitations of ladder in relation to tip load, angle, load chart, etc.	
8. Successfully places ladder back in bed.	

<b>Driving Skills Evaluation</b>	<b>Pass/Fail</b>
Maneuvers left turns properly (4)	
Maneuvers right turns properly (4)	
Maneuvers urban business street properly	
Maneuvers underpass properly ( check for height clearance)	
Maneuvers stops properly (4)	
Maneuvers left curves properly	
Maneuvers right curves properly	
Maneuvers railroad crossing properly	
Maneuvers entrance to freeway properly	
Maneuvers lane change properly (2)	
Maneuvers downgrades properly	
Maneuvers upgrades properly	
Backs vehicle properly	

**Grade :    Pass/Fail**

**Driver Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Captain Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments:** \_\_\_\_\_