

City of Rogers Fire Department



Driver / Operator Training and Release Manual

Last Updated: 01/14/19
Volume II of II

Table of Contents

Driver Training and Release Policy	3
Driver/Operator Candidate	4
Driver/Operator Trainer	5
Relief 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 – Aerial	14
Driver/Operator – Rescue	15
Competency Evaluation and Final Release	16
Annual Proficiency Demonstration	17
RFD Driver/Operator Forms Section	18-34
Driver Training Request Form	18
Non-Emergency Driving Log	19
Emergency Response Log	20
Knowledge Proficiency Form – Emergency Vehicle	21
Knowledge Proficiency Form – ATV/UTV	22
Knowledge Proficiency Form – Trailer Operations	23
Knowledge Proficiency Form – Ambulance	24
Knowledge Proficiency Form – Brush Truck	25
Knowledge Proficiency Form – Engine	26
Knowledge Proficiency Form – Aerial	27
Knowledge Proficiency Form – Rescue	28-29
Road Competency Evaluation Form	30
Driver/Operator Final Release Form	31-32
Annual Proficiency Form	33

Driver/Operator Candidate:

The Driver/Operator Candidate is identified as any member of the Rogers Fire Department 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:

- Must hold a current Emergency Vehicle Operator's Course (EVOC) form at the appropriate vehicle classification.
- Must hold a valid Arkansas Driver's License.
- Must operate safely at all times and abide by all state laws to include the use of safety belts.
- Be able to read and understand map book.
- Be familiar with radios usage and proper radio terminology.
- Must complete a Driver/Operator Training Program Request Form signed by your Battalion Chief.
- Four years of service
- Successful completion of the FEO Academy

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 coach 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 to be considered a Driver / Operator Trainer.

- Have approval from the Battalion Chief and Company Officer 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.

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 Battalion Chief and/or Company officer
- 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 equipment carried.

Relief 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 the city 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 completion shall be considered as "Relief Driver/Operator Status."

Relief Driver/Operator Requirements:

- Must provide supporting documentation to attest the experience on the respective apparatus classification in which he/she is seeking Relief Driver/Operator Status.
- Must meet the training and certification requirements for each respective apparatus classification as outlined in this manual which he/she desires to be considered for Relief 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 completed, forward to the form to his/her Battalion Chief for approval.
 - After Battalion Chief approval; he/she will forward an RFD Driver/Operator Release Form and any supporting documentation to Fire Administration for the issuance of an RFD Driver/Operator Certification.

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

Apparatus Specific Training:

This manual intends 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 the department's 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 by 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 the day and/or night hours. It shall remain the discretion of the Company Officer, and the Driver/Operator Trainer to identify when roadway conditions and/or weather conditions are unsafe for driving training.

No roadway - driver training shall be completed when the Adverse Weather Policy has been placed in effect by RFD 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, brush trucks, etc.
- Class 3 Vehicles: 26,001 pounds or more
-Typically include but not limited to engines, rescue apparatus, 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; e.g., pump, hose, etc.)*

Training requirements shall include:

- Completion of probationary period
- 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 equipment carried on the vehicle. The candidate must complete the necessary 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:

- Completion of probationary period
- Emergency Vehicle Operator's Course – Class 1 or Higher
- Attendance in an ATV / UTV Training Program

The candidate must be familiar with any equipment carried on the vehicle. The candidate must complete the necessary 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.

**As needed the Training Division, Battalion Chief, and/or Captain may impose additional training requirements for the 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 by this manual to operate the vehicle in which tows the trailer.

The candidate must be familiar with any equipment carried on the vehicle/trailer. The candidate must complete the necessary 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.

**As needed the Training Division and/or Captain station may impose additional training requirements for the trailer and/or equipment carried.*

Driver/Operator – Ambulance:

Training requirements shall include:

- Completion of, or favorable monthly evaluations during probationary period.
- Emergency Vehicle Operator's Course – Class 2

The candidate must be familiar with any equipment carried on the vehicle. The candidate must complete the necessary 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 Battalion Chief. The Battalion Chief shall complete the Driver/Operator Release Form for the candidate and forward to the Training Division. A certificate shall be issued to the respective Driver/Operator for that vehicle classification.

