



**Section: Training**

**Page: 1 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

## **I. Policy**

- A. In line with NFPA 1500 and NFPA 1451 standards, the Prince George Fire and Emergency Services (PGFEMS) enforces a rigorous apparatus clearance protocol. Mandated by the Prince George County Insurance carrier, this procedure ensures the safest operation of all PGFEMS Apparatus, meeting and exceeding the National Fire Protection Association guidelines.
- B. Our primary objective is the safety of the public, properties, and our dedicated staff. Hence, PGFEMS has a thorough clearance system for members operating various Apparatus, from Support units and Ambulances to Fire Engines and Specialty Apparatus.
- C. PGFEMS's core commitment is exceptional training for every member. Before entrusting them with equipment, we ensure they are adequately trained, not just for compliance but to prioritize the safety of our team and the wider community. This approach amplifies our efficiency, fortifies safety, and minimizes risks for all involved.

## **II. Scope**

The County and PGFEMS mandate that all employees and volunteers operate County-owned Apparatus legally and safely. They must maintain valid driving licenses and adhere to the traffic laws, PGFEMS policies, and the PGFEMS Drivers Clearance Process. The Fire Administration Office must be promptly informed of any driving violations, changes in driver information, or driver status within one working day to maintain accountability and safety. This procedure applies to all Prince George Fire & EMS members operating County Apparatus.

## **III. Responsibility**

This policy allocates responsibilities across different roles to ensure the proper clearance, operation, and safety of all PGFEMS Apparatus:

### **A. Driver/Operator:**

- 1. Maintain a valid Virginia driver's license and necessary certifications to operate specific PGFEMS Apparatus.
- 2. Adhere to safe driving practices.
- 3. Follow all PGFEMS policies and procedures while operating Apparatus .
- 4. Attend and complete annual testing as per policy



**Section: Training**

**Page: 2 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

**B. Station Officer/Supervisor:**

1. Oversee the clearance training process for Drivers/Operators.
2. Verify that all Drivers/Operators meet the requirements for PGFEMS apparatus operation.
3. Ensure team compliance with related department policies and procedures.

**C. PGFEMS Administration Training Division:**

1. Establish and maintain the clearance process per NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications.
2. Set operational guidelines and provide training.
3. Maintain Driver/Operator qualification records.
4. Periodically review and update the policy to align with departmental and industry evolution.
5. Conduct final testing and annual testing for EVOC Class, 2 and 3 Apparatus.

**D. All PGFEMS Members:**

1. Comply with the clearance process and PGFEMS apparatus operation policies.
2. Immediately report violations, accidents, or changes in driver status to supervisors and cooperate with the clearance process as needed. Additionally, all accidents, thefts, or damages involving PGFEMS Apparatus, beyond State law requirements, must be:
  - i. Reported immediately to both the Police Department and the on-duty Battalion Chief.
  - ii. Communicated to the appropriate Finance Department Personnel handling apparatus claims within one working day.
  - iii. Detailed in a written letter explaining the circumstances, submitted to the PGFEMS Battalion Chief, and forwarded to the Chief of PGFEMS within one working day.
  - iv. Follow all policies related to PGFEMS Driving, accident, and clearance.



Section: Training

Page: 3 of 24

Section No: 6.1

Date: 11/27/2023

Title: Drivers Clearance

Authorized By:

## IV. Procedure

### A. General Guidelines

#### 1. Eligibility:

- i. Applicable to all PGFEMS Members.
- ii. Age Requirement: Members must be 18 to drive any PGFEMS Apparatus.
- iii. Licensing: Members must possess a valid Virginia Driver's License.
- iv. Successfully completed the EVOC Class for the apparatus they wish to start the driver's clearance process. Notably, any PGFEMS Volunteer or Career member, before July 2019, who had taken and completed the Virginia Department of Fire Programs EVOC course when VDFP did not have class one apparatus testing—is considered grandfathered. However, this provision applies only if their certification is duly registered and on file with the Fire Administration
- v. Certification: To begin driver's training on any Class 3 EVOC apparatus, members must hold both Firefighter One and Hazmat Operations certifications.

