

## VEHICLE OPERATIONS

#A-007

**Date Amended: 7-26-2007**

**Replaces: A-007, A-007b, A-007c, A-007d, A-010, A-023**

**Purpose:** To establish a guideline for the safe and proficient use of district fire apparatus. Being approved as a driver for apparatus has responsibilities in addition to being an active firefighter. In addition, the purpose is to establish guidelines for firefighters to train on and operate fire district apparatus. Maintaining safe operation of the fire apparatus while training for approval or maintaining competency for an approved driver.

**Procedure:** Only authorized drivers and supervised trainees may operate district fire apparatus. There will be no smoking on or in any District vehicles. To be authorized to drive the apparatus, Firefighters must be approved by the Chief or his/her designee for each piece of apparatus. Prior to being recommended to the Chief for approval, candidates must meet the requirements specific to the apparatus, such as where experience with driving, pump operation, 4 wheel driving, etc. is required. This will be left up to the discretion of the Training and or Line officers. This decision will be based on information such as experience as an active member of the fire company and driving experience with other fire companies.

It is recommended that drivers review the operation of the pumps and equipment, and conduct road tests for practice and continued familiarity in driving.

In the absence of an officer, the driver is responsible for the apparatus and the personnel riding it. It is the driver's responsibility to make sure that all firefighters are seated in proper locations before moving the apparatus. All personnel riding on the apparatus shall use safety-restraining devices. Personal protective equipment shall be donned before or after getting on the apparatus.

It is the responsibility of the driver of each Fire Department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the New York State Motor Vehicle & Traffic Law. This law provides specific legal exceptions to regular traffic regulations that apply to the Fire Department vehicles only when responding to an emergency incident or when transporting a patient to a medical facility. Emergency response does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its safe operation at all times.

When responding to an emergency (code 3), warning lights must be on and sirens must be sounded to warn drivers of other vehicles, as required by the New York State Vehicle & Traffic Law. The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle presence. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others. Please see attachment 1 for the types of alarms and the response procedure.

When emergency vehicles must use center or oncoming traffic lanes to approach controlled intersections, (traffic light or stop sign) they must be prepared to come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.

When approaching a negative right-of-way intersection (red light, stop sign) the vehicle shall come to a complete stop and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.

All drivers are to respond to the fire station upon receiving an alarm, unless they know that all required apparatus have responded.

Apparatus equipped with air braking systems, shall have a minimum of 90 psi of pressure in the air system before moving.

All apparatus should exit the building at a slow idle. Drivers must be aware of anybody crossing in front of the door opening. All apparatus must come to a FULL STOP before entering the road.

Whenever backing the apparatus, the operator shall utilize at least one or more spotters to ensure safe backing of the apparatus. Spotter's responsibilities are but not limited to watching for other vehicles, people, and/or other obstructions. In vehicles equipped with a rear-mounted camera, the driver shall check to see that the area directly behind the apparatus is clear. Use of the camera shall not be considered a replacement for using a spotter.

When using a spotter the following rules shall be followed:

- a. When only one spotter is used he/she will be positioned at the rear of the apparatus, in view of the operator;
- b. The spotter shall survey around the vehicle to identify potential obstacles, including overhead obstructions;
- c. The operator shall roll the driver's side window down completely;
- d. The operator shall make both verbal and visual contact with the spotter. If the operator cannot see the spotter, he/she should not back up. The operator and the spotter should maintain direct eye contact;
- e. Both the operator and the spotter should agree upon and use appropriate hand signals;
- f. Radio communication should be used by the spotter whenever possible.

Following all emergencies, road tests, driver training, etc. it is the driver's responsibility to insure the apparatus is clean, re-fueled, and ready to respond to an alarm. Apparatus should be re-fueled if the apparatus is below  $\frac{3}{4}$  level.

To remain an approved driver on any piece of apparatus you must demonstrate proficiency in the operations of all the apparatus that you are qualified on.

Dutchess County Department of Emergency Response (Dutchess 911) shall be notified when any apparatus is taken "out of service" for maintenance or repair. Equipment shall only be taken out of service by an officer of the department. Apparatus are not taken out of service for driver training, obtaining gas, or drills unless deemed necessary by the officer in charge of the drill.

