

County of Warren Department of Fire and Rescue Services



Driver / Operator Training and Release Manual

Last Updated: 01/01/2017

“One Department – One Mission”

Front Royal, Rivermont, South Warren, Linden, Shenandoah Shores,
Warren County Station 6, Fortsmouth, North Warren

Table of Contents

Driver Training / Release Policy	3
Driver / Operator Candidate	4
Driver / Operator Trainer	5
Experienced Driver / Operator	6
Apparatus Specific Training	7
Vehicle Classifications	7
Driver / Operator – Emergency Vehicle	8
Driver / Operator – ATV/UTV	9
Driver / Operator – Trailer Operations	10
Driver / Operator – Ambulance	11
Driver / Operator – Brush Truck	12
Driver / Operator – Engine	13
Driver / Operator – Rescue Engine	14
Driver / Operator – Aerial	15
Driver / Operator – Tanker/Tender	16
Driver / Operator – Rescue Squad	17
Competency Evaluation and Final Release	18
Annual Proficiency Demonstration	19
WCFR Driver / Operator Forms Section	20 – 41
Driver Training Request Form	21
Non-Emergency Driving Log	22
Emergency Response Log	23
Knowledge Proficiency Form – Emergency Vehicle	24
Knowledge Proficiency Form – ATV/UTV	25
Knowledge Proficiency Form – Trailer Operations	26
Knowledge Proficiency Form – Ambulance	27
Knowledge Proficiency Form – Brush Truck	28
Knowledge Proficiency Form – Engine	29
Knowledge Proficiency Form – Rescue Engine	30
Knowledge Proficiency Form – Aerial	31
Knowledge Proficiency Form – Tanker/Tender	32
Knowledge Proficiency Form – Rescue Squad	33 – 34
Road Competency Evaluation Form	35
Driver / Operator Final Release Form	36 – 37
Annual Proficiency Form	38
Individual Station Documents and Forms	39



**WARREN COUNTY
DEPARTMENT OF FIRE AND RESCUE
STANDARD OPERATIONAL GUIDELINES**

SUBJECT:	<i>Driver Training / Release Policy</i>
CATORGORY:	<i>Operational – Career and Volunteer</i>
APPROVED BY:	Richard E. Mabie, Fire Chief
EFFECTIVE DATE:	Revised – Draft

Purpose

To establish a standardized program that will enable personnel within the Fire and Rescue Service to be cleared as Driver / Operators of apparatus throughout the Department of Fire and Rescue Services.

Background and Cause

The concept of a countywide driver training guideline has been discussed for several years at the Fire Chiefs Staff, Driver Training Committee, and Training Committee Meetings. It is the intent of this policy to establish a Driver Training Program approved Countywide for consistent, in-depth training standards for the Driver / Operator of all emergency vehicle classifications.

Policy

Any “new” Driver / Operator who desires to be released in the WCFR System shall meet the intent of this policy and the Driver / Training and Release Manual of the Department of Fire and Rescue Services. *(A break in active membership for more than twelve (12) months shall cause the existing driver to become classified as a “new” driver / operator and will cause that member to re-participate in the respective section of this policy.)*

All Driver / Operators that have been released prior to the date of January 01, 2015 shall be considered “grandfathered” and do not have to meet the training requirements as outlined in the Driver Training and Release Manual. However, it is encouraged that these Driver / Operators to seek certification and annual proficiency training.

The individual station(s) of WCFR can adopt policy(s) and/or procedure(s) that are more stringent but not less than the intent of this policy or the Driver Training and Release Manual of the Department of Fire and Rescue Services.

Upon successful completion of any driver training and release in a vehicle classification; the District Chief shall complete the release form for the Driver / Operator and forward to Fire Administration. A certificate shall be issued to the respective Driver / Operator for that vehicle classification.

The Fire Chief shall appoint a committee on a bi-annual basis to meet with the intent to evaluate, update, and make recommended changes to the policy and Driver Training and Release Manual and present to the Fire Chief’s Staff for approval.

Driver / Operator Candidate:

The Driver / Operator Candidate is identified as any member of the Department of Fire and Rescue Service (career or volunteer) who has received the generalized certification training through an approved certifying body to start the training process on emergency response vehicles.

Driver / Operator Candidate Requirements:

- Be a minimum of 18 years of age for Class 1 and Class 2 Vehicles; 21 years of age for Class 3 Vehicles. *Career staff shall be a minimum of 18 years of age for training and release on all vehicle classification.*
- Be an active member of a fire and rescue station within Warren County.
- Must hold valid certifications in an approved CPR Course, an approved Basic First Aid Course, Virginia Department of Fire Programs (VDFP) and Virginia Association of Volunteer Rescue Squads (VAVRS) Emergency Vehicle Operator's Course (EVOC) certification at the appropriate vehicle classification and attendance in an approved Response to Highway/Safety Training Course.
- Must hold a valid Virginia Driver's License and must be insurable.
- Must have had no felony convictions.
- Must operate in a safe manner at all times and abide by all state laws to include the use of safety belts.
- Be able to read and understand the County map book.
- Be familiar with radios usage and proper radio terminology.
- Must complete a Driver / Operator Training Program Request Form signed by your District Chief.