Driver/Operator – Brush Truck:

Training requirements shall include:

- Completion of, or favorable monthly evaluations during probationary period.
- Emergency Vehicle Operator's Course – Class 2
- Basic Pump Operations Course (can be accomplished during FEO Academy)

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

The driving requirement will consist of five (5) hours non-emergency driving and five (5) 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 Battalion Chief. The Battalion Chief shall complete the Driver/Operator Release Form for the candidate and forward to the Training Division. A certificate shall be issued to the respective Driver/Operator for that vehicle classification.

Driver/Operator – Engine:

Training requirements shall include:

- Completion of, or favorable monthly evaluations during probationary period
- Emergency Vehicle Operator's Course – Class 3
- IFSAC Driver/Operator (can be accomplished during FEO Academy)
- ADEM/IFSAC Hazardous Materials Operations Course Certification

The candidate must be familiar with any equipment carried on the vehicle. The candidate must complete the necessary 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 Battalion Chief. The Battalion Chief shall complete the Driver/Operator Release Form for the candidate and forward to the Training Division. A certificate shall be issued to the respective Driver/Operator for that vehicle classification.

Driver/Operator-Aerial:

Training requirements shall include:

- Completion of, or favorable monthly evaluations during probationary period
- Emergency Vehicle Operator's Course – Class 3
- IFSAC Driver/Operator-Aerial Course Certification
- ADEM/IFSAC Hazardous Materials Operations Course Certification

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

- Driver/Operator-Pumper Course Certification

The candidate must be familiar with any equipment carried on the vehicle. The candidate must complete the necessary 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
- Road Competency Evaluation Form

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

Driver/Operator – Rescue:

Training requirements shall include:

- Completion of, or favorable monthly evaluations during probationary period.
- Emergency Vehicle Operator's Course – Class 3
- ADEM/IFSAC Hazardous Materials Technician Course Certification
- Vehicle Rescue Awareness and Operations Certification

The candidate must be familiar with any equipment carried on the vehicle. The candidate must complete the necessary 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 Battalion Chief. The Battalion Chief shall complete the Driver/Operator Release Form for the candidate and forward to the Training Division. 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 complete the below process for each respective apparatus classification which he/she is requesting to be released on:

- Document training hours are shown on the Non-Emergency Driving and Emergency Response Driving Log and enter into the FireHouse 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 five 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 FireHouse Reporting System.

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

- Once the above is complete, you will receive an RFD Driver/Operator Release Certificate for the respective vehicle classification. This release is honored citywide and signify that the candidate is eligible to operate as a relief driver. In addition, this also signifies that the candidate eligible to promote to the rank of Fire Equipment Operator, once all other requirements of the position are met.

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 Battalion Chief. The Battalion Chief of each shift shall ensure this task is completed annually with each Driver/Operator and a copy of the form is forwarded to the Training Division.

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

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 State of Arkansas 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 – Aerial Operator Driver – Rescue Operator

Please ensure completion of each parameter:

- Must hold a valid Driver's License.
- Must hold an EVOC certification at the appropriate apparatus weight classification.
- Must operate safely at all times and abide by all state laws to include the use of safety belts.
- Be able to read and understand the map book.
- Be familiar with radios usage and proper radio terminology.
- Access to the FireHouse reporting system; all training hours will be documented via computer by either you or your Driver Trainer.
- Must read and understand the RFD Policies and Procedures as it is related to Emergency Vehicle Operations.

Trainee Signature _____ Date _____

Company Officer Signature _____ Date _____

Battalion 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 – Aerial Operator Driver – Rescue 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 _____

Trainer Signature _____ Date _____

Company Officer _____ 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 – Aerial Operator Driver – Rescue 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) before starting any emergency response driving activities.