Drivers of privately owned vehicles going to and from the stations or incidents must comply with all applicable laws and safe driving practices.

## **RESPONSE TO EMERGENCIES**

When responding to an alarm, if the information received through dispatch deems the emergency to be immediately threatening to life or property, the apparatus shall respond Code Three. See "Emergency Medical Dispatch – Priority Dispatch" below. This means use of all warning lights

and sirens. Drivers shall observe speed limits consistent with safety considering traffic, weather, and road conditions. Special care shall be taken when approaching intersections, all warning lights and siren shall be operating with apparatus kept under control at all times. Drivers should be aware of the potential dangers of driving Code Three. When additional information is received indicating that there is not an immediate threat to life or property then, the driver shall proceed to the incident Code One. Code One is considered “normal driving” with no lights or sirens. Code One is for all other situations not requiring a Code Three response. While driving in Code One mode, the driver must obey all traffic laws.

The priority dispatch portion of Emergency Medical Dispatch (EMD) applies a standard safety and asset allocation component recommending a mode of response and the type of medical response needed based on the caller’s information. Dutchess County 911 is dispatching alarms with a recommended response based on the type of priority call; i.e. Priority 1,2, 3, or 4. When dispatched to alarm by Dutchess 911 as a priority 4, all Union Vale apparatus will respond with no emergency warning lights or sirens – a Code 1 response.

Most Severe			Least Severe
P1	P2	P3	P4
BLS/ALS – Code 3	BLS/ALS – Code 3	BLS – Code 3	BLS – Code 1

Officers should not drive any fire apparatus to an emergency if there is an approved driver available. If an approved driver is not available, the officer shall use discretion on the amount of wait time before they drive to an emergency. In general, this decision shall be based on potentially critical life safety conditions known at the time of dispatch.

Drivers should know the location of the incident and which apparatus is to respond based on the information known.

It is recommended that, whenever possible, apparatus shall not leave the fire station when responding to an alarm with driver only.

When responding to an emergency, the first responding apparatus shall try to call out for as many responding as possible.

No one shall ride the rear or side step of any piece of fire apparatus, at any time, except for 67-81. Please see the SOG for the safe use of the hose truck.

While vehicle is responding to alarms, all firefighters shall be seated and no attempt should be made to don or doff any gear. This should be done before the apparatus starts or when it comes to a stop at the scene. The only exception being the apparatus seats equipped with respiratory device mounts seat and seat belts. Seat belts are not to be removed while fitting SCBA.

It is required that seat belts be worn in all moving apparatus.

The operator is responsible for the vehicle, and all its passengers.

**Entering the Fire Station:**

Before entering a fire station, the apparatus must come to a complete stop. The apparatus bay door must be completely up. When the driver is convinced that the door is all the way up and the apparatus has the proper clearance, the driver may proceed to drive the apparatus onto the bay floor. Consideration must be taken for possible pedestrians within the fire station.

**Exit from the Fire Station:**

Before exiting from a station, make sure that apparatus compartment doors are securely closed, personnel are seat belted in proper locations, and apparatus bay doors have raised fully, and enough clearance is available to clear apparatus height. When departing the fire station, check brakes to insure that they are working before entering the street. When more than one vehicle is exiting the station, the vehicle on the left has the right-of-way.

**Speed:**

Under ideal driving conditions, light traffic, dry roads, and excellent visibility, the maximum speed of any responding vehicle shall be limited to not more than 10 miles per hour over the posted speed limit. Under less than ideal driving conditions, the maximum speed of the apparatus shall be the posted speed limit. The driver shall maintain a speed that is safe under the prevailing conditions.

**Intersections:**

All drivers must complete an intersection accident prevention program. Emergency vehicle operators will stop at all traffic signals. The Union Vale Fire District will conduct an investigation for all incidents where a vehicle operator did not completely stop. All drivers must come to a complete stop if the driver cannot account for all lines of traffic.

**School Related Driving:**

Observe the posted speed limit for school zones when children are present or when school is in session and lights are flashing. Fire apparatus shall stop for school buses loading or unloading as indicated by their flashing lights and stop sign. This applies to emergency and non-emergency responses.

**Passing Emergency Vehicles:**

The passing of another emergency vehicle while it is in motion when responding to an incident is prohibited.