#### 2. Physical Fitness Requirements

- i. In accordance with NFPA 1500: Standard on Fire Department Occupational Safety, Health, and Wellness Program and NFPA 1582: Standard on Comprehensive Occupational Medical Program for Fire Departments, PGFEMS members, including pump operators, are required to maintain a high level of physical fitness.
- ii. These standards highlight the critical nature of physical fitness in performing the demanding tasks associated with firefighting and emergency services. Maintaining physical fitness is vital for pump operators due to the strenuous nature of handling heavy equipment, enduring prolonged operational activity, and ensuring swift, effective responses in emergencies.
- iii. Regular fitness assessments, aligned with these NFPA standards, will follow the PGFEMS Physical fitness policy to ensure members meet



**Section: Training**

**Page: 4 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

the necessary physical requirements to perform their duties safely and effectively.

3. Out-of-State Apparatus Operation Regulations:

- i. Members who intend to drive a Class 3 PGFEMS apparatus outside the state boundaries must first pass a DOT-compliant drug and alcohol test. This ensures compliance with federal regulations and promotes the safe operation of heavy-duty vehicles.
- ii. Evidence of passing the DOT drug and alcohol test must be documented and maintained on file by the PGFEMS administration.
- iii. In addition to the DOT testing, members must hold a current Commercial Driver's License (CDL) to operate a Class 3 apparatus out of state.
- iv. The CDL must be valid and appropriate for the class of vehicle being operated.

B. Driving Record Review:

1. All PGFEMS members must consent to an annual review of their DMV driving records in order to operate any PGFEMS apparatus or vehicle. This is essential to maintain community safety standards and ensure proper fleet operations. Refusal will revoke the member's apparatus driving privileges.

C. Acceptable Driving Records:

1. -4 or less demerit points.
2. No DUI convictions within the past three years.
3. For those licensed over three years, the last three must show an acceptable driving record.
4. Fewer than 2 "at fault" accidents in the preceding 5 years.



**Section: Training**

**Page: 5 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

**D. Unacceptable Driving Records:**

1. -5 or more demerit points.
2. DUI convictions within the past three years.
3. Any suspended license, unless two violation-free years have passed since reinstatement.
4. Over 3 minor moving violations within 30 months.
5. More than 1 at-fault accident within 30 months.
6. Over 2 minor moving violations combined with one at-fault accident in the past 30 months.
7. Affected drivers must complete a defensive driving course at their expense. Successful completion must be documented and submitted to the PGFEMS Chief for driving privilege reinstatement.
8. Any driving infraction conviction must be promptly reported to the PGFEMS Chief.

**E. Restrictions:**

1. Only active employees, volunteer members, or those with approved waivers can ride in a PGFEMS apparatus during emergencies unless authorized by the PGFEMS County Chief.

**F. Training and Proficiency:**

1. Proficiency Verification: Driving proficiency must be validated through the Virginia Association of Volunteer Rescue Squad, Virginia Department of Fire Programs EVOC, or any Fire Administration-approved EVOC before starting the driver's clearance process.
2. Operating Guidelines: PGFEMS members can only operate a PGFEMS apparatus upon successfully completing the approved EVOC and PGFEMS Drivers clearance program. An evaluation from an authorized PGFEMS Instructor is mandatory. PG Law Enforcement personnel with DCJS EVOC certification are permitted to drive ambulances.
3. Continuous Training: Every two (2) years PGFEMS Emergency Apparatus Operations, refresher class, and cone course are mandatory for each apparatus clearance.
4. Emergency Apparatus Operation: Any member cleared under this driver's clearance policy wishing to continue to operate an emergency apparatus must



**Section: Training**

**Page: 6 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

have documentation of their annual PGFEMS refresher conducted by a recognized PGFEMS Administration Training Division Instructor.

5. Fire Pump Operations Training: PGFEMS strongly recommends that members aiming to operate apparatus equipped with a fire pump complete the PGFEMS Basic Pump Operators program before initiating the driver's clearance process. If a member still needs to complete this program, they are expressly prohibited from operating any apparatus with a pump in an emergency mode unless a cleared pump operator is with them on that apparatus. The sole exceptions to this rule are brush trucks and brush jeeps. This approach is in place to ensure members have the necessary expertise to handle the complexities of fire pump operations safely and effectively.

