Montgomery County Fire and Rescue Service

EMERGENCY VEHICLE DRIVER / OPERATOR

DRIVER CERTIFICATION & TRAINING PROGRAM

BRUSH TRUCK

The Driver Training and Certification Process

This section outlines the driver training and certification process for new drivers certifying for the first time on EMS units, Brush Trucks, Engine, Trucks, Rescue Squads and Tankers.

New Drivers

A Driver/Operator candidate must submit an application indicating his/her desire to become a Driver/Operator trainee. This application can be obtained from the MCFRS Quicklinks and submitted to the employees' DFRS Shift Captain; LFRD personnel should submit to their LFRD Driver Training Coordinator. The Shift Captain/LFRD Driver Training Coordinator must forward the request to the MCFRTA Driver Training Coordinator at the email address: Fire.DriverTraining@montgomerycountymd.gov . The Driver Training Coordinator will meet with the driver candidate and Shift Captain/LFRD Driver Training Coordinator to review the requirements of the Driver Certification Policy and ensure that the candidate meets the prerequisites.

1. A review of the MCFRS Driver/Operator Training Policy.
2. The Driver/Operator candidate must provide a copy of their current license and driving record for review. Personnel who have 5 points or more on their license will not be granted driver training status. Maryland MVA requires a mandatory counseling session when a driver has 5 points on their record. When a current driving record shows they are below 5 points, the candidate will then be granted driver training status.
3. The criteria (A-G) will be used to screen potential MCFRS drivers. Any prospective driver trainee who has any of these offenses on their driving record within the past five years will not be granted driver training status:
    a. Conviction of a drug or alcohol related driving offense.
    b. Refusal to submit to a Blood Alcohol content test.
    c. Conviction for reckless driving.
    d. Suspension, revocation, or administrative restrictions within the tracked time frame for the licensed state.
    e. Leaving the scene of a collision as defined by law.
    f. An at-fault fatal collision.
    g. Conviction of a felony involving a motor vehicle.
4. Determine if the trainee has a valid and appropriate class license for class of vehicle that he/she will be training on.
5. Ensure that a driver training preceptor/mentor has been assigned.
6. Develop a schedule for the driver training and establish a projected completion date.

License Requirements

In 1986 the federal law changed for licensing of commercial vehicles. If you are a legal resident of another state, you must meet the requirements to drive an emergency vehicle for that state in order to drive an emergency vehicle in Montgomery County. You are not allowed to have multiple state licenses. If you are a legal resident of the State of Maryland and you have an out-of-state license, Maryland law requires you to obtain the appropriate class license within sixty days.

In October of 2003 The State of Maryland exempted emergency service vehicle drivers from the licensing requirement for a non-commercial class "A" and "B" license for driving an emergency vehicle. The authorization to drive a class "A" or "B" emergency vehicle is the responsibility of the political subdivision that operates the Fire Rescue Department. Effective with the implementation of this program, all personnel who are not currently certified to drive/operate a class "A" or "B" Montgomery County Apparatus must successfully complete the MCFRTA Class "A" or Class "B" Apparatus Driver Course.

EVOC Requirements

A Driver Candidate must complete the MCFRTA EVOC for light and medium duty apparatus. The driver candidate must complete the Class "B" Apparatus Driver Course for class "B" heavy-duty apparatus or in the case of tractor drawn trucks the driver/operator candidate must complete the Class "A" Apparatus Driver Course class "A" heavy-duty apparatus.

Personnel must obtain the MCFRS Emergency Operators Course certification to drive any vehicle on an emergency response. Personnel must complete at least three months of MCFRS Fire/Rescue experience to operate utility vehicles. They may respond to emergency incidents only after successful completion of the Emergency Vehicle Operators Course training and only after being certified by the MCFRS Chief/Designee to operate utility/support vehicles.

Before personnel are permitted to drive a class "B" vehicle they must successfully complete the MCFRS Class "B" Apparatus Driver Course for heavy apparatus driving.

Driving Training Requirements

Each type of vehicle has a certification checklist that includes both pre-requisite and required training that must be completed for a driver to be considered certified to drive/operate an emergency vehicle. The Driver Training package must be completed and reviewed by the MCFRTA Driver Training Coordinator prior to the practical test. LFRD personnel must have their package reviewed by the Fire Chief or a designee. The training competencies indicate the knowledge, skill and abilities that must be demonstrated and completed. When the checklist is complete, it must be signed and distributed to the appropriate persons as listed at the bottom of the checklist. The checklist indicates the date when the training competencies were completed and the officer in charge of the training. Signing this document verifies that the candidate has demonstrated proficiency in the competencies.