Trainee Signature _____ Date _____

Trainer Signature _____ Date _____

Company Officer _____ 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 RFD Radio and Proper Terminology				
Usage of RFD Map Book				
Usage of Emergency Response Guidebook (ERG)				
Knowledge of RFD Personnel Accountability System				
Ability to follow Fueling Procedures				
Read and Understand RFD Policies as it relates to Driver/Operators				
Proper Vehicle Placement at Emergencies				
Knowledge of location and usage of all equipment carried				

Trainee Signature _____ Date _____

Trainer Signature _____ Date _____

Company Officer _____ 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 _____

Trainer Signature _____ Date _____

Company Officer _____ 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				
The connection of appropriate "Safety Chains"				
Visual inspection of trailer lights (brakes, turn, reverse, etc.)				
Recognize the pivot point on the trailer				

Trainee Signature _____ Date _____

Trainer Signature _____ Date _____

Company Officer _____ 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: ZOLL, AED, Suction Unit, AutoPulse, etc.				
Proper unit and equipment decontamination techniques				
Knowledge of all equipment names, identification and location(s) on the unit				
Restocking process at each EMS supplies location				
Knowledge of direct routes to Mercy, NWMC-BC, NWMC-WC, WRMC				
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 paramedic in charge				

Trainee Signature _____ Date _____

Trainer Signature _____ Date _____

Company Officer _____ 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 the 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 _____

Trainer Signature _____ Date _____

Company Officer _____ 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 multiple hand lines: friction loss, PDP, and standpipes				

Trainee Signature _____ Date _____

Trainer Signature _____ Date _____

Company Officer _____ 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 the 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 a partner to spot				
Ability to utilize any specialized equipment (e.g., rope rescue operations)				
Ability to determine "go/no-go" situations for aerial usage				

Trainee Signature _____ Date _____

Trainer Signature _____ Date _____

Company Officer _____ Date _____

Knowledge Proficiency Form-Rescue

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 essential vehicle stabilization and cribbing techniques				
Strut System operations				
Ability to describe and set up a tool staging area				
Ability to set-up, connect, and hydraulic power tools to pump				
Knowledge in the operation/usage of the extrication equipment carried				
Ability to set-up and operate an air-bag lifting operation				
The familiarity of the hazardous materials equipment carried				
The 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				

<u>Topic:</u>	<u>Date:</u>	<u>Driver Trainer Signature:</u>	<u>Successful Yes or No</u>	<u>Comments:</u>
Ability to utilize cascade system for SCBA fill and tool usage				
Ability to fill cascade system from Station #1 fill system				
Familiarity with "Lock-Out / Tag-Out" System				

Trainee Signature _____ Date _____

Trainer Signature _____ Date _____

Company Officer _____ Date _____

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 – Aerial Operator Driver – Rescue Squad

<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 _____

Trainer Signature _____ Date _____

Company Officer _____ Date _____

**City of Rogers Fire Department
Driver Training and Release Manual
Driver / Operator Final Release Form**

(Page 1 of 2)

In accordance with the Rogers Fire Department Driver/Operator Policy and Training and 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 member's training file:

(Battalion Chiefs Initials and Unit Released on)

(Check each box if documentation has been filed)

Emergency Vehicle Operator: _____ Unit Designation(s): _____	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): _____	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 Trailer Operations Program <input type="checkbox"/> Knowledge Proficiency Form <input type="checkbox"/> Road Competency Form – Trailer Operations
Ambulance: _____ Unit Designation(s): _____	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): _____	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): _____	EVOC Class 3 or Higher Certification <input type="checkbox"/> IFSAC Driver/Operator-Pumper Certification <input type="checkbox"/> 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 – Engine <input type="checkbox"/> Road Competency Form
Aerial: _____ Unit Designation(s): _____	EVOC Class 3 or Higher Certification <input type="checkbox"/> IFSAC Aerial Operator Certification <input type="checkbox"/> IFSAC Driver/Operator-Pumper (if equipped with pump) <input type="checkbox"/> IFSAC 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
Rescue: _____ Unit Designation(s): _____	EVOC Class 3 or Higher Certification <input type="checkbox"/> IFSAC/ADEM Hazardous Materials Operations <input type="checkbox"/> Vehicle Rescue 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 – Rescue <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 by RFD Policy.

Signed: _____ Date: _____

Printed: _____ Rank/Title: _____

**City of Rogers Fire Department
Driver Training / Release Manual**

Driver / Operator Annual Proficiency Form

In accordance with the Rogers Fire Department Driver/Operator Policy and Training and 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
- Aerial
- Rescue
- Other _____

Signed: _____

Printed: _____

Rank/Title: _____

Date: _____

(This document shall be completed on an annual basis and shall be filed in the respective member's training file.)