**G. Practical Driving Experience and Testing for All EVOC Class Apparatus:**

1. Sequential Apparatus Clearance: Clearance for operating PGFEMS Apparatus mandates that members progress through a specific order: Support, Ambulance, Fire Engine, Tanker, and Specialty Apparatus. Note: Clearance for Ladder Trucks and Heavy Rescue Units can only be pursued after clearance for the Fire Engine. These apparatus do not necessitate Tanker clearance.
2. Specific Training for Each Apparatus: Each apparatus type necessitates distinct training and evaluation tailored to its operation, equipment, and functions. For apparatus equipped with a fire pump, members must first complete the PGFEMS Basic Fire Pump Operations course before responding to emergencies.
3. Emergency Mode Restrictions: Post-clearance, candidates are prohibited from driving in emergency mode for any EVOC Class 3 apparatus unless they have successfully completed the PGFEMS Basic Pump Operators class or are accompanied in the apparatus by a PGFEMS Cleared pump operator.

**H. Final Approval Procedure:**

1. Alternate Instructor Request: In the event of a necessary retest, members can request an alternate instructor from the administrative team for their evaluation.



**Section: Training**

**Page: 7 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

2. Leadership Neutrality: To uphold objectivity and transparency throughout the evaluation, leaders are expressly prohibited from acting as the final evaluator/examiner for members to whom they report directly.

**I. Volunteer Members' Retesting:**

1. Volunteers are permitted up to three attempts at the driving test.
2. Unsuccessful retest will result in the candidate to continue drivers training at the station level and must document an additional 50% of the training hours specific to that apparatus class before another testing opportunity
3. Post-three additional unsuccessful attempts, members must complete the initial training process for the specific apparatus class and provide the necessary documentation. Additionally, a one-year testing restriction will be imposed from their last unsuccessful test date.

**J. Career Members' Retesting:**

1. Pertaining to EVOC Class vehicles 1, 2, and 3 (Engine): Career members who fail the driver's evaluation testing can retake the test a maximum of three times.
2. Unsuccessful retest after the first three attempts will result in the candidate to continue drivers training at the station level and must document an additional 50% of the training hours specific to that apparatus class before another testing opportunity.
3. A fourth unsuccessful testing attempt could lead to disciplinary measures, potentially including termination.

**V. EVOC Class Requirements**

**A. Class 1 Apparatus (Support Apparatus):**

1. Successful completion of Approved EVOC class.
2. Document in approved PGFEMS Driving log no less than 2 hours of drive time with an approved PGFEMS station driving instructor.
3. Final Clearance Procedure:
  - i. The station instructor will conduct the cone course practical exam and driver must pass with 100%.





**Section: Training**

**Page: 8 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

- ii. The station instructor must complete all documents and submit them to PGFEMS Fire Administration, affirming that the member has been cleared.
- iii. PGFEMS Training Division will issue the completion certificate to the station officer, and a copy will be placed in their file—no further requirements.

**B. Class 2 Apparatus (Ambulances):**

- 1. Successful completion of Approved EVOC class.
- 2. Successful completion of Class 1 requirements.
- 3. Document in approved PGFEMS Driving log no less than 10 hours of drive time with an approved PGFEMS station driving instructor. At least 2 of those hours must be nighttime driving.
- 4. Document that the member has responded in an emergency mode at least (ten) 10 calls.
- 5. Final Clearance Procedure:
  - i. The station instructor completes all documents and submits them to PGFEMS Fire Administration for final testing.
  - ii. Member schedules an appointment with the PGFEMS Administration /Training Division for the cone course evaluation and road testing practical exams and other practical exams for that apparatus.
  - iii. The member arranges a session with the PGFEMS Training Division/Fire Administration for a hands-on assessment encompassing apparatus inspection, pump operation, cone course, and on-road evaluation. Subsequent to this review, the PGFEMS Training Division will delegate a certified PGFEMS Fire Administration driving instructor to oversee the road training exercises, where a perfect score is mandatory for successful completion.
  - iv. Upon successful evaluation, certification is provided to the station officer, and a copy will be placed in their file.

**C. Class 3 Apparatus**

- 1. Driving or operating a Class 3 apparatus is more than just handling a vehicle; it requires an innate understanding of complex fire or emergency scenes. Every moment at an emergency site necessitates swift decisions, understanding the broader context, and anticipating immediate needs. The





**Section: Training**

**Page: 9 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

Firefighter I certification lays the groundwork for this understanding, offering operators insight into the intricacies of fire situations.

