



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

<b>Book:</b>	<b>Routine Operations</b>
<b>Chapter:</b>	<b>Apparatus Operations</b>
<b>Subject:</b>	<b>2125 - Driver/Operator Recertification</b>
<b>Revision Date:</b>	<b>06/17/2013</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### PURPOSE

To outline the process for members to complete the required minimum recertification training before receiving recertification from the Fire Chief to drive fire department apparatus as outlined in the Maine Bureau of Labor Compliance Directive #24-11.

#### POLICY

All certified drivers of the department will be recertified every three years in the vehicles they have been previously certified to drive.

#### SCOPE

The Recertification process consists of the following components:

- A. A written examination covering the various SOGs pertaining to safe apparatus operations shall be administered prior to a practical road course. This exam may include but not be limited to - SOG# 2120 -Operator Training and Certification, SOG # 2130 – Apparatus Backing & Spotting, Plymovent Exhaust System, SOG # 2140 – Apparatus Accident Policy, SOG # 3010 – Emergency Apparatus Driving, SOG # 3015 – Emergency Response Codes, SOG #3020 Safe Vehicle Positioning.
- B. An actual vehicle road course proficiency exam, designed according to the NFPA 1002 standard, is required in the highest class of vehicle the member is certified to drive. The Fire Chief or his designee may waive this requirement for members who routinely demonstrate proficiency through actual driving and operating experience.
  - a. Class I vehicles under 26,000 lbs. GVW with a single axle
  - b. Class II vehicles over 26,000 lbs. GVW with a single axle
  - c. Class III vehicles over 26,000 lbs. GVW with tandem axles
- C. Familiarization written and/or practical exam on all apparatus the member is certified to drive. This process will be a written review of the controls and operations of the various apparatus augmented with a practical operational review as necessary when determined by the instructor / certification officer.

## **PROCEDURE**

- A. The Fire Chief is the certification authority and may designate other qualified individuals to administer the recertification exams.
- B. The department's Safety Committee will post a schedule of each certified apparatus driver who is due to be recertified as a driver/operator on an annual basis.
- C. All members who have been previously certified to operate departmental apparatus shall successfully complete the written and practical examinations for recertification as outlined under the Scope section above no later than every three years.
- D. All members seeking recertification shall complete the supplied driver recertification checklist form and sign it along with their instructor/evaluator.
- E. The completed driver certification checklist form will be submitted to the Fire Chief for his review and approval before a member can be recertified to respond to emergency incidents in the designated apparatus.
- F. The completed form will be kept in the members training folder.

## **RESPONSIBILITIES**

- A. It is the responsibility of the Fire Chief to recertify all drivers of apparatus every 3 years
- B. It is the responsibility of all Scarborough Fire Department apparatus drivers to adhere to this policy.

## **REFERENCES**

- A. Maine Bureau of Labor Compliance Directive - 12-179CMR Chapter 7 - Minimum Driver Training Requirements for Fire Apparatus
- B. NFPA 1002
- C. MRS Title 29-A Motor Vehicle Laws

**Driver Recertification Form**

Driver's Name:		Date of evaluation:	
Evaluator's Name:			
Vehicle Class I (Single Axle):	Vehicle Class II (Single Axle):	Vehicle Class III (Tandem Axle):	
Driver's License No.:	Expiration Date:	Restrictions:	
<b>Review Items</b>		<b>Pass</b>	<b>Fail</b>
Discuss the limitations of the safe operation of the apparatus including Difficult and/or restricted areas, Winter driving, and limitations when wearing Personal Protective Equipment (PPE).			
Demonstrate pre-response inspection walk around safety check			
Check and adjust mirrors, seats, and secure seat belts			
Check braking system for function, air pressure, and E-brake			
Check instruments for normal readings			
Review controls, instrumentation and equipment			
Demonstrate backing with and without spotter (per SOP) including verification of audible back-up alarm & back-up camera use			
Demonstrate securing unit – parking brake, wheel chocks			
Vehicle clearance obstacles (height, width, undercarriage, angle of approach, angle of departure.			
Review refueling procedures.			
Speed control according to posted limits or reduced at the following:			
<ul style="list-style-type: none"> <li>• Intersections</li> </ul>			
<ul style="list-style-type: none"> <li>• Congested Highways</li> </ul>			
<ul style="list-style-type: none"> <li>• School zones</li> </ul>			
<ul style="list-style-type: none"> <li>• Weather conditions</li> </ul>			
<ul style="list-style-type: none"> <li>• Passing other vehicles</li> </ul>			
<ul style="list-style-type: none"> <li>• Cautionary areas (pedestrian crossings, etc.)</li> </ul>			
<ul style="list-style-type: none"> <li>• Maintain a safe following distance (rule of thumb 4 sec. &lt;40 mph)</li> </ul>			
Navigating Intersections:			
<ul style="list-style-type: none"> <li>• Decelerate and cover brake</li> </ul>			
<ul style="list-style-type: none"> <li>• Scan for hazards</li> </ul>			
<ul style="list-style-type: none"> <li>• Complete stop before entering intersection / proceed with caution</li> </ul>			
<ul style="list-style-type: none"> <li>• Treat each lane of crossing traffic as a separate intersection</li> </ul>			