Driver Training Log and Portfolio

A portfolio must be maintained for all driver candidates that includes all documents pertaining to driver training. A Safe Driver Behavior Evaluation Form (Appendix A) and a Driving Log (Appendix B) must be maintained for all driver trainees. The Driving Log will verify the hours the trainee has completed in order to meet the requirement of the policy. Entries into this log must be in chronological order by date and signed by the station officer. The driving log will be reviewed along with the driver training package prior to the practical exam.

Driver Evaluations

The Safe Driver Behavior Evaluation Form must be completed for the required number of emergency and non-emergency responses during the training process. This form is used to evaluate the driving behavior of the driver trainee and should be completed at a minimum of one evaluation for every two hours of driving.

Area Knowledge

Driver Trainees are required to pass an area knowledge exam with an 70% or higher grade as a requirement of the driver certification process. Driver trainee's that are certifying on different types of apparatus must pass an area knowledge exam. The area knowledge exam must be 50 question that can be a combination of streets, buildings, hospitals or geographic locations and may include locations outside of a stations first due area. Each type of unit that is assigned to a station must have its own distinct and separate area knowledge exam. For example, a station that has an EMS unit, Engine, Truck or Rescue Squad would have area knowledge for each type of unit. The exceptions to this requirement are Tankers and Brush Trucks. Station commanders in consultation with the other shift officer's and LFRD Driver Training Coordinator must develop the area of knowledge exams and ensure that all driver trainees complete the required area knowledge exam. The area knowledge exam requirement must be completed and maintained as part of the driver training package prior to the scheduling of the practical exam.

DFRS Probationary employees will be given a standard general area knowledge exam based on their probation package for their EMS unit exam.

Training Competencies

The Driver Training competencies section is a list of the knowledge, skills and abilities that must be demonstrated prior to a driver trainee scheduling a practical exam. These competencies are intended to provide the driver trainee with the topics necessary to successfully pass the written and practical exams as well as becoming a proficient operator.

Safe Driving Principles

The section on Safe Driving Principles is provided to reinforce the safe driving principles learned in the EVOC and Class "A" and Class "B" Apparatus driver Course. These principles form the foundation of the Safe Driver Evaluation form and a driver trainee will be evaluated on these principles during the driving portion of the practical exam.

Training Supplements

The Training Supplement section provided gives additional training information on various topics that may be specific to Montgomery County procedures and provides additional information on some types of apparatus operated in Montgomery County. Additionally, web site information that a driver candidate can access to expand their base of knowledge is provided.

Practical Application Guide Sheets

Practical Application Guide Sheets (PAGS) are guide sheets that identify recommended procedures, critical tasks, and a step-by-step sequence that can be used as a reference for the trainee and trainer to use in order to complete the training competencies. PAGS do not cover all competencies.

Written Assignments

Each type of apparatus will have written assignments that must be completed by the driver trainee and reviewed by the station officer or designee. These completed assignments will be reviewed and become part of the completed driver training package that will be reviewed by the driver training coordinator prior to a practical test being administered.

Written Examinations

Written examinations will be administered on the 2nd and 4th Wednesday of the month at 0900 hours. You must register for the Written Examination at least one week prior to the examination via email to: Fire.DriverTraining@montgomerycountymd.gov. Examinations are administered at the PSTA and will begin at the time indicated. You will not be compensated for this part of the training process. If you are working, it is recommended that you get a stand-by. Please bring a pencil or pen to the examination. The use of calculators is not permitted. You must obtain a passing grade of 70% or higher in order meet this requirement for the driver training process. You must wait at least 30 days before re-testing on the written examination. A written exam will be good for 2 years from the date of exam.

EMS Unit Written Examination

EMS Unit Driver candidates are required to pass a written examination. The written examination for the EMS Unit contains multiple choice, fill-in-the-blank and essay questions. Some of the questions have several parts to them and are worth more than one point. The exam includes, but is not limited to:

- Capacities and specifications for that particular unit (fluids, height, weight)
- Equipment inventory
- Emergency Vehicle collision reporting procedures
- Procedures for daily and weekly apparatus checkout and pre-trip inspection
- Knowledge of emergency vehicle laws for the State of Maryland
- DFRS Policies and Procedures pertaining to emergency vehicle operations

Brush Truck Written Examination

Brush Truck Driver candidates are required to pass a written examination. The written exam for Brush Truck contains multiple choice, fill-in-the-blank and essay questions. Some of the questions have several parts to them and are worth more than one point. The exam includes, but is not limited to:

