

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 to the Training Bureau on the 5th of each month, to include the actual number of hours spent driving the apparatus. This training will be included in the Company Level Training Report.
 - 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 Shift Commander
- 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. They 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. 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 be 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 six (6) 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 Shift Commander. 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 Shift Commander 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 Shift Commander 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.