*All failures should be documented under notes on page 2.*



2125 – Driver / Operator Recertification – Page 5.  
**Scarborough Fire Department**  
**Driver Recertification Program**  
**Sample SOP Review Quiz Questions**

Name \_\_\_\_\_

Date \_\_\_\_\_

**2120 Operator training and Certification**

- How is a request for operator training submitted, and what certificate must a student have to be considered?
  
- If a certified operator is convicted of any serious driving offense what must they do?
  
- Do you have to have read and understood pertinent sections of Title 29 to gain driver certification?
  
- You must have the authorization of who before you may begin road instruction?

**2120 Appendix A**

- If you are acting outside the scope of your duty using a Department vehicle, are you protected by Town Insurance or the Maine Tort Law in case of an accident?

**2120 Appendix B**

- What must occur to have the privilege of right of way when driving emergency apparatus?
  
- Must you come to a complete stop for a stopped school bus with lights flashing?
  
- What is due regard as it applies to driving emergency vehicles?

**2120 Appendix C**

- What NFPA standard covers Apparatus driver/operator professional qualifications?
  
- Does the Scarborough driver recertification program follow the NFPA recommendations?

**2120 Appendix E Engine Retarding Systems (Jake Brakes)**

- When do you switch the Jake brake on/off switch to the off position?

**2120 Appendix F On-Spot tire chains**

- How fast must the vehicle be moving before engaging the On-Spot chains?
- How do you engage on spot chains if you have stopped on a slippery road before the On-Spot chains have been engaged?

**Plymovent system**

- When returning into the station, when do you attach the Plymovent hose?
- Can you leave the plymovent attached while running the apparatus in the station for the duration of a truck check?

**2130 Apparatus Backing and Spotting**

- Who must appoint a spotter?
- When do you not need a spotter while backing?

**2140 Apparatus Accident Policy**

- If you have a vehicle accident while responding to a call what do you do?

**3010 Emergency Apparatus Driving**

- What is the purpose of this policy?
- Who is responsible to select the code response choice?
- Do you need to come to a complete stop at red lights and stop signs?
- What is code 2?

**3015 Emergency Response Codes**

- What is the first priority for all responding emergency vehicles?
- When do you respond code 1?

**3020 Safe vehicle Positioning**

- What is a block?
- While placing cones, which direction should you face?
- What is the PPE requirements while working on and around roadways?

## SAMPLE Road Course Ladder 1 Certification Route

**\*\* Do not use Old Orchard Rd due to insufficient RR Bridge clearance \*\***

**Depart Engine #6 Station** turn left on US-1 **\*\* NOTE \*** have Engine Brake on.  
Turn Right onto Pine Point Rd - **At R.R. Bridge** have student observe speed w/ engine brake on.