Candidates are required to complete the training process in a step format. The process will entail Class 1 and Class 2 Vehicles first; once cleared on Class 1 and 2 Vehicles the trainee may begin training on Class 3 Vehicles. The Class 3 training process will begin with pumpers then progress into the specialty apparatus.

The Driver / Operator Candidate shall only train and operate emergency vehicles within their Emergency Vehicle Operator's Course (EVOC) vehicle classification during an emergency and non-emergency response.

Driver / Operator Trainer:

It is the Driver / Operator Trainers responsibility to teach a newly certified member how to safely, effectively, and efficiently drive a piece of EMS, fire, or other apparatus to an emergency incident. This is one of the most awesome responsibilities that an instructor can undertake. That challenge becomes greater all the time as fewer new members enter the fire / rescue system without having had at least some experience driving a large truck.

Driver / Operator Trainer Requirements:

Current Driver / Operators must meet or exceed the following requirements in order to be considered a Driver / Operator Trainer.

- Have approval from the District Chief of the respective station / apparatus.
- Be a released Driver / Operator with a minimum of three (3) years' experience in the apparatus classification which you desire to be a trainer of.
- Released on each respective apparatus you are requesting to become a Driver / Operator Trainer on.
- Emergency Vehicle Crash Free for one (1) year or clearance through the accident investigation process.
- Valid Driver's License in good standing at the discretion of the District Chief and/or Fire Chief for three (3) consecutive years.

Driver / Operator Trainer Responsibilities:

It shall be the responsibility of the Driver / Operator Trainer to execute the following:

- Complete all forms for the Driver / Operator Candidate as outlined in this manual.
- Provide honest and accurate feedback to the Candidate.
- Provide honest and accurate feedback to the District Chief and/or their designee.
- Ensure the safe operation of the apparatus at all times during the training process.
- Ensure the safety of the candidate, crew, and community at all times.
- Provide realistic training opportunities for the candidate.
- Ensure the candidate demonstrates the knowledge, skills, and abilities of the apparatus operation and the operation of any and all equipment carried.

Experienced Driver / Operator:

Driver / Operators who have three (3) or more years of driving and operating any specific apparatus classification as identified in this manual in other stations, companies throughout WCFR or outside jurisdictions and meet the requirements as outlined in this section may be exempted from completing all of the aspects of the Driver Training and Release Manual. This shall be considered as “Experienced Driver / Operator Status”.

Experienced Driver / Operator Requirements:

- Must provide supporting documentation to attest the number of years’ experience (WCFR Driver / Operator Certification (see page 18), a letter from former chief, etc.) for the respective apparatus classification in which he / she is seeking Experienced Driver / Operator Status.
- Must meet the training / certification requirements for each respective apparatus classification as outlined in this manual which he / she desires to be considered for Experienced Driver / Operator status.
- Perform a *complete* check on the apparatus that you are requesting to be cleared on with an approved Driver Trainer. Document the complete check on an apparatus specific daily check sheet with signatures.
- Complete the apparatus specific Knowledge Proficiency Form(s) with an approved Driver / Operator Trainer.
- Complete the Road Competency Evaluation Form with a Driver / Operator Trainer.
 - Once the form is completed, forward to the District Chief for approval.
 - After District Chief approval; he / she will forward a WCFR Driver / Operator Release Form and any supporting documentation to Fire Administration for issuance of a WCFR Driver / Operator Certification.

This process may be extended and additional training can be required at the discretion of the District Chief on case by case basis if needed.

Apparatus Specific Training:

It is the intent of this manual to provide the Driver / Operator Trainer and the Driver / Operator Candidate a guide for the training process of the driving, operating, and equipment familiarization of our countywide fire and EMS apparatus. This document and release process does not provide the “*I’m cleared at Station 1 and therefore should be at Station 6*” method. Each respective motorized vehicle and its carried equipment are different and should be treated as such. Each Driver / Operator Candidate should become familiar with each piece of apparatus and equipment in accordance with this manual.

Apparatus Specific Training Requirements:

- Become familiar with the apparatus, its response capabilities, equipment carried, vehicle specifications, etc.
- Perform a **complete** check on the respective apparatus with an approved Driver / Operator Trainer. Document the complete check on an apparatus specific daily check sheet with signatures. (*It is recommended that multiple equipment checks take place.*)

The driving training elements of this manual can only be completed with an approved Driver / Operator Trainer during day and/or night hours. It shall remain the discretion of the District Chief and the Driver / Operator Trainer to identify when roadway conditions and/or weather conditions are unsafe for driving training.

No roadway - drivers training shall be completed when the Adverse Weather Policy has been placed in effect in accordance with WCFR Policy.

Vehicle Classifications

Emergency Vehicles are classified by gross vehicle weight. This weight varies from apparatus to apparatus. As a guide, this manual identifies each classification as follows:

- Class 1 Vehicles: 10,000 pounds and under
-Typically include cars, trucks, sport utility vehicles, all-terrain vehicles, etc.
- Class 2 Vehicles: 10,001 through 26,000 pounds
-Typically include but are not limited to ambulances, smaller brush trucks, etc.
- Class 3 Vehicles: 26,001 pounds or more
-Typically include but not limited to engines, tankers, attack pumpers, large brush trucks, rescue squads, aerial apparatus, etc.