2. Further enhancing this knowledge, the Hazmat Operations course empowers operators with specialized knowledge about hazardous material situations. This understanding is not merely a matter of protocol; it's an essential layer of assurance for the safety of our crew, the operator, and the community. As we navigate emergencies involving hazardous materials, we are not just following processes; we are safeguarding lives.
3. Uniformity and consistency are pillars of operational excellence. Our requirement that all active volunteer firefighters possess these certifications sets a clear precedent. It is only fitting that operators of Class 3 apparatus meet the same high standards, ensuring consistency across all PGFEMS operations.
4. In addition, by setting these criteria, we are sending a clear message to present and future volunteers about our expectations right from the outset. This clear benchmark ensures that training for Class 3 apparatus focuses on the specifics of vehicle operation, leveraging the foundational knowledge already possessed by operators. This results in a training regimen that is both efficient and comprehensive, underpinning our commitment to excellence and safety.

**D. Class 3 Apparatus (Fire Engines):**

**1. Prerequisites:**

**i. Career Provider:**

- a. Successful completion of an approved EVOC class.
- b. Cleared on EVOC Class 1 and 2.
- c. Before testing for the PGFEMS Basic Pump Operator, career providers must successfully complete all EMS clearance processes as dictated by the PGFEMS Preceptor policy.
- d. Must be a certified firefighter one (1) and Firefighter (2) and Hazmat Operations through Pro Board or the state of Virginia.

**ii. Volunteer:**

- a. Successful completion of an approved EVOC class.
- b. Successful completion of all Class 1 and 2 requirements.



**Section: Training**

**Page: 10 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

- c. Must be a certified firefighter one (1) (Firefighter 2 preferred) and Hazmat Operations through Pro Board or the state of Virginia.

**2. Required Training:**

- i. Apparatus Familiarization:
  - a. Introduction to all major and minor components.
  - b. Understanding the function and operation of onboard systems.
  - c. Safe starting, stopping, and basic maneuvering.
- ii. Emergency Driving:
  - a. Defensive driving techniques.
  - b. Safe driving in various weather conditions.
  - c. Navigating through traffic during emergencies.
  - d. Proper use of sirens, lights, and other warning devices.
- iii. Scene Positioning:
  - a. Proper apparatus positioning for defensive and offensive firefighting operations.
  - b. Positioning to avoid scene hazards (e.g., downed power lines, collapsing structures).
- iv. Equipment Operations:
  - a. Proper use and maintenance of onboard tools and equipment.
  - b. Hose loading, unloading, and deployment techniques.
  - c. Ground ladder selection, placement, and retrieval.
- v. Maintenance and Inspections:
  - a. Daily, weekly, and monthly apparatus inspections.
  - b. Troubleshooting common mechanical issues.
  - c. Reporting and documenting mechanical problems.
- vi. Communications:
  - a. Proper use of onboard radios and communication equipment.
  - b. Effective communication with dispatch, command, and other units on the fire ground.
- vii. Safety Protocols:
  - a. Understanding and adhering to safety standards and protocols during operations.
  - b. Proper use of Personal Protective Equipment (PPE) during various phases of operation.



**Section: Training**

**Page: 11 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

- viii. Simulated Emergency Responses:
  - a. Participation in mock scenarios to simulate real-world emergency responses.
  - b. After-action reviews and critiques to continuously improve performance.
- 3. Practical Driving Experience:
  - i. Candidates should complete:
    - a. Document in approved PGFEMS Driving log no less than 20 hours of drive time with an approved PGFEMS station driving instructor. At least 5 of those hours must be nighttime driving.
    - b. Document that the member has responded in an emergency mode no less than five (5) times
- 4. Final Clearance Procedure:
  - i. The station instructor must complete all documents and submits them to PGFEMS Fire Administration for final testing.
  - ii. The member arranges a session with the PGFEMS Training Division/Fire Administration for a hands-on assessment encompassing apparatus inspection, pump operation, cone course, and on-road evaluation. Subsequent to this review, the PGFEMS Training Division will delegate a certified PGFEMS Fire Administration driving instructor to oversee the road training exercises, where a perfect score is mandatory for successful completion.
  - iii. Upon successful evaluation, certification is provided to the station officer, and a copy will be placed in their file.

## E. Class 3 Apparatus (Tankers)

### 1. Prerequisites:

- i. Career Provider:
  - a. Same as EVOC Class 3 Engine with addition of:
    - 1) Cleared PGFEMS Driver of Class 3 Engine and cleared PGFEMS pump operator.
- ii. Volunteer:
  - a. Same as EVOC Class 3 Engine with addition of:
    - 1) Cleared PGFEMS Driver of Class 3 Engine and cleared PGFEMS pump operator.



