



# Scarborough Fire Department

## Scarborough, Maine



### Standard Operating Guidelines

<b>Book:</b>	<b>Emergency Operations</b>
<b>Chapter:</b>	<b>Alarm &amp; Response Procedures</b>
<b>Subject:</b>	<b>3010 – Emergency Apparatus Driving</b>
<b>Revision Date:</b>	<b>6/12/2008 revised 1/14/16, 12/30/17, 1/24/19</b>
<b>Approved by:</b>	<i>B. Michael Thurlow</i>

#### PURPOSE

The purpose of this policy is to outline safe and effective procedures for responding to emergency calls in emergency vehicles for the Town of Scarborough.

#### SCOPE

This policy is applicable to the operation of all Emergency Vehicles in the Town of Scarborough at all times, including responding to emergency calls and non-emergency operations.

#### DEFINITIONS

- A. Code 1 – Response with no lights or sirens with the normal flow of traffic.
- B. Code 3 – Emergency response with lights and siren requesting the right of way.
- C. SOP – The Scarborough Fire Department Standard Operating Procedures.
- D. Due Regard for Safety – How a reasonable and careful person in a similar situation with similar training would act.

#### POLICY

- A. Anytime a vehicle is operating the driver shall obey all State Laws and the Department’s Standard Operating Procedures (S. O. P.)
- B. Fire Department vehicles shall only be operated by members who have successfully completed an approved driver training program such as EVOC, or by student drivers who are under the direct supervision of a qualified driver.
- C. Drivers shall be directly responsible for safe and prudent operations under all conditions and operate in compliance with all traffic laws pertaining to emergency vehicles during both non-emergency and emergency response.
- D. Drivers shall be responsible for response code choice. [See SOP # 3015]

- E. During both emergency and non-emergency operations, drivers of all department vehicles shall come to a complete stop at all unguarded railroad grade crossings. Drivers shall assure that it is safe to proceed before crossing the railroad tracks. Drivers shall also use caution when approaching and crossing any guarded grade railroad crossing.
- F. When the driver is under direct supervision of an officer, the officer shall be responsible for the route of travel and selection of the driver. The officer may replace the driver at any time.
- G. Maine State Law, Title 29A, grants the driver authority to request the right of way by use of lights and siren.
- H. Drivers are prohibited from using cell phones when operating apparatus.
- I. Drivers are discouraged from accessing electronic informational devices (MTDs, iPads, GPS, etc.) provided in certain apparatus while operating vehicles on the roadway. Operation of electronic devices while the apparatus is in motion is intended to be done by the person in the officer's seat. If the driver is the only occupant of the vehicle, the driver should verify all pertinent electronic information before responding to the call. If a driver is alone and needs to view electronic information while enroute they should pull the vehicle over and stop before using electronic devices.
- J. There shall not be more members riding in the cab or jump seat area than there is seating space provided.
- K. Drivers shall not move a Fire Department vehicle until all riders are seated and seat belted.
- L. Standing while riding is prohibited. Members actively performing necessary emergency medical care while the vehicle is in motion shall use extreme caution and limit the time they are unbelted as much as possible to effectively render EMS care.
- M. Members shall not ride on any running board or the rear step of any apparatus.
- N. No apparatus shall back up at any time without the use of a spotter, when personnel are available. [See SOP # 2130]
- O. Drivers shall use a wheel chock after parking any vehicle with an air operated parking brake, except in the station.
- P. No person is to get on or off the apparatus while it is in motion.
- Q. No persons are to enter or exit the truck bays through the overhead doorway if the truck is running.
- R. No unauthorized persons shall be allowed to ride on any piece of Scarborough Fire Department apparatus without the written permission of the Fire Chief or his designee.
- S. When responding Code 3, Title 29 A requires all motorists to pull to the right hand curb clear of an intersection and stop until the emergency vehicle has passed. Given this, department members responding under Code 3 conditions must approach, enter and exit an intersection knowing there is a high risk of accident and as such, choose a lane of travel that minimizes the potential for an accident.
- T. The operator of the department vehicle responding Code 3 must drive with "Due Regard for Safety" of all persons using the roadways. Title 29 A may not protect the operator from the consequences of an accident resulting from the use of the privileges granted by the law. Extreme caution should all ways be exercised when responding Code 3.
- U. In the event an accident were to occur and you were found to be operating Code 3 without exercising "Due Regard for Safety", you may not be protected by the Town's insurance coverage or by the Maine Tort Claims Act. You may additionally be responsible for your own costs of defense and there may be no limit on your personal liabilities.
- V. Apparatus responding to an alarm from out of quarters shall transmit the location from which it is responding.

- W. During emergency response, drivers of fire department vehicles shall bring the vehicle to a complete stop under any of the following circumstances:
  - a. When directed by a law enforcement officer
  - b. Red traffic lights
  - c. Stop signs
  - d. Negative right-of-way intersections
  - e. Blind intersections
  - f. When the driver cannot account for all lanes of traffic in an intersection
  - g. When other intersection hazards are present
  - h. When encountering a stopped school bus with flashing warning lights. You may proceed with caution only after coming to a complete stop and being signaled by the driver of the school bus to proceed as specified in MRS Title 29A
- X. All applicable traffic laws shall govern members who respond in private vehicles.
- Y. Apparatus parking on roadways shall place traffic cones to set up a safe working area around the vehicle. [See SOP # 3020 – Safe Vehicle Positioning]
- Z. Hose loading operations while the vehicle is in motion is strictly prohibited.
- AA. Apparatus should be left running at idle during all emergency calls. Apparatus should be shut down to conserve fuel whenever possible when not on an emergency call. The only exception to this is when the apparatus must remain outdoors when the temperature is significantly below freezing to prevent the pump or medications on the ambulances from freezing, or to run the air conditioning to prevent medications on the ambulance getting too warm during periods of extreme heat. The need to leave apparatus outside during extreme weather should be avoided whenever possible.
- BB. Fire department apparatus is to be used for department business only. Personal errands with department apparatus are prohibited except for short stops for essential items that are necessary during an employee’s shift, and then only when the apparatus is already on the road returning from official business. Members should plan ahead or use personal vehicles for personal errands whenever possible. This section does not apply to apparatus permanently assigned to an individual.

## **RESPONSIBILITIES**

It is the responsibility of all Fire Department personnel in the Town of Scarborough to adhere to this policy.

## **REFERENCES**

- A. Maine State Law, MRS 29A
- B. N.F.P.A. 1002, 4.3.1
- C. Town-wide energy policy