Driver / Operator – Emergency Vehicle Operator:

Class 1 vehicles shall include but are not limited to: utility vehicles, quick response vehicles, cars and SUV's. *(This classification does not include any vehicle with specialized equipment; i.e. pump, hose, etc.)*

Training requirements shall include:

- CPR / Basic First Aid
- VDFP / VAVRS Emergency Vehicle Operator's Course – Class 1 or Higher
(Class 2 EVOC may be required depending on the Gross Vehicle Weight)

These vehicles require the candidate to have received certification in Emergency Vehicle Operator's Course (EVOC) certification in Vehicle Classes 1 and/or 2 depending on the gross vehicle weight.

The driving requirement will consist of five (5) hours non-emergency driving and five (5) emergency responses.

The candidate must be familiar with any and all equipment carried on the vehicle. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

Driver / Operator – ATV / UTV

All-Terrain Vehicle (ATV) / Utility Terrain Vehicle (UTV) vehicles shall include but are not limited to: 4-wheelers, 3-wheelers, dirt bikes, utility vehicles, etc.

Training requirements shall include:

- CPR / Basic First Aid
- VDFP / VAVRS Emergency Vehicle Operator's Course – Class 1 or Higher
- Attendance in the VFIS or VAVRS ATV / UTV Training Program

The candidate must be familiar with any and all equipment carried on the vehicle. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

The driving requirement will consist of three (3) hours ATV / UTV Vehicle Operation of both on and off road conditions.

**The Fire Chief and/or District Chief of the respective station may impose additional training requirements for their stations respective ATV / UTV.*

ATV / UTV Training Resources

<http://www.fs.fed.us/t-d/pubs/pdfpubs/pdf11672828/pdf11672828dpi300.pdf>

Driver / Operator – Trailer Operations

Trailer Operations shall include any vehicle pulling a trailer in tow.
(i.e. boats, cascade systems, special operations, ATV / UTV trailers, etc.)

Training requirements shall include:

- Be cleared in accordance with this manual to operate the vehicle in which tows the trailer.
- Attendance in the VFIS or VAVRS Trailer Operations Program

The candidate must be familiar with any and all equipment carried on the vehicle/trailer. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

The driving requirement will consist of five (5) hours of trailer operations and should include a cone course to ensure proficiency in trailer backing and maneuvering operations.

**The Fire Chief and/or District Chief of the respective station may impose additional training requirements for their stations respective trailer and/or equipment carried.*

Driver / Operator – Ambulance:

Training requirements shall include:

- CPR / Basic First Aid
- VDFP / VAVRS Emergency Vehicle Operator's Course – Class 2

The candidate must be familiar with any and all equipment carried on the vehicle. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

The driving requirement will consist of ten (10) hours non-emergency driving and ten (10) emergency responses.

The candidate shall complete the following forms in this manual:

- Driver / Operator Training Program Request Form (Signed)
- Non-Emergency Driving Log
- Emergency Response Log
- Knowledge Proficiency Form – Emergency Vehicle
- Knowledge Proficiency Form – Ambulance
- Road Competency Evaluation Form

At the completion of the Driver Training Process, the candidate shall submit all paperwork and supporting documentation to his/her District Chief. The District Chief shall complete the Driver / Operator Release Form for the candidate and forward to Fire Administration. A certificate shall be issued to the respective Driver / Operator for that vehicle classification.

Driver / Operator – Brush Truck:

Training requirements shall include:

- CPR / Basic First Aid
- VDFP / VAVRS Emergency Vehicle Operator's Course – Class 2
- VDFP Basic Pump Operations Course

The candidate must be familiar with any and all equipment carried on the vehicle. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

The driving requirement will consist of ten (10) hours non-emergency driving and ten (10) emergency responses.

The candidate shall complete the following forms in this manual:

- Driver / Operator Training Program Request Form (Signed)
- Non-Emergency Driving Log
- Emergency Response Log
- Knowledge Proficiency Form – Emergency Vehicle
- Knowledge Proficiency Form – Brush Truck
- Road Competency Evaluation Form

At the completion of the Driver Training Process, the candidate shall submit all paperwork and supporting documentation to his/her District Chief. The District Chief shall complete the Driver / Operator Release Form for the candidate and forward to Fire Administration. A certificate shall be issued to the respective Driver / Operator for that vehicle classification.

Driver / Operator – Engine:

Training requirements shall include:

- CPR / Basic First Aid
- VDFP / VAVRS Emergency Vehicle Operator's Course – Class 3
- VDFP Firefighter Level I Course Certification
- VDFP Driver / Operator – Pumper Course Certification
- VDFP Rural Water Supply Course Certification (preferred)
- VDFP / VDEM Hazardous Materials Operations Course Certification

The candidate must be familiar with any and all equipment carried on the vehicle. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

The driving requirement will consist of ten (10) hours non-emergency driving and ten (10) emergency responses.

The candidate shall complete the following forms in this manual:

- Driver / Operator Training Program Request Form (Signed)
- Non-Emergency Driving Log
- Emergency Response Log
- Knowledge Proficiency Form – Emergency Vehicle
- Knowledge Proficiency Form – Engine
- Road Competency Evaluation Form

At the completion of the Driver Training Process, the candidate shall submit all paperwork and supporting documentation to his/her District Chief. The District Chief shall complete the Driver / Operator Release Form for the candidate and forward to Fire Administration. A certificate shall be issued to the respective Driver / Operator for that vehicle classification.

