Bradley Gardens Volunteer Fire Company

Bridgewater Township Fire District No. 2

Somerset County Station 21

Driver Training Program

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**Introduction**

To ensure safe and proper operation of Company apparatus while in motion and to provide a uniform training manual for potential drivers for the Bradley Gardens Volunteer Fire Company.

This manual has been constructed to establish and provide a written document that outlines the following:

* Company Standards
* Company Training Requirements
* Classes of Drivers

Once drivers are certified, they are responsible for maintaining proficiency with vehicles they are qualified to drive.

Certain conditions, for example suspension or high risk, may exclude an individual from driving or driver training.

No members of this Company are authorized to drive any apparatus until they are qualified to do so.

**Scope**

This manual applies to all Bradley Gardens Volunteer Fire Company Members who drive any apparatus. This manual will also supersede previous policies, programs, or guidelines.

**Responsibilities**

The line officers with approval of the Chief are responsible for setting training standards and requirements for drivers. They will also coordinate the training of all new drivers.

Training will begin with the Chief Engineer, moving to Second Lieutenant etc. until the Chief qualifies the driver in training.

**Definitions**

Utility Vehicles- Brush 21, Utility 21

Engines- Engine 21-1, Engine 21-5, Squad 21

Class B Driver- Any member who has completed driving hours, but has not completed pumping hours, or not pump ops certified. Class B drivers are not permitted to drive Engines to fire calls.

Class A Driver- Any member who has completed driving hours, pumping hours, is pump ops certified, and has been evaluated by the line officers. Class A drivers are authorized to train Class B drivers to obtain training hours.

**Eligibility Requirements**

* Any member that is current with all membership requirements can request to start drivers training beginning with the Utility vehicles.
* Any member who has successfully completed one year of active membership can request to start drivers training.
* All eligible firefighters must meet the age requirements established by the Board of Fire Commissioners, Bridgewater Township Fire District 2. Current age requirements are:
  + Utility Vehicles- 18 years of age with a valid New Jersey Driver’s License
  + Engines- 21 years of age with a valid New Jersey Driver’s License
* “Inactive” members returning to active duty to serve as a driver only must meet the department training standards as outlined in this manual.
* Exceptions to this manual would be with the approval of the line officers.

For example:

* + - An experienced NJ certified firefighter transferring from another fire department and is able to provide written proof of one (1) year driving experience, provide a copy of pump operations certificate, can demonstrate capabilities of driving and pump operations, and also have a minimum of three (3) months within the Company with at least a 50% average.

**Driver Training**

* Driver Training will be a three-step process
  + Training candidate must meet eligibility requirements and possess necessary paperwork.
  + Training candidate must complete the familiarization, driving, and pump operations portions for the vehicle they are training on.
  + Training candidate must successfully pass the practical skills evaluation.
* The training regimen and testing requirements for the Company vehicles are included in this manual
* Driver training record will be kept for the Utility and Engine hours completed by the trainee.
* The trainee can be trained by more than one Class A driver.
* The trainee is responsible for being familiar with any department SOG’s for all vehicles, including response order for certain calls.
* Practical skills testing applies to all members trying to become Class A Drivers.
* Trainees are not required to repeat hours for driving/operating on each engine but should be able to do so on each engine.
* The training requirements may be extended or reduced based on the trainee’s previous experience and ability to safely drive and operate the apparatus.

**Standards for Qualification**

The following is considered the minimum requirements for Utility Vehicle Drivers:

* Minimum age of 18 with one year as a licensed driver.
* Current and valid New Jersey Driver’s License.
* NJ State certified Firefighter I, unless the Chief advises otherwise.
* Receive a minimum of 4 hours of driving time from a Class A driver.
* Receive a minimum of 2 hours of pump operations training from a Class A driver for Brush 21.
* Must sign paperwork for a Driver’s abstract for the Board of Fire Commissioners.
* Successfully complete the Utility Driver Evaluation administer by the Chief or another Line Officer directly appointed by the Chief.

The following is considered the minimum requirements for Engine Drivers:

* Minimum age of 21 with 3 years as a licensed driver.
* Current and valid New Jersey Driver’s License.
* NJ State certified Firefighter I, unless the Chief advises otherwise.
* Completion of a Pump Operations class approved by the Chief.
* Receive a minimum of 10 hours of driving time with a Class A driver.
* Receive a minimum of 8 hours of pump operations with a Class A driver.
* Must sign paperwork for a Driver’s Abstract for the Board of Fire Commissioners if not done so for Utility training already.
* Successfully complete the Engine Driver Evaluation administered by the Chief or another Line Officer directly appointed by the Chief.

**Qualified Drivers List**

The company shall maintain a centralized Qualified Drivers List showing qualified drivers for the Utility Apparatus and Engine Apparatus.

The Qualified Drivers List will be turned into the insurance company on an annual basis and when a new Class A driver is added to the list.

**Utility Vehicle Driver Training Regimen**

Familiarization

* Fluid Checking Points
  + Oil
  + Transmission
  + Coolant
* Driving Log location.
* Fueling apparatus procedure.
* Notifications to Assistant and Chief Engineers for any repairs.
* Controls for normal driving operation (wipers, headlights, interior lights, etc.).
* Proper radio operation.
* Proper operation of warning lights and sirens.
* Monthly Apparatus inspection requirements.

Driving Requirements – 4 Hours

* Pulling out and backing into the Station
* Backing up apparatus
* Driving on main response routes and side streets

Pump Operation Brush 21 – 2 Hours

* Proper starting of pump.
* Understanding of different valves.
* Flowing water from booster tank and from water supply
* Refilling booster tank.

**Engine Driver Training Regimen**

Familiarization

* Fluid Checking points
  + Oil
  + Transmission
  + Coolant
  + Primer Oil (as necessary)
* Controls for normal driving operations (wipers, headlights, interior lights, etc.)
* In cab and on pump panel
* Cab tilting and locking.
* Proper radio operation.
* Proper operation of warning lights and sirens.
* Monthly Apparatus inspection requirements.
* Driving Log location.
* Fueling apparatus procedure.
* Notifications to Assistant and Chief Engineers for any repairs.

Driving Requirements – 10 Hours

* Pulling out and backing into the station.
* Backing up apparatus.
* Driving on main response routes and side streets.

Pump Operations – 8 Hours

* Basic understanding of water hydraulics, friction loss and pump terminology.
* Apparatus specifications.
* Various specialized pieces of equipment used with the apparatus.
* Placement of apparatus at emergency scenes.
* Engaging the pump
  + Road to pump shift procedures
  + Pump to road shift procedures
* Flowing water through hose and nozzles
  + Pumping from the booster tank
  + Pumping from a hydrant
* Flowing water through a master stream device.
* Supplying water to another apparatus.
* Pumping from a draft
* Priming a dry pump
* Foam operations.
* PTO Generator operation.
* CAFS operations (as necessary).