**Section: Training**

**Page: 12 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

## 2. Required Training

- i. Same as EVOC Class 3 Fire Engine with attention to:
  - a. Tanker Operations and Basics:
    - 1) Understanding tanker components and capacities.
    - 2) Safe maneuvering given the weight dynamics when partially or fully loaded.
  - b. Water Shuttle Operations:
    - 1) Setting up dump tanks.
    - 2) Efficient water shuttle procedures for maintaining consistent water flow to the scene.
    - 3) Techniques for fast loading and unloading of water.
  - c. Drafting Operations:
    - 1) Setting up and using portable pumps.
    - 2) Drafting water from static sources like ponds, rivers, or portable tanks.
  - d. Driving Dynamics:
    - 1) Understanding the weight distribution, especially when the tanker is full or partially full.
    - 2) Braking, acceleration, and turning techniques to ensure safe operation.
    - 3) Addressing the risks of rollovers and practicing evasive maneuvers.
  - e. Scene Positioning:
    - 1) Proper tanker positioning for quick offloading of water.
    - 2) Techniques for maximizing flow rates when offloading.
  - f. Emergency Driving:
    - 1) Defensive driving techniques tailored to the unique nature of tankers.
    - 2) Handling emergencies while transporting large quantities of water.
  - g. Equipment Operations:
    - 1) Familiarization with all onboard equipment, including valves, chutes, and pumps.
    - 2) Ensuring quick setups for rapid deployment of water resources.



**Section: Training**

**Page: 13 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

- h. Maintenance and Inspections:
    - 1) Identifying potential issues specific to tankers, such as water quality issues, tank leaks, or pump malfunctions.
    - 2) Ensuring tanks are cleaned periodically to prevent algae growth or contamination.
  - i. Rural Water Supply Tactics:
    - 1) Understanding the nuances of supplying water in rural areas.
    - 2) Techniques for establishing temporary water supply points or relay operations.
  - j. Inter-agency Collaboration:
    - 1) Working effectively with other departments or agencies during large-scale operations where multiple tankers might be involved.
    - 2) Efficient relay and tandem tanker operations.
  - k. Safety Protocols:
    - 1) Ensuring safety during fill and dump operations.
    - 2) Addressing risks related to water weight and movement within the tanker during operations.
  - 3. Practical Driving Experience:
    - i. Candidates should complete:
      - a. Accumulate 10 hours of drive time with an approved PGFEMS station-driving instructor.
      - b. Document that the member has responded in an emergency mode no less than three (3) times.
  - 4. Final Clearance Procedure:
    - i. The final clearance procedure is the same as the above class 3 (engine) apparatus
- F. Class 3 Apparatus (Ladder Trucks/Aerials)**
- 1. Prerequisites:
    - i. Career Provider:
      - a. Same as Class 3 Engine.
      - b. Cleared PGFEMS Driver of Class 3 Engine and cleared PGFEMS pump operator.



**Section: Training**

**Page: 14 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

ii. Volunteer:

- a. Same as Class 3 Engine.
- b. Cleared on EVOC Class 1, 2, and 3 for fire engines.
- c. Cleared PGFEMS Driver of Class 3 Engine and must be a cleared PGFEMS pump operator.

2. Required Training

- i. Dedicated Aerial Operations Training: Given the specialized nature of aerial operations, potential operators should undergo dedicated training focusing on the intricacies of ladder trucks. This includes:
  - a. Advanced Emergency Response Scenarios: Situations such as high-rise fires, multi-story rescues, or other situations where aerial ladders might be deployed.
  - b. Building Construction and Roof Operations: Understand various building types and roof structures to ensure safe and effective operations.
  - c. Equipment Familiarization: Proficiency with specialized equipment on an aerial apparatus, such as saws, ventilation tools, and specialty rescue equipment.
  - d. Safety Protocols: Reinforce measures, especially when operating at heights, around electricity, or in other potentially hazardous environments.

3. Practical Driving Experience:

- i. Candidates should complete:
  - a. At least 20 hours of driving with no less than 5 hours of nighttime driving under the supervision of a PGFEMS-approved station level driving instructor.
  - b. Demonstrated proficiency in handling the ladder truck, with a particular focus on its unique size, weight distribution, and other operational characteristics.
  - c. Scenario-Based Training: Engage in simulations or real-world scenario drills to evaluate competence, decision-making, and skill application.

4. Final Clearance Procedure:

- i. Same clearance process for EVOC Class 3 apparatus.