Driver / Operator – Rescue Engine:

Training requirements shall include:

- CPR / Basic First Aid
- VDFP / VAVRS Emergency Vehicle Operator's Course – Class 3
- VDFP Firefighter Level I Course Certification
- VDFP Firefighter Level II Course Certification
- VDFP Driver / Operator – Pumper Course Certification
- VDFP Rural Water Supply Course Certification (preferred)
- VDFP / VDEM Hazardous Materials Operations Course Certification
- Knowledge in Vehicle Extrication Strategies and Tactics (recommended VDFP Vehicle Rescue Awareness and Operation or WCFR Equivalent).

The candidate must be familiar with any and all equipment carried on the vehicle. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

The driving requirement will consist of ten (10) hours non-emergency driving and ten (10) emergency responses.

The candidate shall complete the following forms in this manual:

- Driver / Operator Training Program Request Form (Signed)
- Non-Emergency Driving Log
- Emergency Response Log
- Knowledge Proficiency Form – Emergency Vehicle
- Knowledge Proficiency Form – Engine
- Knowledge Proficiency Form – Rescue Engine
- Road Competency Evaluation Form

At the completion of the Driver Training Process, the candidate shall submit all paperwork and supporting documentation to his/her District Chief. The District Chief shall complete the Driver / Operator Release Form for the candidate and forward to Fire Administration. A certificate shall be issued to the respective Driver / Operator for that vehicle classification.

Driver / Operator – Aerial:

Training requirements shall include:

- CPR / Basic First Aid
- VDFP / VAVRS Emergency Vehicle Operator's Course – Class 3
- VDFP Firefighter Level I Course Certification
- VDFP Firefighter Level II Course Certification (preferred)
- VDFP Driver / Operator – Aerial Course Certification
- VDFP / VDEM Hazardous Materials Operations Course Certification

If the Aerial Device is equipped with a pump/tank the following training requirements shall be applicable:

- VDFP Driver / Operator – Pumper Course Certification
- VDFP Rural Water Supply Course Certification (preferred)

The candidate must be familiar with any and all equipment carried on the vehicle. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

The driving requirement will consist of ten (10) hours non-emergency driving and ten (10) emergency responses.

The candidate shall complete the following forms in this manual:

- Driver / Operator Training Program Request Form (Signed)
- Non-Emergency Driving Log
- Emergency Response Log
- Knowledge Proficiency Form – Emergency Vehicle
- Knowledge Proficiency Form – Aerial
- Knowledge Proficiency Form – Engine (if apparatus is equipped with a pump/tank)
- Road Competency Evaluation Form

At the completion of the Driver Training Process, the candidate shall submit all paperwork and supporting documentation to his/her District Chief. The District Chief shall complete the Driver / Operator Release Form for the candidate and forward to Fire Administration. A certificate shall be issued to the respective Driver / Operator for that vehicle classification.

Driver / Operator – Tanker / Tender:

Training requirements shall include:

- CPR / Basic First Aid
- VDFP / VAVRS Emergency Vehicle Operator's Course – Class 3
- VDFP Firefighter Level I Course Certification
- VDFP Firefighter Level II Course Certification (preferred)
- VDFP Driver / Operator – Pumper Course Certification
- VDFP Rural Water Supply Course Certification
- VDFP / VDEM Hazardous Materials Operations Course Certification
- VFIS Tanker / Tender Rollover Protection Program

The candidate must be familiar with any and all equipment carried on the vehicle. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

The driving requirement will consist of ten (10) hours non-emergency driving and ten (10) emergency responses.

The candidate shall complete the following forms in this manual:

- Driver / Operator Training Program Request Form (Signed)
- Non-Emergency Driving Log
- Emergency Response Log
- Knowledge Proficiency Form – Emergency Vehicle
- Knowledge Proficiency Form – Tanker / Tender
- Knowledge Proficiency Form – Engine
- Road Competency Evaluation Form

At the completion of the Driver Training Process, the candidate shall submit all paperwork and supporting documentation to his/her District Chief. The District Chief shall complete the Driver / Operator Release Form for the candidate and forward to Fire Administration. A certificate shall be issued to the respective Driver / Operator for that vehicle classification.

Driver / Operator – Rescue Squad:

Training requirements shall include:

- CPR / Basic First Aid
- VDFP / VAVRS Emergency Vehicle Operator's Course – Class 3
- VDFP Firefighter Level I Course Certification
- VDFP Firefighter Level II Course Certification
- VDFP / VDEM Hazardous Materials Operations Course Certification
- VDFP Vehicle Rescue Awareness and Operations Certification or WCFR Equivalent

The candidate must be familiar with any and all equipment carried on the vehicle. The candidate must complete the basic and complete apparatus equipment checks as outlined by the respective station.

The driving requirement will consist of ten (10) hours non-emergency driving and ten (10) emergency responses.