**\*\*CAUTION\* SCHOOL ZONE\*** After Marsh area.

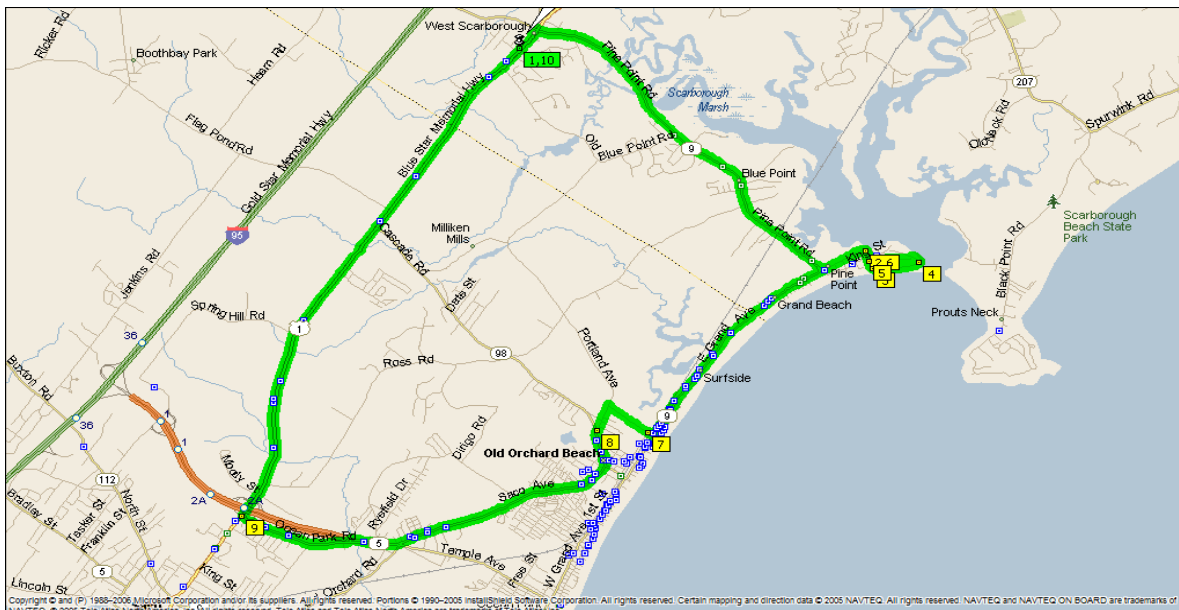
Turn left onto E Grand Ave.  
Continue on Jones Creek Dr.  
Turn **RIGHT** onto Avenue 5.  
Cross King St onto Avenue 5 Ext.  
Turn **LEFT** onto Pillsbury Dr.  
Turn **LEFT** onto River Sands Dr.  
Turn **LEFT** onto Driftwood Ln.  
Turn **RIGHT** onto Avenue Five Ext to King St.  
Turn **LEFT** onto King St.  
Turn **RIGHT** onto Pine Point Rd.  
Turn **LEFT** onto E Grand Ave.  
Turn **RIGHT** onto Walnut St.

