

# **POLSON City/Rural FIRE DEPARTMENT**

## **Operating Guidelines**

Issued By: Chief John Ed Fairchild  
Updated/Revised Feb. 26, 2009

### **302.00 Apparatus Driver Responsibilities**

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**302.01 - PURPOSE:** To provide uniform requirements for apparatus driver training and requalification.

**302.02 - PROCEDURE:**

1. Possess a valid Montana State Drivers License and be at least 18 years of age.
2. Be off fire department probation.
3. Submit a written request to and approved by the fire chief to start driver training.
4. A request must be submitted to and approved by the apparatus insurance carrier.
5. Receive permission to start training by the fire chief and after initial approval any chief officer can give permission. This permission will be given only after investigation into the driver's record and capability.
6. The trainee's driving of emergency vehicles shall be limited to training and non-emergency activities. **ONLY EXCEPTION:** If an emergency situation occurs and there is not a certified operator present at that time and the trainee has been trained and tested successfully on that apparatus and approved by the officer in charge to act in this capacity. The trainee may operate the vehicle during that emergency provided the officer in charge or trainee contacts LCFC by radio and requests that the tones and siren be activated requesting a driver. If no driver should show up at the station within a reasonable amount of time, the trainee may drive the apparatus.
7. Training sequence for the apparatus will be determined by the chief and the candidate's residence location.

8. Complete a minimum of ten hours of training on that vehicle which is requested, this includes (10) formal road exercises of 45 minutes in duration with the truck officer.
9. Pass a final road test given by 3 chief officers prior to advancing to the next truck.
10. Maintain and exhibit a commendable driving record, reporting all infractions, accidents, suspensions or revocations to the Fire Chief.
11. Qualified drivers shall be required to requalify on each type of apparatus semi-annually; and completing the Polson Fire Department Emergency Driving Course every other year. Requalification will take place during the months of April through June; this process will be done by signing up for requalification.
12. Requalification shall consist of successfully completing a driver qualification test given by a chief officer.
13. Requalification tests may be waived by the Fire Chief based on observations of the drivers at alarms and/or drills.
14. The right to drive apparatus may be revoked by the Fire Chief at anytime.
15. The record keeping of the training will be done on Polson Fire Department Apparatus Operator Qualification Report. This is the only means to document the type of training and length of training.

**302.03 - DUTIES OF DRIVER/PUMP OPERATOR:**

1. To insure the safe and rapid arrival of the apparatus to the emergency scene.
2. To operate the fire pump.
3. Responsible for the return of all equipment to apparatus following all alarms.
4. Must be able to operate the radio.
5. Should have full knowledge of equipment on the apparatus.

**ATTACHED ARE THE APPARATUS OPERATOR QUALIFICATION REPORT**

**POLSON FIRE DEPARTMENT  
302.00 APPARATUS OPERATOR QUALIFICATION REPORT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 300 ( ) 310 ( ) 319 ( ) 333 ( )  
 311 ( ) 312 ( ) 324 ( ) 326 ( )  
 LESSON NUMBER: \_\_\_\_\_ APPARATUS: 314 ( ) 315 ( ) 316 ( ) 328 ( )  
 317 ( ) 318 ( ) BT ( ) 337 ( )

LESSON TIME: \_\_\_\_\_ (MIN.) or (Hours) MILES: \_\_\_\_\_

EXAMINER: \_\_\_\_\_

Captain Approval For Final Exam: \_\_\_\_\_

**CIRCLE THE APPROPRIATE ANSWER OR SKILL LEVEL YES/NO**

1. FAMILIAR WITH PFD EMERGENCY VEHICLE SOG & V&T LAWS:	Yes / No
2. DEMONSTRATES ABILITY TO SAFELY OPERATE VEHICLE:	Yes / No
3. DRIVING SKILLS (OVERALL)	
Steering	Yes / No
Braking	Yes / No
Shifting Gears	Yes / No
Use Of Clutch	Yes / No
Coordination of Shifting and Braking	Yes / No
Treatment Of Engine (Maintains RPMs)	Yes / No
Turning	Yes / No
Cornering	Yes / No
Backing Up	Yes / No
Proper Use of Mirrors	Yes / No
Safe Passing	Yes / No
Signals Properly	Yes / No
Anticipates Traffic Situations	Yes / No
Operates Vehicle at A Prudent Speed	Yes / No
Placement of Vehicle in Designated Position	Yes / No
4. WORKING KNOWLEDGE OF ALL DEPARTMENT SOG'S	Yes / No
5. KNOWLEDGE OF COUNTY RADIO PROCEDURES	Yes / No
6. KNOWLEDGE OF CRASH REPORTING PROCEDURES	Yes / No

<b>302.00 APPARATUS OPERATOR QUALIFICATION REPORT – PAGE –2</b>	
<b>CIRCLE THE APPROPRIATE ANSWER OR SKILL LEVEL</b>	<b>YES / NO</b>
7. LOCATION OF EQUIPMENT	Yes / No
8. OPERATION OF SPECIALIZED EQUIPMENT	Yes / No
9. KNOWLEDGE OF STREET LOCATIONS	Yes / No
10. OPERATION OF APPARATUS WARNING DEVICE CONTROLS	Yes / No
11. FAMILIAR WITH DASHBOARD GAUGES AND CONTROLS	Yes / No
12. THOROUGHLY FAMILIAR WITH REGARD TO OVERALL OPERATOR RESPONSIBILITY AND SAFETY	Yes / No
13. GENERAL PUMPING KNOWLEDGE:	
HYDRANT PROCEDURES	Yes / No
TANKING PROCEDURES	Yes / No
TANK USE	Yes / No
LAYING HOSE OPERATION	Yes / No
PUMPING	Yes / No
SHIFTING INTO PUMP GEAR (NORMAL & MANUAL)	Yes / No
TRANSFER VALVE	Yes / No
PRESSURE RELIEF VALVE	Yes / No
PUMP PANEL FAMILIARITY	Yes / No
SUCTION LINES	Yes / No
DISCHARGE LINES	Yes / No
OPERATING PUMP PRESSURE	Yes / No
ROUTINE OPERATION	Yes / No
14. OVERALL ACCEPTABLE QUALIFICATION EXERCISE	Yes / No
15. COMMENT SECTION: EXAMINER SHOULD INDICATE NARRATIVE COMMENTS HERE:	
16. VEHICLE FUELED, WASHED AND RETURNED TO FULL SERVICE:	Yes / No