The candidate shall complete the following forms in this manual:

- Driver / Operator Training Program Request Form (Signed)
- Non-Emergency Driving Log
- Emergency Response Log
- Knowledge Proficiency Form – Emergency Vehicle
- Knowledge Proficiency Form – Rescue Squad
- Road Competency Evaluation Form

At the completion of the Driver Training Process, the candidate shall submit all paperwork and supporting documentation to his/her District Chief. The District Chief shall complete the Driver / Operator Release Form for the candidate and forward to Fire Administration. A certificate shall be issued to the respective Driver / Operator for that vehicle classification.

Competency Evaluation and Final Release:

At the completion of the Driver Training Process, the Driver / Operator Candidate shall successfully complete the below process for each respective apparatus classification which he / she is requesting to be released on:

- Document training hours shown on the Non-Emergency Driving and Emergency Response Driving Log and enter into the ImageTrend Reporting Software.
 - Ten (10) Hours of non-emergency driving specific to each apparatus classification.
 - Ten (10) Emergency responses for each apparatus classification.
(Class 1 vehicles are 5 hours and 5 calls)

- Completion of the apparatus specific training requirements.
 - The apparatus specific training requirements are to be completed with a Driver Trainer and documented on the Knowledge Proficiency Form. The information on this form is to be entered into the ImageTrend Reporting System.

- Complete the Road Competency Evaluation Form with a Driver Trainer.
 - Once form is completed, forward to your District Chief for an approval signature.

- Once the above is complete, you will receive a WCFR Driver / Operator Release Certificate for the respective vehicle classification. This release is honored Countywide at the discretion of the District Chief and/or Fire Chief. *If as a volunteer you change stations; you will be required to complete the Experienced Driver Section to be released at another station.*

Annually Proficiency Demonstration:

Driver / Operators are required to show proficiency annually on apparatus they are released to operate. Each released Driver / Operator will be required to complete an Annual Competency Evaluation Form with his / her respective District Chief. The District Chief of each station shall ensure this task is completed annually with each Driver / Operator and a copy of the form is kept on file.

It shall be the discretion of the District Chief and/or Fire Chief to require any Driver / Operator to participate in remedial training due to, but not limited to any of the following conditions: reoccurring complaints, vehicle crash(s), lack of proficiency, lack of knowledge, skills, or ability's, unsafe practices, etc.

It shall be the discretion of the District Chief and/or Fire Chief to suspend and/or revoke any Driver / Operator privileges for any reason deemed necessary.

Any break in active membership for more than twelve (12) months from any member throughout WCFR shall cause the existing driver to become classified as a "new" Driver / Operator and will cause that member to re-participate in the "Experienced Driver" section of this manual.

It shall remain the responsibility of the Driver / Operator and the Driver / Operator Trainer to maintain proficiency in local policies, procedures, guidelines, and the Laws of the Commonwealth of Virginia in regards to the operation of motor vehicles and emergency vehicles.

Forms Section



“Seat Belts Save Lives – Wear Yours to Save Yours”



Driver Training Program Request Form

Driver/Operator Trainee Name: _____

Station #: _____

Training #: _____

Apparatus Requested: (circle one)

Driver – Emergency Vehicle Operator Driver – Ambulance Operator Driver – Engine Operator Driver – Rescue Engine Operator
Driver – Aerial Operator Driver – Tanker / Tender Operator Driver – Rescue Squad Operator

Please ensure completion of each parameter:

- Be a minimum of eighteen (18) years of age and an active member of a fire and rescue station within the System.
- Must hold a valid Driver's License.
- Must be insurable and have no Felony convictions.
- Must hold a valid approved CPR Certification.
- Must have been certified in Basic First Aid.
- Must hold a VDFP or VAVRS EVOC certification at the appropriate apparatus weight classification.
- Must operate in a safe manner at all times and abide by all state laws to include the use of safety belts.
- Be able to read and understand the County map book.
- Be familiar with radios usage and proper radio terminology.
- Access to the ImageTrend Computer System; all training hours will be documented via computer by either you or your Driver Trainer.
- Must read and understand the WCFR Policies and Procedures as it is related to Emergency Vehicle Operations.
- Must read and understand the Individual Stations Policies and Procedures as it relates to Emergency Vehicle Operations.

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Non-Emergency Response Log

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Date Training Program Started: _____

Apparatus Specific Training: (circle one)

Driver – Emergency Vehicle Operator Driver – Ambulance Operator Driver – Engine Operator Driver – Rescue Engine Operator

Driver – Aerial Operator Driver – Tanker / Tender Operator Driver – Rescue Squad Operator

<u>Date:</u>	<u>Time Out:</u>	<u>Time In:</u>	<u>Total Hours:</u>	<u>Distance Traveled</u>	<u>Driver Trainer Signature:</u>
			Total Time / Hours:	Total Distance Traveled:	

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Emergency Response Log

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Date Training Program Started: _____

Apparatus Specific Training: (circle one)

Driver – Emergency Vehicle Operator Driver – Ambulance Operator Driver – Engine Operator Driver – Rescue Engine Operator

Driver – Aerial Operator Driver – Tanker / Tender Operator Driver – Rescue Squad Operator

<u>Date:</u>	<u>Time Out:</u>	<u>Time In:</u>	<u>Total Time:</u>	<u>Distance Traveled:</u>	<u>Incident Number:</u>	<u>Driver Trainer Signature:</u>
			Total Time / Hours	Total Distance Traveled:		

Note: Driver / Operator Trainee must complete a minimum of five (5) hours or ten (10) hours of non-emergency driving (depending on vehicle class) prior to starting any emergency response driving activities.