**Section: Training**

**Page: 15 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

**G. Class 3 Apparatus (Heavy Rescues – Extrication Units)**

**1. Prerequisites:**

**ii. Career Provider:**

- a. Same as Class 3 Engine.
- b. Cleared on EVOC Class 1, 2, and 3 for fire engines.
- c. Cleared PGFEMS Driver of Class 3 Engine and must be a cleared PGFEMS pump operator.
- d. Clearance on Tankers or ladder trucks is not required for clearance on Heavy Rescue Apparatus.
- e. Members must secure vehicle extrication certification and demonstrate proficiency in vehicle extrication equipment before being granted authorization to operate the Class 3 Heavy Rescue Apparatus.

**ii. Volunteer:**

- a. Same as Class 3 Engine.
- b. Cleared on EVOC Class 1, 2, and 3 for fire engines.
- c. Cleared PGFEMS Driver of Class 3 Engine and must be a cleared PGFEMS pump operator.
- d. Clearance on Tankers or ladder trucks is not required for clearance on Heavy Rescue Apparatus.
- e. Members must secure vehicle extrication certification and demonstrate proficiency in vehicle extrication equipment before being granted authorization to operate the Class 3 Heavy Rescue Apparatus.

**2. Required Training**

- i. Dedicated Apparatus Extrication Training. Given the unit's specialized nature, potential operators must undergo rigorous training that covers the following:
- ii. Equipment Familiarization: Must have documentation of mastery in using extrication tools such as hydraulic spreaders, cutters, rams, power units, jacks, stabilization tools, and airbags.





**Section: Training**

**Page: 16 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

- 
- iii. Extrication Scenarios: Successfully complete and document all practical exercises and drills that simulate real-world apparatus accidents. These should encompass various Apparatus (cars, buses, trucks) and situations (rollovers, entrapments, multiple apparatus accidents).
  - iv. Scene Safety and Management: Training on setting up safe perimeters, traffic management, working around potential hazards like leaking fuels, and managing civilians at the scene.
  - v. Inter-departmental Collaboration: Collaborative exercises with teams to ensure smooth extraction-to-care transitions for victims.
  - vi. Hazard Recognition: Emphasizing on recognizing dangers such as unstable Apparatus, energized electrical systems, and potential fire hazards.
3. Practical Driving Experience:
- i. Operators must complete 5 hours of driving under the supervision of a PGFEMS-approved station-level driving instructor. This should account for the truck's weight, equipment load, and unique handling characteristics.
  - ii. Documentation & Accountability: Document all training, drills, and real-world extrications for quality assurance and continuous improvement.
4. Final Clearance Procedure:
- i. The final clearance procedure is the same as the above class 3 apparatus.



Section: Training

Page: 17 of 24

Section No: 6.1

Date: 11/27/2023

Title: Drivers Clearance

Authorized By:

## **VI. Provision for Candidates with Prior Clearances and Certifications:**

### **A. Driving Validation**

1. PGFEMS upholds a rigorous standard for recognizing driver training certifications from other agencies. Candidates who present credentials from external agencies will undergo an in-depth assessment by the PGFEMS Training Division/Fire Administration to determine if their training aligns with PGFEMS benchmarks. If PGFEMS accepts these certifications, the member can challenge the PGFEMS test specifically for that apparatus class, but only once, and must score 100% in all areas. Should they fail in this challenge, they are then mandated to fulfill all PGFEMS-specific requirements for that apparatus class.

### **B. Pump Operation Validation**

1. Career or volunteer professionals presenting certifications from other fire departments will undergo a rigorous review. Upon PGFEMS's acceptance of these certifications, the member can challenge the PGFEMS test tailored for that specific apparatus class. However, this challenge can be taken only once and demands a flawless performance, with a score of 100% across all tested domains. Should the member falter in this challenge, it becomes imperative for them to meet every PGFEMS-specific requirement for the respective apparatus class.
2. To be eligible for this challenge, members must provide exhaustive documentation substantiating their successful completion of a Pump Operator's course (with a proclivity for DPO) and Rural Water Supply training. The PGFEMS Fire Administration/Training Division will meticulously examine this documentation to ascertain its alignment with PGFEMS's high standards. An affidavit or an official letter from the contributing department endorsing the member's skill set and competence may be required to corroborate the member's certifications further.