**Attention to driving responsibilities:**

The driver of an emergency vehicle shall focus full attention on the safe operation of the vehicle. The single most important function of the driver is to see that the vehicle and crew arrive safely at the incident. Under normal circumstances, the driver should not operate the radio or other equipment. These functions should be left to the officer or acting officer riding in the cab with the driver. Drivers of command vehicle, who are alone in the vehicle, shall be exempt from these guidelines; however, they should exercise extreme caution and avoid excessive use of the radio or other equipment that would divert attention away from safe driving.

**Reduced Response:**

As soon as Emergency Service personnel are on the scene, the officer shall evaluate the need for other companies to continue their response in an emergency mode. While other companies may be allowed to continue to come to the scene, if the situation is not urgent, they may be advised to continue on to the scene in a "non-emergency" mode.

**Awareness of other emergency vehicles:**

All drivers and company officers should listen carefully to radio traffic and be constantly aware that other emergency vehicles may be responding to the same or to other incidents. It is very difficult to hear other vehicle sirens over the sound of your own siren, so careful attention should be given to the visual inspection of all roadways in front of you and careful attention at intersections. This same type of caution should be exercised as you approach the emergency scene since this is the place where many emergency vehicles may converge. Pay special attention to Firefighters and others who may be on foot and may be concentrating on the emergency, or distracted by it. These individuals may step in front of approaching apparatus.

Fire Department and Police Department should communicate between agencies to locate all emergency vehicles in a way to promote safe and efficient operation of both agencies at an incident scene.

### **Accident Notification:**

Any member of the Fire Department who is involved in an accident while on duty or involving a District vehicle shall immediately notify an officer. Care should be taken to follow the written Union Vale Fire District Policy on accident notification.

### **ON SCENE**

Only the first piece of apparatus (not including chief's cars) shall call on scene and give a brief progress report to Dutchess 911 unless the Incident Commander prior to the apparatus arrival has already given a progress report. No other apparatus shall call on scene.

When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene. All personnel working in or near traffic lanes shall wear high visibility turnouts or vests.

On return to the "in service" status, the driver shall inspect the apparatus and equipment. Any serious faults should be immediately made known to the Chief. In the absence of the Chief, the officer in charge shall carry out necessary repairs or make note of such repairs.

### **DRIVER RESPONSIBILITIES**

It shall be the responsibility of the driver for the safe placement of the apparatus at the scene of an incident. If there is no officer to guide the placement of the apparatus, then the driver shall determine the best place. It is recommended that all apparatus and personal vehicles park on the same side of the road so that access may be left for other vehicles approaching the scene. In the case of a roadway incident, the apparatus should be parked in a fend off position to protect the emergency crews from traffic.

The driver who operates the first engine to arrive on scene of an alarm is to establish command if there is no officer on scene and follow the guidelines set forth in the Incident Command System.

All drivers shall stay with their apparatus and keep track of what equipment has been removed at an incident scene.

All approved drivers shall immediately inform the Chief of the Department in the event their New York State driver's license is suspended or revoked for any reason. Upon such suspension or revocation, the approval to drive shall automatically be revoked. The member shall not drive any fire district vehicle until reinstated by the Board of Fire Commissioners.

### **SPECIAL CONSIDERATIONS**

All fire district apparatus are not to leave the district without prior approval of the Board of Fire Commissioners with the exception of calls for mutual aid assistance. In the case of drills with neighboring fire departments, a Chief Officer must be notified.

### **DRIVER TRAINING**

Any member who wants to be an approved driver for any piece of apparatus must make a request to the Training and or Line officers and receive approval before training may begin.

Every Driver must take an EVOC class.

Driver training of apparatus shall occur in the following order:

1. Utility and/or Ambulance
2. Rescue
3. Engines

There will be no driver training after 10:00PM, unless authorized by a chief officer.

