



Missouri Valley Fire & Rescue Department

223 E. Erie St.

Missouri Valley, IA 51555

Phone 712-642-2945 Emergency 911

STANDARD OPERATING GUIDELINE

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520

Chronological History

Effective: January 1, 2010

DRIVER TRAINING PROGRAM

1. The Driver Training Program has been established to insure that all new drivers of the Missouri Valley Fire Department have been adequately trained and are certified to operate the apparatus and to perform those operations in a safe and proficient manner.
2. The Fire Chief will appoint a chairman for the Drivers Training Committee. That chairman shall be a Captain. A Drivers Training Committee shall be made up of a minimum of three active members. All members of the committee must be qualified emergency drivers on all apparatus. Any member that is a qualified emergency driver on that apparatus may take a potential driver out on (behind the wheel) training.

Note: Any driver taking a trainee out must have been a qualified driver for at least one year.

3. All members that participate in the Driver Training Program will be required to successfully complete all sessions of the program and pass any or all written, oral and practical tests given for each piece of apparatus. If any particular section or sections are not successfully completed that member will not move on to the next piece of apparatus until he/she has done so.
4. Each member in drivers training will have an individual progress form (driver training program) which shall be kept in his/her personnel file once completed. This form is the trainee's responsibility to present and have the required areas signed and dated by the qualified member doing that particular training. This form will reflect the member's progress in each section. If any forms are lost or misplaced, the trainee will have to start from the beginning. After a member successfully completes all sections for a particular piece of apparatus, he/she must be approved by the Safety/Training Officer before being qualified as a driver.
5. If a member does not meet the requirements to become qualified, that member will be notified of the areas where he/she is deficient, the corrective actions that need to be taken. The trainee will not be allowed to drive until these provisions have been met.
6. After a member becomes a driver, he/she must always drive and operate the apparatus in a safe and proficient manner. If at any time the new driver displays any unsafe or inefficient actions, that member shall be removed from the drivers list until the Safety/Training Officer feels the member is proficient enough to be reinstated. This may include repeating sections where the member is deficient or all of the Drivers Training Program.
7. Before any member begins the Driver Training Program, he/she must meet the following requirements:
 - a. HE/SHE MUST BE APPROVED BY THE MEMBERSHIP AS A MEMBER OF THE MISSOURI VALLEY FIRE DEPARTMENT.

- b. HE/SHE MUST BE 21 YEARS OF AGE TO OPERATE ANY APPARATUS PER THE DEPARTMENT'S INSURANCE CARRIER.
 - c. HE/SHE MUST NOT HAVE MORE THAN 2 MOVING VIOLATIONS WITHIN THE 24 MONTH PERIOD PRIOR TO ENTERING THE DRIVER TRAINING PROGRAM.
 - d. HE/SHE MUST BE INSURABLE ON THE DEPARTMENTS INSURANCE CARRIER.
 - e. HE/SHE MUST HAVE COMPLETED HIS/HER PROBATIONARY MEMBERSHIP PERIOD.
 - f. HE/SHE MUST BE AN ACTIVE MEMBER OF THE DEPARTMENT FOR AT LEAST THREE MONTHS.
 - g. HE/SHE MUST HAVE A VALID IOWA DRIVERS LICENSE.
8. Once a member has been approved to begin the Drivers Training Program, he/she will be required to successfully complete the Drivers Training Record that has been issued.
Note: A Drivers Training Record will be filled out for each piece of apparatus.
9. While completing the "hands on" section of this program, the following guidelines are to be adhered to while performing the "behind the wheel" training.
Note: It is the driver trainees responsibility to schedule time with a qualified driver for "behind the wheel" training and a member of the Training Committee for the "hands on" training.
- a. THE TRAINEE MUST FIRST DRIVE THE APPARATUS HE/SHE IS TRAINING ON WITH A MEMBER OF THE DRIVER TRAINING COMMITTEE.
 - b. THE MEMBER MAY ONLY DRIVE THE APPARATUS WITH A QUALIFIED DRIVER (OF 1 YEAR) ON THAT PARTICULAR APPARATUS.
 - c. THE APPARATUS WILL BE PLACED OUT OF SERVICE WHILE OUT, UNLESS THERE IS AN ADEQUATE CREW ON BOARD.
 - d. THE APPARATUS SHALL NOT BE DRIVEN OFF THE HARD SURFACE ROADWAY.
 - e. THE APPARATUS SHALL BE REFUELED AFTER EACH USE.
 - f. THE PRIMER FLUID WILL BE CHECKED AFTER EACH PUMP OPERATION. (IF SO EQUIPPED)
 - g. ABSOLUTELY NO DRIVERS TRAINING IN INCLEMENT WEATHER OR RUSH HOUR TRAFFIC.
 - h. ALL DRIVERS TRAINING MUST BE LOGGED ON THE DRIVERS TRAINING RECORD AND SIGNED.
 - i. AFTER EACH TIME OUT, IF NECESSARY, THE ENTIRE APPARATUS SHALL BE WASHED.

**By Authority of:
Fire Chief**

Eugene Shaeffer

DRIVER TRAINING RECORD

NAME

UNIT NUMBER

DATE TRAINING STARTED

DATE TRAINING COMPLETED

ABSOLUTELY NO DRIVERS TRAINING IN INCLEMENT WEATHER OR RUSH-HOUR TRAFFIC.

TRAINERS
INITIALS

_____ Individual knows pump capacity, tank size, what type of fuel the apparatus and generator use.

_____ Individual knows the operations of instrument panel switches and gauges.

_____ Individual knows the number of attack lines, the size and length of each attack line, type of nozzle on each line, size of supply lines and length of supply lines.

_____ Individual knows the number of ground ladders and length of each ladder.

_____ Individual knows where all the equipment is placed and how to use each piece of equipment.

_____ Individual has drafted with apparatus where applicable.

_____ Individual has pumped attack lines and supply lines.

_____ Individual has set up a dump tank and has participated in a tanker shuttle

_____ Individual knows pump shift operations.

MILEAGE FORM

25 MILES ON FIRST DUE ROADS (10 MILES AFTER DARK)

NOTE: THESE ARE OPEN ROADS SUCH AS HIGHWAYS, SUBDIVISIONS, ETC.

Trainers Initials Date

Beginning Mileage

Ending Mileage

THIS INDIVIDUAL HAS SUCCESSFULLY COMPLETED ALL THE REQUIRED TRAINING AND IS RELEASED TO OPERATE THIS PIECE OF APPARATUS UNDER THE PROCEDURES AND GUIDELINES SET FORTH BY THE MAGNOLIA VOLUNTEER FIRE DEPARTMENT.

DRIVER TRAINING COMMITTEE _____

DATE _____

SAFETY/TRAINING OFFICER _____

DATE _____