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-Emergency Vehicle

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete Vehicle Check				
Vehicle Start-Up and Shut-Down Procedures				
Usage of Emergency Warning Equipment				
Safe Vehicle Operations				
Engaging four wheel drive, if equipped:				
Usage of WCFR Radio and Proper Terminology				
Usage of WCFR Map Book				
Usage of Emergency Response Guidebook (ERG)				
Knowledge of WCFR Personnel Accountability System				
Ability to follow Fueling Procedures				
Read and Understand WCFR and Station Policies as it relates to Driver / Operators				
Proper Vehicle Placement at Emergencies				
Knowledge of location and usage of all equipment carried				

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-ATV / UTV

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete a T-CLOC Check for the ATV / UTV				
Knowledge of vehicle width and ground clearance restrictions				
Knowledge of all equipment carried on the ATV / UTV				
Loading and Unloading from the trailer and/or ramps				
Usage of Pump (if applicable)				
Usage of Patient Transport Equipment (if applicable)				
Knowledge of the SIPDE Process for trail navigation				
Normal and Emergency Braking Procedures				
Proper use of safety restraints (if equipped)				
Proper use of safety helmets				
Knowledge of crossing obstacles, creek beds and flowing streams				

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-Trailer Operations

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete Emergency Vehicle Knowledge Proficiency Form for the vehicle which pulls the trailer				
Proper Trailer "Hitching" Procedures				
Connection of appropriate "Safety Chains"				
Visual inspection of trailer lights (brakes, turn, reverse, etc.)				
Recognize the pivot point on the trailer				

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-Ambulance

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete Emergency Vehicle Knowledge Proficiency Form for this Unit				
Replacing oxygen cylinders:				
Proper use of the stretcher, stair-chair, reeves, backboard, etc.				
Changing batteries in the following: Lifepak, AED, Suction Unit, LUCAS, etc.				
Proper unit and equipment decontamination techniques				
Knowledge of all equipment names, identification and location(s) on the unit				
Restocking process at the Warren and Winchester Medical Centers				
Knowledge of direct routes to Warren and Winchester Medical Centers				
Ability to assist with obtaining patient information				
Ability to assist in obtaining patient vitals				
Ability to assist in patient care under the supervision of the AIC				

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-Brush Truck

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete Emergency Vehicle Knowledge Proficiency Form for the unit				
Engaging and Disengaging the pump				
Pump Operations for the respective pump (to include drafting if pump capable)				
Ability to flow water through multiple hand-lines				
Ability to fill tank through pump and direct fill				
Foam operations (if equipped)				
Winch operations (if equipped)				
Knowledge of safe chainsaw operations				
Knowledge of wildland fire terminology (head, heel, flank(s), fingers, etc.)				
Usage of Personal Fire Shelter (if equipped)				
Knowledge of proper "fireline" placement				

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-Engine

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete Emergency Vehicle Proficiency Form of Unit				
Water tank capacity				
Foam Operations, foam tank type and capacity				
Pump Capacity and Operation				
Starting or Engaging the pump:				
Drafting Operations (dry hydrant, dump tank, rural water source)				
Ability to describe hydrant color codes and capacities				
Hydrant Operations				
Types and lengths of ladders carried on apparatus				
Ability to describe all hose sizes, lengths, and ability to pull				
Ability to identify, utilize, and maintain all equipment carried				
Describe proper apparatus placement on emergency scenes:				
Ability to establish scene lighting and power equipment through generator operations				
Flow water through dual hand lines:				

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-Rescue Engine

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete Emergency Vehicle Proficiency Form for the Unit				
Complete Engine Proficiency Form for the Unit				
Ability to describe basic vehicle stabilization and cribbing techniques				
Strut system operations (if equipped)				
Ability to describe and set up a tool staging area				
Ability to set-up, connect, and power hydraulic tools to pump				
Knowledge in the operation / usage of the extrication equipment carried				
Ability to set-up and operate an air-bag lifting operation				
Familiarity of the Hazardous Materials equipment carried				
Usage of all emergency medical equipment carried				
Winch operations (if equipped)				

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-Aerial

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete Emergency Vehicle Proficiency Form for the Unit				
Complete Engine Proficiency Form for the Unit (if equipped with pump abilities)				
Identify type and length of aerial device				
Ability to determine proper aerial apparatus placement				
Ability to engage aerial power				
Proper apparatus stabilization techniques				
Proper "short jacking" techniques				
Ability to control (raise, lower, rotate, extend, and retract) aerial device				
Ability to "self-spot" aerial device and communicate with partner to spot				
Ability to utilize any specialized equipment (i.e. rope rescue operations)				
Ability to determine "go/no-go" situations for aerial usage				

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-Tanker / Tender

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete Emergency Vehicle Proficiency Form for the Unit				
Complete Engine Proficiency Form for the Unit (if equipped with pump abilities)				
Ability to setup dumpsite operations				
Ability to "water shuttle" in a fill/dump role				

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



Knowledge Proficiency Form-Rescue Squad

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Unit Designation: _____ Date Proficiency Started: _____