## **VEHICLE OPERATOR REQUIREMENTS**

### (Under Age 21)

- 1) Due to the lack of general driving experience and considering the amount of training and related activities of a young member of an emergency service organization, no staff under the age of 18 should be allowed to drive emergency vehicles under any circumstances.
  - i) The one exception being those under 18 can take the EVOC class using district apparatus for the driving part because this is a controlled environment and not an emergency situation.
- 2) Between the ages of 18 to 21, any candidate who has demonstrated exceptional abilities with his/her personal driving, may become an emergency vehicle operator trainee. The individual shall remain on this trainee list until his or her 21<sup>st</sup> birthday. The candidates will also demonstrate their driving ability to the officers of the emergency service organization with the following conditions.
  - i) The trainee's driving of emergency vehicles shall be limited to training and non-emergency activities. EXCEPTION: If an emergency situation occurs and there is not a certified operator present at that time, and the trainee has been trained sufficiently and approved by the officer in charge to act in this capacity, the trainee may operate the vehicle during that emergency.
  - ii) Detailed training records shall be kept on all trainees during their training period. The training records should include, but not be limited to, hands-on experience and classroom time on theory, (four hours classroom/ten hours "hands-on" minimum annually). The VFIS Emergency Vehicle Driver Training Program can be used to complete both hands-on and classroom training. The VFIS record keeping forms also can be used.
  - iii) A Department of Motor Vehicles check must be done on every trainee upon initial entry to training phase and annually thereafter until trainee turns 21. This report is to be secured from local sources by the insured. This report should reflect not more than two (2) "Class B" and no "Class A" violations in a three year period (see Evaluation Requirements)

### (Age 21 to 65)

- 1) Drivers should meet the following:
  - i) Experienced drivers should receive annual retraining based upon their actual hands-on emergency vehicle driving activity. The amount of training is to be determined by the chief operating officer.
  - ii) A Department of Motor Vehicles check must be done on each individual every three years. This report is to be secured from local sources by the insured. This report should reflect no more than two "Class B" and no "Class A" violations in a three-year period. Drivers should voluntarily report any personal violations received (See Evaluation Requirements).

- iii) The emergency service organization driver-training program and procedure should be based upon current recognized safety standards and policies as well as manufacturers suggested procedures.

#### (Age 65 and Older)

Drivers over 65 years old should not be permitted to drive emergency vehicles in emergency situations. If it is necessary for an individual over 65 to operate emergency vehicles, the following must be adhered to:

- 1) Meet all requirements for operators in the 21-year to 65-year class (See Evaluation Requirements).
- 2) An annual physical shall be completed by a licensed physician stating the operator is physically capable of driving an Emergency Vehicle in an emergency situation. A signed copy of the completed physical examination must be kept in the member's file. The physical should include, but not be limited to the following:
  - i) No impairment of the use of foot, leg, hand, arm, or fingertips, or any other structural defect or limitation likely to interfere with safe driving.
  - ii) Does not have diabetes mellitus to a degree presently requiring the use of insulin for control.
  - iii) Has no heart condition likely to cause loss of consciousness or sudden death.
  - iv) Has no respiratory ailment likely to interfere with safe driving.
  - v) Has no arthritic, rheumatic, muscular, or vascular condition, which interferes with the ability to drive safely.
  - vi) Does not have epilepsy or any other condition likely to cause sudden loss of consciousness or loss of ability to control a vehicle.
  - vii) Has no mental, nervous, organic, or functional disease or any psychiatric condition likely to interfere with safe driving.
  - viii) Must meet the following minimum vision requirements: At least 20/40 (Snellen) in each eye and in both eyes together, with or without glasses; at least 70 degrees side vision in each eye; the ability to distinguish red, green, and yellow (or amber).
  - ix) Meet hearing requirements by perceiving a forced whisper at 5 feet with the better ear, or meet specified requirements as measured by a testing device, with or without a hearing aid.
  - x) Evaluate medication (if taken) to determine if any chemical impairment would result and interfere with his ability to operate an emergency vehicle.
  - xi) Must not be diagnosed as an alcoholic.

### **EVALUATION REQUIREMENTS**

#### Class "A" Violation

An individual who has a Class "A" violation within the past three years normally receives a license suspension from the Department of Motor Vehicles that issued the license. In addition, the member will be suspended of driving privileges for anyone convicted of a Class "A" violation for a period of 18 months. Additionally, any of these individuals would also be required to attend an approved driver-improvement program, or equivalent training, and be recertified to operate emergency vehicles.