Section: Training

Page: 18 of 24

Section No: 6.1

Date: 11/27/2023

Title: Drivers Clearance

Authorized By:

3. Volunteer members who have previously been cleared as PGFEMS-approved drivers, pump operators, and maintained an active status as certified operational firefighters are also eligible to challenge the pump operator testing and cone course. For these volunteers, passing the practical exam, as outlined for other members aspiring to challenge the testing, remains a pivotal requisite. This ensures a consistent standard of excellence and safety across all PGFEMS members.
- C. Final Approval Process: The final clearance will be contingent on the review and approval by the PGFEMS Fire Administration Training Division. Any deviations from the standard protocol due to prior clearances will be addressed on a case-by-case basis.

## **VII. Driving Instructor Qualifications**

- A. Driving instructors are the cornerstone of Prince George Fire and Emergency Services (PGFEMS) dedication to upholding safety, proficiency, and operational excellence. Following the guidelines of NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications, they are instrumental in instilling theoretical knowledge and practical skill sets in our members. With their hands-on expertise and intimate understanding of local nuances, station-level instructors lay the foundational groundwork for our training regimen. The final clearance testing for Class 2 apparatus and above is entrusted to the PGFEMS Fire Administration/Training Division to ensure uniformity and adherence to our exacting standards. This collaborative, tiered approach ensures that our members receive a holistic and standardized training experience, echoing our commitment to the safety of our personnel and the community we serve.

## **VIII. Driver Clearance Instructor Qualifications and Requirements**

- A. Administration/Training Division Driving Instructor Qualification Requirements
  1. To maintain the high standards and safety of the PGFEMS, the qualifications for a Fire Admin Level Driver's Training Instructor are comprehensive and robust. Instructors play a pivotal role in shaping the capabilities of PGFEMS members and ensuring that driving practices meet or exceed established standards. The following are mandatory qualifications for individuals seeking this esteemed role:
    - i. Must have EVOC Certification at the level instructed.



**Section: Training**

**Page: 19 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

- ii. Clean Driving Record: Instructors must maintain a clean driving record, free from serious violations or incidents from DMV or PGFEMS. This serves as a testament to their commitment to safe driving practices and upholding the standards they teach.
- iii. Can have no current disciplinary action or on probation.
- iv. EVOC Instructor Certification (Preferred): It is highly recommended that any PGFEMS Administration/Training Division instructor have successfully completed and hold an active Emergency Apparatus Operations Course (EVOC) Instructor Certification for Class one, two, and three. This ensures the instructor possesses in-depth knowledge of emergency apparatus operations and is equipped to teach and guide other members. In replace of this certification, the instructor shall have and maintain a valid Virginia Commercial Driver's License (CDL) Recognition. Possessing a Virginia CDL can act as an auxiliary credential for the instructor, indicating an advanced understanding and proficiency in apparatus operations. However, while a CDL can supplement the instructor's qualifications, it cannot replace the essential experience and specialized knowledge required for emergency apparatus operations. Therefore, even if armed with a CDL, instructors must still undergo a validation process by a certified EVOC Instructor before they are greenlit to conduct final testing.
- v. Clear Operator Experience: An Instructor must have been a cleared operator and clear pump operator for no less than two years. This duration ensures that they have sufficient real-world experience and are familiar with the practical challenges and nuances of apparatus operation within the PGFEMS.
- vi. Communication Skills: Given the critical nature of the role, it's essential that instructors possess exceptional communication skills, ensuring clear, concise, and effective dissemination of knowledge to trainees.
- vii. Evaluation Skills: Instructors should have the ability to evaluate trainees' skills, both theoretical and practical, objectively. This aids in identifying areas of improvement and ensuring that every trainee meets the necessary standards before obtaining clearance.



**Section: Training**

**Page: 20 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

- viii. Final Approval: All potential Fire Admin Level Driver's Training Instructors, regardless of their qualifications and experiences, will need the final endorsement from the Fire Administration Training Division. This step ensures that only the most qualified, reliable, and trusted members are entrusted with the role of shaping the next generation of PGFEMS operators.
- ix. Continuous Education: In the ever-evolving realm of emergency services, it's vital that instructors remain updated with the latest techniques, technologies, and best practices. As such, periodic refresher courses and advanced training sessions are recommended to keep their knowledge and skills current.