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Complete Emergency Vehicle Proficiency Form for the Unit				
Describe proper apparatus placement on emergency scenes				
Engaging and disengaging the PTO				
Controlling the high idle				
Ability to describe basic vehicle stabilization and cribbing techniques				
Strut System operations				
Ability to describe and set up a tool staging area				
Ability to set-up, connect, and power hydraulic tools to pump				
Knowledge in the operation / usage of the extrication equipment carried				
Ability to set-up and operate an air-bag lifting operation				
Familiarity of the hazardous materials equipment carried				
Familiarity of the swift-water and rope rescue equipment				
Usage of all emergency medical equipment carried				
Winch operations				
Scene lighting systems including the light tower				
Generator Operations				



Road Competency Evaluation Form

Driver/Operator Trainee Name: _____

Station #: _____ Training #: _____

Date Training Program Started: _____

Apparatus Specific Training: (circle one)

Driver – Emergency Vehicle Operator Driver – Ambulance Operator Driver – Engine Operator Driver – Rescue Engine Operator

Driver – Aerial Operator Driver – Tanker / Tender Operator Driver – Rescue Squad Operator

<u>Road Type:</u>	<u>Miles Traveled:</u>	<u>Successful</u> <u>Yes or No</u>	<u>Driver Trainer</u> <u>Signature:</u>
Interstate or Primary Highway	_____ <i>Minimum requirement: 5 miles</i>		
Secondary Highways	_____ <i>Minimum requirement: 5 miles</i>		
Rural or Unmarked Roadways	_____ <i>Minimum requirement: 6 miles</i>		
Neighborhood or Low Volume Roadways	_____ <i>Minimum requirement: 2 miles</i>		
Town or Commercial Driving	_____ <i>Minimum requirement: 2 miles</i>		

Trainee Signature _____ Date _____

District Chief Signature _____ Date _____



**Warren County Department of Fire and Rescue Services
Driver Training /Release Manual**

Driver / Operator Final Release Form

(Page 1 of 2)

In accordance with the Warren County Department of Fire and Rescue Services Driver / Operator Policy and Training / Release Manual; I attest that _____ has demonstrated the proficiency through the knowledge, skills, and abilities and documented training qualifications to meet the intent of the Driver / Operator policy. This member is hereby released to drive / operate the following equipment and I verify the following documentation is on file in the respective members station file:

(District Chiefs Initials and Unit Released on)

(Check each box if documentation has been filed)

Emergency Vehicle Operator: _____ Unit Designation(s): _____	<input type="checkbox"/> CPR / First Aid Certification <input type="checkbox"/> VDFP / VAVRS EVOC Class 1 or Higher Certification <input type="checkbox"/> 5 hours Non-Emergency Drive Time (log completed) <input type="checkbox"/> 5 hours Emergency Drive Time (log completed) <input type="checkbox"/> Knowledge Proficiency Form – Emergency Vehicle <input type="checkbox"/> Road Competency Form
ATV / UTV Operator: _____ Unit Designation(s): _____	<input type="checkbox"/> CPR / First Aid Certification <input type="checkbox"/> VDFP / VAVRS EVOC Class 1 or Higher <input type="checkbox"/> 3 hours Non-Emergency Drive Time (log completed) <input type="checkbox"/> Off-Road Training (log completed) <input type="checkbox"/> Knowledge Proficiency Form – ATV / UTV
Trailer Operations: _____ Unit Designation(s): _____	<input type="checkbox"/> Cleared on the vehicle that tows the trailer <input type="checkbox"/> Attendance in VFIS or VAVRS Trailer Operations Program <input type="checkbox"/> Knowledge Proficiency Form <input type="checkbox"/> Road Competency Form – Trailer Operations
Ambulance: _____ Unit Designation(s): _____	<input type="checkbox"/> CPR / First Aid Certification <input type="checkbox"/> VDFP / VAVRS EVOC Class 2 or Higher Certification <input type="checkbox"/> 10 hours Non-Emergency Drive Time (log completed) <input type="checkbox"/> 10 hours Emergency Drive Time (log completed) <input type="checkbox"/> Knowledge Proficiency Form – Emergency Vehicle <input type="checkbox"/> Knowledge Proficiency Form – Ambulance <input type="checkbox"/> Road Competency Form
Brush Truck: _____ Unit Designation(s): _____	<input type="checkbox"/> CPR / First Aid Certification <input type="checkbox"/> VDFP / VAVRS EVOC Class 2 or Higher Certification <input type="checkbox"/> 10 hours Non-Emergency Drive Time (log completed) <input type="checkbox"/> 10 hours Emergency Drive Time (log completed) <input type="checkbox"/> Knowledge Proficiency Form – Emergency Vehicle <input type="checkbox"/> Knowledge Proficiency Form – Brush Truck <input type="checkbox"/> Road Competency Form
Engine: _____ Unit Designation(s): _____	<input type="checkbox"/> CPR / First Aid Certification <input type="checkbox"/> VDFP / VAVRS EVOC Class 3 or Higher Certification <input type="checkbox"/> VDFP Firefighter Level I or higher Certification <input type="checkbox"/> VDFP Driver / Operator – Pumper Certification <input type="checkbox"/> VDFP Hazardous Materials Operations Certification <input type="checkbox"/> VDFP Rural Water Supply Certification (preferred) <input type="checkbox"/> 10 hours Non-Emergency Drive Time (log completed) <input type="checkbox"/> 10 hours Emergency Drive Time (log completed) <input type="checkbox"/> Knowledge Proficiency Form – Emergency Vehicle <input type="checkbox"/> Knowledge Proficiency Form – Engine <input type="checkbox"/> Road Competency Form