#### Class "B" Violation (\*21-65)

Any individual who has a combination of two Class “B” moving violation convictions and/or chargeable accidents in a three-year period will be issued a warning letter from the chief officer or administrative officer of the emergency service organization.

Any individual who has a combination of three moving violation convictions and/or chargeable accidents, in a three-year period will be issued a suspension of driving department vehicles for a period of 90 days by the chief officer or administrative officer of the emergency service organization.

Any individual who has more than three moving violation convictions or three chargeable accidents or any combination of more than three of the formerly stated in a three-year period will be issued a suspension of driving department vehicles for a period of one year. In addition, the same individual would be required to complete an improvement program and be recertified to operate emergency vehicles.

#### Class “B” Violation (\*18-21 year old drivers and drivers over 65 years old)

Any individual who has a combination of two Class “B” moving violation or chargeable accidents in a three-year period shall be issued a warning letter from the chief officer or administrative officer of the emergency service organization.

Any individual who has more than two Class “B” moving violation convictions or chargeable accidents or a combination of more than two of the above in a three-year period will be issued a suspension of driving department vehicles for a period of one year. In addition, this individual would be required to complete an approved driver improvement program and be recertified to operate emergency vehicles.

\* **NOTE:** Unusual circumstances with individual cases will be evaluated on a one-to-one basis.

#### Violations

##### Type “A” Violations

- 1) Driving while intoxicated
- 2) Driving under the influence of drugs
- 3) Negligent homicide arising out of the use of a motor vehicle (gross negligence)
- 4) Operating during a period of suspension or revocation
- 5) Using a motor vehicle for the commission of a felony
- 6) Aggravated assault with a motor vehicle
- 7) Operating a motor vehicle without owner’s authority
- 8) Permitting an unlicensed person to drive
- 9) Reckless driving
- 10) Hit and Run driving

##### Type “B” Violations

All moving violations not listed as Type “A” violations (e.g. exceeding posted speed limit)

### **TRAINEE RESPONSIBILITIES AND QUALIFICATIONS**

#### **Qualifications**

To begin training and become an approved apparatus driver, the trainee must meet the requirements set forth in below. This section covers the age and course requirements necessary to drive each type of apparatus.

The Driver Training disclaimer must be signed, and dated prior to receiving approval to begin training from the training officers or Chief.

The period of training for a candidate before being approved is the time to get familiar with the apparatus and the equipment on it. At a minimum, trainees are required to train a minimum of 10 hours, however, trainees are expected to take the time necessary to be comfortable operating the apparatus before taking their road test.

Every driver must pass an EVOC course.

Before being approved, drivers shall be familiar with the apparatus assignment to alarms so that the right apparatus may respond to the alarm.

### **Recertification**

Each driver must re-certify yearly to remain as an approved apparatus driver. While the 10 hours of annual training is the goal, consideration will be given to approved apparatus drivers that have successfully pumped/driven/operated the apparatus during that year. The road test must be completed yearly, and all such training shall be documented with the forms attached. All existing Drivers have one (1) year from the adoption of this policy to complete an NYS approved EVOC (Emergency Vehicle Operators Class) course.

To become an approved apparatus driver the candidates must meet the following requirements:

#### **A. ENGINES**

1. Minimum age requirement of **21** years of age.
2. Must have been an active member in good standing for a minimum of one (1) year.
3. Must have a valid NYS operator's license.
4. Must have attended and completed the NYS FF I or equivalent and Pump Operators courses
5. Must have attended and completed the EVOC Drivers Course.
6. Must have driving and pump operation experience.

#### **B. RESCUE**

1. Minimum age requirement of **21** years of age.
2. Must have been an active member in good standing for a minimum of one (1) year.
3. Must have a valid NYS operator's license.
4. Must have attended and completed the NYS FF I Course or equivalent course.
5. Must have attended and completed the EVOC Drivers Course.
6. Must have driving experience and knowledge of the location and operation of the equipment carried on the apparatus.

#### **C. UTILITY**

1. Minimum age requirement of **21** years of age.
2. Must have been an active member in good standing for a minimum of one (1) year.

3. Must have a valid NYS operator's license.
4. Must have attended and completed the NYS FF I Course.
5. Must have attended and completed the EVOG Drivers Course.
6. Must have driving experience and a working knowledge of the small pump operation.
7. Must have driving experience including 4-wheel drive.