**B. Qualifications for Volunteer Station Level Drivers Training Instructor.**

- i. Volunteer station-level driving instructors must meet the same stringent qualifications as those set forth for the fire administration/training division. Additionally, they must receive formal approval from the fire administration to act as driving instructors. To ensure uniformity and consistency in evaluations across all PGFEMS, the final testing will be coordinated and conducted exclusively at the administration level. This systematized approach guarantees a standardized evaluation process that benefits all members and upholds the safety and professionalism of our community services.

**IX. Annual Refresher Training:**

- A. Pursuant to NFPA 1451, all PGFEMS members who are cleared to operate emergency Apparatus are required to undergo a refresher-training cone course every two (2) years to retain their clearance status. This training encompasses updates on driving regulations, an introduction to any new apparatus features, reinforced lessons on safe driving practices, and successful completion of the PGFEMS cone course. Additionally, operators cleared for Class 3 Apparatus will be subjected to a supplementary evaluation focused on pump operations to ensure their continued competence.



**Section: Training**

**Page: 21 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

**X. Record Maintenance:**

- A. Per NFPA 1451, the PGFEMS Fire Administration Training Division holds the responsibility for preserving updated records of every PGFEMS driver. Volunteer station Chiefs must verify that all driver clearance documentation for station members is completed both at the station and within the Fire Administration. This documentation encompasses EVOC certification, refresher training attendance, driving assessments, disciplinary actions, and driving-related incidents. Maintaining these records is vital for evaluating a member's driving aptitude, deciding their apparatus operation eligibility, and for insurance and liability considerations.

**XI. Review and Revision:**

- A. This policy is subject to a review at a minimum interval of two years, or more frequently if necessary, to ensure its continued relevance and efficacy. The revision process will solicit feedback from PGFEMS members, the Fire Administration, and the Training Division, in addition to analyzing relevant accident/incident reports and changes in state or local legislation. All modifications to this policy will be relayed to the entirety of PGFEMS and incorporated into the annual refresher training.

**XII. Confidentiality:**

- A. Data amassed during the clearance procedure, including but not limited to driving records, evaluations, disciplinary actions, and personal details, will remain confidential. This information will solely serve the objectives described in this policy. Data access will be stringently monitored and restricted only to relevant PGFEMS personnel essential for the safe and efficient management of PGFEMS Apparatus.

**XIII. Reference Book for Driving and Apparatus Inspection**

- A. The comprehensive "Reference Book for Driving and Apparatus Inspection" can be found within the PGFEMS Policies under "Operations Section" This resource has been meticulously curated to grant all members access to vital information regarding cone course testing and other pertinent details. Its purpose is to ensure that every individual has a thorough comprehension and the necessary tools to navigate and succeed in the drivers' clearance process confidently.



**Section: Training**

**Page: 22 of 24**

**Section No: 6.1**

**Date: 11/27/2023**

**Title: Drivers Clearance**

**Authorized By:**

- B. Furthermore, for a deeper dive into pump operations, the "PGFEMS Basic Pump Operators" handbook is readily available under "Training Section." This guide comprises all practical testing sheets against which members will be evaluated. Both resources are paramount for an all-encompassing understanding and preparation for the tasks ahead.




#### **XIV. Policy Non-compliance and Disciplinary Actions:**

- A. All PGFEMS members, both career and volunteer, are strictly required to adhere to the guidelines and regulations of this policy. Adherence is not only firmly rooted in the NFPA 1500 and NFPA 1451 standards but is also a mandated requirement under the Prince George Liability Insurance. Failing to comply can lead to significant consequences for the individual, the department, and the wider community, including potential civil or criminal liabilities. It falls under the purview of the Chief of PGFEMS, supervisors, and associated authorities to ensure rigorous enforcement and consistent adherence to this policy. Members found in violation may face disciplinary measures, calibrated based on the severity of their breach. In extreme cases, this could result in removal from service.





23  
Paul B. B. B.

-  Candidate shows competency driving on the interstate
-  Candidate shows competency driving on primary roads (ex. Route 460)
-  Candidate shows competency driving on secondary roads



# PRINCE GEORGE FIRE AND EMS

Section: Training

Page: 24 of 24

Section No: 6.1

Date: 11/27/2023

Title: Drivers Clearance

Authorized By:

*Paul Beaman*

- ☐ Candidate shows competency driving in residential areas
- ☐ Candidate shows competency driving at night or in inclement weather (on multiple road types)

Candidate has completed the *Behind-the-Wheel Driving* section

<b>Date:</b>	<b>Trainer's Initials:</b>

Print Name of Instructor: \_\_\_\_\_ Signature: \_\_\_\_\_