

# Norfolk Volunteer Fire Department Driver and Driver-in-Training SOP

This SOP is intended to provide the Norfolk Fire Department with qualified drivers.

Drivers are to be classified as Drivers or Drivers-in-Training.

## **Drivers:**

- All Drivers must be at least 18 years of age.
- Drivers are to be classified as Drivers or Drivers-in-Training.
- Drivers will have and maintain a valid license for the vehicle being driven.
- Drivers will maintain a valid medical card for any vehicle requiring air brakes or towing of the EM Trailer behind S20 or B50.
- Drivers of the apparatus shall have a working knowledge of the pump and hose operations and all equipment carried on the apparatus.
- Drivers will pump & drive each truck annually to stay fluent with apparatus operations.
- All new drivers will successfully complete the NVFD Driver-in-Training program.

## **Driving Regulations:**

- Under no circumstances are members permitted to drive any department vehicle under the influence of drugs and/or alcohol.
- All drivers will maintain a valid medical card to be obtained and renewed at the yearly fire department physical.
- The driver shall make a safety check around the vehicle. This will ensure that all equipment is secured, that all compartment doors are properly closed, and any physical obstructions are moved out of the vehicle's path.
- Drivers shall monitor the Spotted Dog display to see the ETAs for other members responding to the station in an effort to not leave members at the station or the station's general area for a quick response to an alarm. This will ensure full crews on the apparatus and avoid the congestion of personal vehicles on scene.
  - Up to 2 minutes is an appropriate time to wait for members.
- The driver shall not move the apparatus until all personnel have their seat belts fastened. (See seat belt policy)
- All audible and visual devices shall be in operation when making an emergency (HOT) response.

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- When running "Lights & Sirens", under NO circumstances are drivers permitted to run stop signs and red traffic signals without slowing to a stop to safely proceed. Once other traffic in the intersection has yielded and granted the right-of-way, the apparatus may proceed.
  - The driver shall always maintain a speed consistent with safe operation of the vehicle under the prevailing conditions of the road and weather. Under NO circumstances shall any aspect of safety be sacrificed in order to increase the speed of the response.
  - Under no condition shall any member place members of the fire department or the public in danger due to excessive speed or reckless operation of fire department or personal vehicles while responding to an incident or firehouse.
  - While responding to an incident, drivers will watch for other emergency vehicles approaching from other directions to avoid a collision.
  - If/When the commanding officer downgrades a response to "Cold" the driver shall turn off the lights and sirens. Upon arrival on-scene the Emergency lights may be turned back on for traffic warning.
  - Any mechanical problem found in any apparatus while in use shall be reported to the officer in charge ASAP. If in doubt as to any harm being done to the apparatus, drivers are to stop the vehicle at once and call for assistance.
    - When defects/malfunctions/nonworking items are found, the driver will fill out the mechanics log back at the station.
  - All drivers are responsible for refueling the apparatus that they drive. Any amount below  $\frac{3}{4}$  of a tank must be refueled prior to parking.
  - All drivers with the assistance of the officer and members on the apparatus are responsible for ensuring that the vehicle and equipment on it has been returned to service. I.e. Water tank refilled, Speedi-Dri refilled, Equipment secured, Etc.
  - From November 15 thru April 15 all apparatus pumps will be run "DRY" to prevent freezing. Drivers are responsible for checking and emptying pumps/manifolds/front suction lines after every run.
  - Whenever possible, assistance shall be used while backing any department vehicle.
  - If an apparatus is involved in an accident of any size the member must notify the Fire Chief or the senior officer ASAP
- Only personnel who have successfully completed and passed the departmental driver training program are permitted to operate department vehicles, unless the vehicle is being operated under the supervision of a qualified member as part of the driver training program.

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### **Towing of Department Trailers:**

- Towing of the EM trailer with S20 or B50 requires a valid medical certificate.
- Every trailer is required to be attached by a hitch and shall be coupled to the frame of the towing vehicle by means of a safety chain, chains, cables, or equivalent device which shall be of sufficient strength to control the trailer in event of failure of the regular hitch or coupling.
- Trailer lighting will be initiated by plugging the electrical harness into the towing vehicle.
- Electric trailer brakes on the EM Trailer will be utilized
- Securing of cargo, equipment

All equipment will be properly secured to the deck of the trailer and doors will be closed and latched (if applicable).

### **Drivers in Training:**

- The Chief & Assistant Chiefs shall first approve all members before beginning the driver-in-training program.
- All drivers of apparatus in excess of 12,000lbs will possess a valid CDL or Q restriction license from the state of Connecticut and a valid medical certificate.
- All drivers in training shall be at least 18 years of age.
- Drivers must attend an emergency vehicle-driving course. (C.V.E.O. or E.V.O.C.)
- All drivers in training must complete at least 3 hours of physical driving time on each piece of apparatus.
  - All driving time shall be completed under the supervision of a current driver with 3 or more year's driving experience and possesses a license for the vehicle being driven.
- After completing the driving time, all drivers in training must complete a department driving and pumping competency evaluation.
  - If the driver-in-training fails to perform any part of the evaluation, an additional 2 hours of operational time must be performed before the member can retest.
- Any member not meeting the above criteria will not be cleared to respond with the apparatus.

### **Driver/Operator JPR**

- Correctly identify features of the apparatus
- Identify basic specifications of apparatus: GPM, tank size, Hose lengths, truck length & height, weight

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- Locate features and equipment on apparatus; Jake Brake, Knox box, On-Spots, Generator, High Idle, and other equipment, Etc.
- Operate selected pieces of equipment

### Practical Evolutions:

A. Arrive and position the apparatus.

- Set up for Traffic blocker, Vehicle fires, 1st due, 2nd due
- Laying LDH

B. Place the apparatus in neutral with the parking brake engaged.

- If pumping: Make the shift to pump gear

C. Chock the wheels

### Tank water competency:

- Begin circulating water. (Tank to pump/Tank fill, Prime)
- Idle engine up until 100psi is achieved.

### Drafting competency:

- Set up for drafting with proper strainer and flow water

### Relay competency:

- Feed another engine and be fed by another engine

Upon completion ensure the apparatus is pre-trip inspected for the next driver