<p>Rescue Engine: _____</p> <p>Unit Designation(s): _____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> CPR / First Aid Certification <input type="checkbox"/> VDFP / VAVRS EVOC Class 3 or Higher Certification <input type="checkbox"/> VDFP Firefighter Level II Certification <input type="checkbox"/> VDFP Driver / Operator – Pumper Certification <input type="checkbox"/> VDFP Hazardous Materials Operations Certification <input type="checkbox"/> VDFP Rural Water Supply Certification (preferred) <input type="checkbox"/> VDFP Vehicle Rescue Cert. or WCFR Equivalent) <input type="checkbox"/> 10 hours Non-Emergency Drive Time (log completed) <input type="checkbox"/> 10 hours Emergency Drive Time (log completed) <input type="checkbox"/> Knowledge Proficiency Form – Emergency Vehicle <input type="checkbox"/> Knowledge Proficiency Form – Engine <input type="checkbox"/> Knowledge Proficiency Form – Rescue Engine <input type="checkbox"/> Road Competency Form
<p>Aerial: _____</p> <p>Unit Designation(s): _____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> CPR / First Aid Certification <input type="checkbox"/> VDFP / VAVRS EVOC Class 3 or Higher Certification <input type="checkbox"/> VDFP Firefighter Level I (Level II Preferred) <input type="checkbox"/> VDFP Aerial Operator Certification <input type="checkbox"/> VDFP Driver / Operator – Pumper (if equipped with pump) <input type="checkbox"/> VDFP Hazardous Materials Operations Certification <input type="checkbox"/> 10 hours Non-Emergency Drive Time (log completed) <input type="checkbox"/> 10 hours Emergency Drive Time (log completed) <input type="checkbox"/> Knowledge Proficiency Form – Emergency Vehicle <input type="checkbox"/> Knowledge Proficiency Form – Aerial <input type="checkbox"/> Knowledge Proficiency Form – Engine (if applicable) <input type="checkbox"/> Road Competency Form
<p>Tanker/Tender: _____</p> <p>Unit Designation(s): _____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> CPR / First Aid Certification <input type="checkbox"/> VDFP / VAVRS EVOC Class 3 or Higher Certification <input type="checkbox"/> VDFP Firefighter Level I Cert. (Level II Preferred) <input type="checkbox"/> VDFP Driver / Operator – Pumper Certification <input type="checkbox"/> VDFP Rural Water Supply Certification <input type="checkbox"/> VDFP Hazardous Materials Operations Cert. <input type="checkbox"/> Attendance in VFIS Rollover Protection Course <input type="checkbox"/> 10 hours Non-Emergency Drive Time (log completed) <input type="checkbox"/> 10 hours Emergency Drive Time (log completed) <input type="checkbox"/> Knowledge Proficiency Form – Emergency Vehicle <input type="checkbox"/> Knowledge Proficiency Form – Engine <input type="checkbox"/> Knowledge Proficiency Form – Tanker <input type="checkbox"/> Road Competency Form
<p>Rescue Squad: _____</p> <p>Unit Designation(s): _____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> CPR / First Aid Certification <input type="checkbox"/> VDFP / VAVRS EVOC Class 3 or Higher Certification <input type="checkbox"/> VDFP Firefighter Level II Certification <input type="checkbox"/> VDFP Hazardous Materials Operations Certification <input type="checkbox"/> VDFP Vehicle Rescue Cert. or WCFR Equivalent) <input type="checkbox"/> 10 hours Non-Emergency Drive Time (log completed) <input type="checkbox"/> 10 hours Emergency Drive Time (log completed) <input type="checkbox"/> Knowledge Proficiency Form – Emergency Vehicle <input type="checkbox"/> Knowledge Proficiency Form – Rescue Squad <input type="checkbox"/> Road Competency Form

If the Driver/Operator is being released based on the Experienced Driver/Operator Requirements (initial here) _____ to verify all documentation has been completed in accordance with WCFR Policy.

Signed: _____

Date: _____

Printed: _____

Rank/Title: _____



**Warren County Department of Fire and Rescue Services
Driver Training / Release Manual**

Driver / Operator Annual Proficiency Form

In accordance with the Warren County Department of Fire and Rescue Services Driver / Operator Policy and Training / Release Manual; I attest that Driver / Operator _____ has demonstrated the proficiency through the knowledge, skills, and abilities through training qualifications and Driver / Operator participation to maintain his / her Driver / Operator status on the following equipment classifications:

- Emergency Vehicle Operator
- ATV / UTV
- Trailer Operations
- Ambulance
- Brush Truck
- Engine
- Rescue Engine
- Aerial
- Tanker/Tender
- Rescue Squad
- Other _____

Signed: _____

Printed: _____

Rank/Title: _____

Date: _____

(This document shall be completed on an annual basis and shall be filed in the respective members station file.)

This Section Added for Each Individual Stations Documents and/or Forms