#### **D. AMBULANCE**

1. Minimum age requirement of **21** years of age.
2. Must have been an active member in good standing for a minimum of one (1) year.
3. Must have a valid NYS operator's license.
4. Must have attended and completed the NYS FF I Course or Scene Support or Emergency Medical Technician.
5. Must have attended and completed the EVOG Drivers Course.
6. Must have CPR and First Aid certification.

#### **E. CHIEFS CARS**

1. Minimum age requirement of **21** years of age.
2. Must have been an active member in good standing for a minimum of one (1) year.
3. Must have a valid NYS operator's license.
4. Must have attended and completed the EVOG Drivers Course.

### **TRAINER RESPONSIBILITIES AND QUALIFICATIONS**

#### **Qualifications**

Trainers must be approved by the Chief or training officers to be authorized as a qualified Driver Trainer. A qualified driver may not always be qualified as a Driver Trainer. At a minimum, the requirements to be a qualified Driver Trainer will be:

1. Trainers shall have at least one-year experience as an approved driver on the apparatus being used.
2. To become and remain a qualified Driver Trainer, the trainer must be an active member in the Union Vale Fire District.

The Driver Training disclaimer must be signed and dated prior to receiving approval as an approved Driver Trainer from the training officers or Chief.

#### **Responsibilities**

The trainer must notify the Chief for an apparatus going out driver training prior to the occurrence. The notification should include the plan of the training, for example, will off-road training be involved and where.

Discretion shall be used on driver training and road tests during inclement weather.

Prior to, and directly after, driver training the apparatus must be inspected for any damage or lost equipment. If damage has occurred during a driver training exercise it must be reported to a chief officer immediately.

Upon completion of the training exercise, the apparatus must be cleaned and refueled.

# Union Vale Fire District

## DRIVER TRAINING DISCLAIMER

(Check One)

**Driver Trainer:**

I acknowledge that I have read and understand my responsibilities and requirements as an approved Driver Trainer as set forth in \_\_\_\_\_ Vehicle Operations.

**Driver Trainee:**

I acknowledge that I have read and understand my responsibilities and requirements as an approved Driver Trainee as set forth in \_\_\_\_\_ Vehicle Operations.

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Signature

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Date

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Print Name

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**TRAINING OFFICER OR CHIEF USE ONLY**

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Approved

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Rank

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Date

# Union Vale Fire District

## DRIVER TRAINING LOG

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

Trainee Name: \_\_\_\_\_

End Time: \_\_\_\_\_

Trainer Name: \_\_\_\_\_

Total Time: \_\_\_\_\_

Training Time	67-11,67-12	67-13,67-14	67-51	67-61,67-62	67-71,67-72	6781	67-1
Minutes Driven							
Minutes Pumped							
<i>Total</i>							

**Driving Evolutions (Street Familiarization, Backing, Parking, Off-Road, etc.):**

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**Pumping / Generator Evolutions (Drafting, Hydrant Ops, Handlines, Hurst, Cascade, etc.):**

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**Trainer Comments:**

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**Trainer Comments:**

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# Street / Highway / Off Road Driving Evaluation

## Driver / Vehicle Information

Driver's name:		Date of evaluation:
Evaluator's name:		Number of miles driven:
Vehicle number:	License number:	
Start time:	Finish time:	
Weather conditions:	Road surface:	
Driver's license number:	Expiration date:	Restrictions:
Type of evaluation: <input type="checkbox"/> Pre-Response <input type="checkbox"/> Emergency <input type="checkbox"/> Non-Emergency		

S – Satisfactory

NI – Needs Improvement

U – Unsatisfactory

N/A – Not Applicable

## Pre-Response

	S	NI	U	N/A
Conduct pre-response inspection (according to department guidelines)				
Complete documentation (according to department guidelines)				
Conduct walk-around (Circle of Safety)				
Adjust cab features				
Mirrors, seat, seat belt				
Secure seat belt - driver				
Secure seat belt - crew				
Start engine properly (according to department guidelines)				
Check braking systems				
Test service and parking				
Build full pressure in air tanks				
Check instruments for normal readings				
Receive signal before moving				
Start unit moving smoothly				
Proper gear				
Use clutch properly				