**\*\* CAUTION \* Stop** at Rail Road crossing.

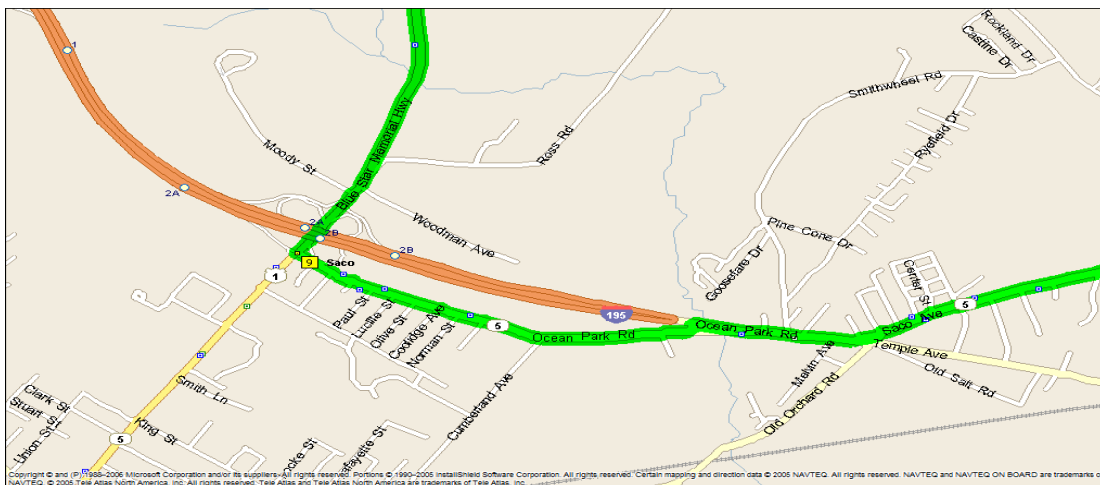
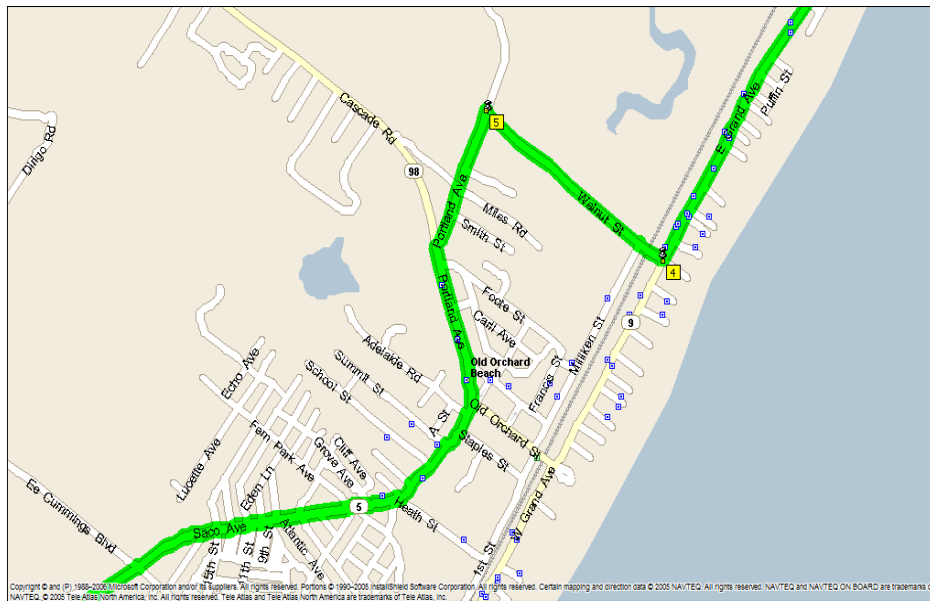
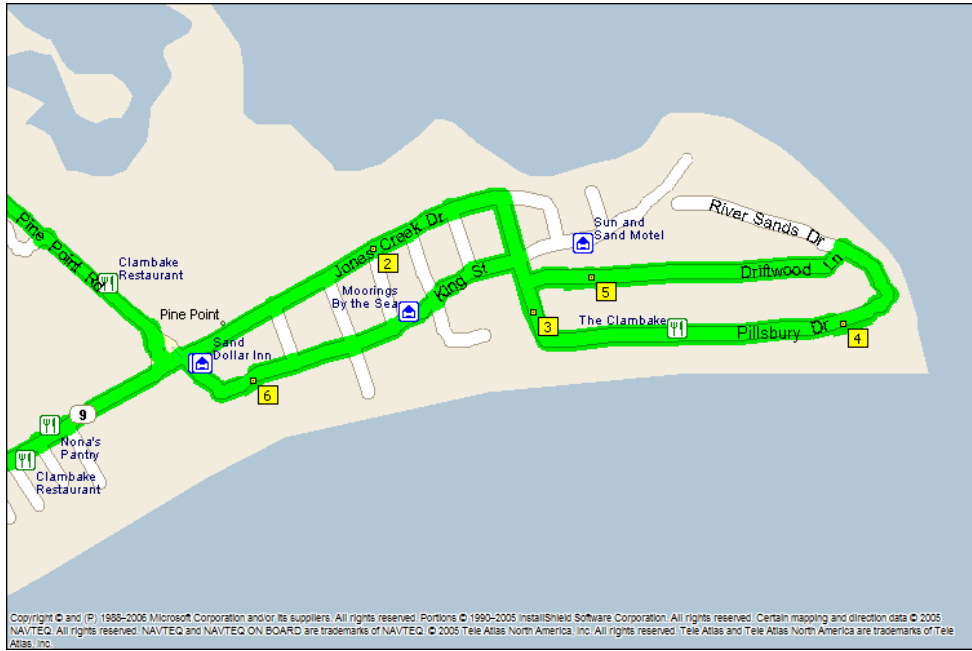
Continue on Walnut St.  
Turn **LEFT** onto Portland Ave.  
Turn **LEFT** on to Cascade Rd.  
Continue on Saco Ave.  
Merge right on to Interstate 195  
Turn Left on to Ocean Park Rd. **\*\*Use Caution\*\***  
Turn Right on to US - 1

**Turn off** engine brake, have student observe speed on hills to Cascade Rd  
At Cascade Rd – **Turn on** engine brake.

**Ending parked inside Engine #6 Station – Using Backing Guide**







**Sample Apparatus Familiarization Exam  
Squad 7**



Match the letter with the correct cab device.

Gear selector	
Maxi brake	
Ignition switch	
On-Spot switch	
PTO switch	
Master Emergency Light switch	
GPS	