## Recommendations

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## Non-Emergency Driving

Complete the following:	S	NI	U	N/A
Four left and four right-hand turns				
Straight section of urban business street or a two-lane rural road at least 1 mile (1.6 km)				
One through intersection and two intersections where a stop has to be made				
One railroad crossing				
One curve, either left or right				
Section of a limited highway that includes a conventional ramp entrance and exit				
Section of road long enough to allow two lane changes				
Downgrade steep enough and long enough to require down-shifting and braking				
Upgrade steep enough and long enough to require gear changing to maintain speed				
One underpass or low clearance or bridge				
Proper speed maintained				
According to posted limits				
Weather conditions				
Retarder adjusted for road conditions (according to department guidelines)				
Cautionary areas				
Highway/road conditions				
Pedestrian traffic				
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 – uncontrolled (direction of travel)				
Decelerate and cover the brake				
Scan intersection for potential hazards				
Proceed through with caution				
Intersection – controlled (direction of travel)				
Decelerate and cover the brake				
Scan intersection for potential hazards				
Come to a complete stop				
Confirm other vehicles have stopped				
Have partner communicate that the right side is clear				
Backing				
Position to avoid if possible				
Give audible notice				
Spotter used				
If no spotter, conduct Circle of Safety				
Check front corners				
Maintain speed control				

## Non-Emergency Driving Continued

	S	NI	U	N/A
Parking				
Spotter used				
Park without hitting objects or vehicles				
Park correct distance from curb				
Secure unit (according to department guidelines)				
Carefully enter traffic from parking position				
Railroad Crossings				
Slow down and cover the brake				
Complete stop – unguarded crossings				
Proceed through with caution				
Departing Scene				
Conduct walk-around				
Secure seat belt - crew				
Secure patient				
Night Driving				
Do not exceed speed limit				
General Driving				
Braking				
Apply ABS and air brakes properly (do not pump brakes)				
Reduce speed and brake/downshift before curves				
Shifting				
Downshift and change gears properly				
Proper Hand Position (10 and 2) (9 and 3 with air bags)				
Adverse Conditions				
Reduce speed				
Driver Awareness				
Alert and aware				
Take most efficient route to destination				

## 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				

## Off Road Driving Continued

Complete the following: (according to department policies, procedures and vehicle design limitations)	S	NI	U	N/A
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)				

## Emergency Response

	S	NI	U	N/A
Lights and sirens used correctly (according to department guidelines)				
Speed according to posted limits or reduced at the following:				
Intersections				
Congested highways				
Schools				
Weather conditions				
Passing other vehicles				
Cautionary areas				
Maintain a safe following distance				
4 second rule-under 40 mph				
Intersections – uncontrolled (direction of travel)				
Lights/sirens used correctly				
Decelerate and cover brake				
Scan for hazards				
Proceed through with caution				
Intersections – controlled (direction of travel)				
Lights/sirens used correctly				
Decelerate and cover brake				
Avoid using opposing lane if possible				
Complete stop before entering intersection				
Treat each lane of crossing traffic as a separate intersection				
Apparatus placement				
Position vehicle to protect personnel and scene (according to department guidelines)				
Shut down excessive emergency response lights				
Place safety cones for traffic flow				

C10:008 (3/03)

## Attachment #1

**The following is the response plan for Specific incidents in Union Vale Fire District:**

- Structure Fire: All Equipment – Code 3
- Brush Fire: 61, 62, 11, and 12 – Code 3
- Car Fire: All Equipment from closer Station. One Engine from Other Station – Code 3
- MVA: 71, 72, 51 and One Engine from closer station – Code 3
- Wash Down, MVA: One Engine from closer Station – Code 1
- CO Detection Activation, **NO Illness**: 51 or 12 – Code 1
- CO Detection **with Illness**: 71 or 72 and 51 or 12 – Code 3
- Trees/Wires Down: 61, 62 – Code 1
- Smoke Investigation: One Engine from each Station – Code 1
- AFA: One Engine each Station – Code 3
- Relocate: Engine requested – Code 1 **with Full Interior Crew**
- EMS calls – See the EMD procedure above