- 4-Wheel Drive Operations
- Capacities and specifications for that particular unit (fluids, height, weight)
- Equipment inventory
- Emergency Vehicle collision reporting procedures
- Procedures for daily and weekly apparatus checkout and pre-trip inspection
- Hose size and lengths
- Knowledge of the pump panel, nozzle reaction, drafting, foam operations
- Knowledge of emergency vehicle laws for the State of Maryland
- Wildland Fire Tactics
- MCFRS Policies and Procedures pertaining to emergency vehicle operations

Engine & Tanker Written Exams

Engine and/or Tanker Driver candidates are required to pass a written examination. The written exam for Engine and Tanker driver contains multiple choice, fill-in-the-blank and essay questions. Some of the questions have several parts to them and are worth more than one point. The exam includes, but is not limited to:

- Apparatus Positioning
- Capacities and specifications for that particular unit (fluids, height, weight)
- Equipment inventory
- Emergency Vehicle collision reporting procedures
- Knowledge of vehicle braking systems – Jake Brake operation/Engine Retarder
- Procedures for daily and weekly apparatus checkout and pre-trip inspection
- Hose size and lengths
- Structural Firefighting SOP
- Knowledge of the pump panel, nozzle reaction, drafting, foam operations
- Knowledge of emergency vehicle laws for the State of Maryland
- Metro water supply procedures
- Foam Operations
- MCFRS Policies and Procedures pertaining to emergency vehicle operations
- Non-Hydrant Area Water Supply Operations

Truck and Tower Written Exams

The written exam for a Truck and Tower driver contains multiple choice, fill-in-the-blank and essay questions. Some of the questions have several parts to them and are worth more than one point. The exam includes, but is not limited to:

- Apparatus Positioning
- Capacities and specifications for that particular unit (fluids, height, weight)
- Equipment inventory
- Emergency Vehicle collision reporting procedures
- Knowledge of vehicle braking systems – Jake Brake operation/Engine Retarder
- Procedures for daily and weekly apparatus checkout and pre-trip inspection
- Types of ladders and sizes
- Structural Firefighting SOP
- Knowledge of position for minimum and maximum stability
- Safety factors depending on terrain
- Effect of nozzle reaction on aerial operations
- Units of electricity
- Placing the aerial into operation
- Emergency procedures or manual operations of aerial
- Metro procedures
- Formula to compute the reach of the ladder
- Maximum flow capacities for the aerial unit used for testing
- Type of roofs
- Knowledge of the emergency vehicle laws for the State of Maryland
- MCFRS Policies and Procedures pertaining to emergency vehicle operations

Rescue Squad Written Exams

The written exam for the Rescue Squad driver contains multiple choice, fill-in-the-blank and essay questions. Some of the questions have several parts to them and are worth more than one point. The test includes, but is not limited to:

- Apparatus Positioning
- Capacities and specifications for that particular unit (fluids, height, weight)
- Equipment inventory
- Emergency Vehicle collision reporting procedures
- Knowledge of vehicle braking systems – Jake Brake operation/Engine Retarder
- Procedures for daily and weekly apparatus checkout and pre-trip inspection
- Cord reel size and lengths
- Structural Firefighting SOP
- Atmospheric monitoring equipment and explosive limits
- 2-cycle and 4-cycle engine and fuel mixtures for each
- Cascade system
- Hydraulic and pneumatic equipment specifications
- Winch operations

- Hazards of fluids used for hydraulic tools
- Metro, Trench and Vehicle Collision policies
- MCFRS Policies and Procedures pertaining to emergency vehicle operations

Practical Exams

Practical examinations for all vehicles will be administered at the PSTA while on duty. The examinations will be scheduled by appointment only. Scheduling will be coordinated through the MCFRTA Driver Training Coordinator. You must obtain an 70% grade or higher on all evolutions to continue with the driver training process. You must wait a minimum of 30 days to schedule a re-test for practical evolutions.

Brush Truck, Engine & Tanker Practical Exam

The practical exam for the Brush Truck, Engine & Tanker may include but is not limited to:

- Daily and weekly apparatus check
- DOT Pre-trip Inspection
- Spotting hydrants
- Laying supply line
- Placing attack lines into operation from a booster tank
- Placing multiple attack lines into operation from a supply source
- Perform as a water supply pumper
- Supply a master stream
- Draft from a static water supply source
- Demonstrate the proper method of back flushing a pump
- Perform a dry prime test
- Supply a standpipe or sprinkler system
- Metro water supply procedures
- Foam operations
- Drive the apparatus on a predetermined road course that has been designed to meet or exceed the current year NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*

Truck and Tower Practical Exam

The practical exam for Truck/Tower/Quint Operator may include but is not limited to:

- Daily and weekly apparatus check
- DOT Pre-trip Inspection
- Use and maintenance of all equipment carried on the truck
- Effective spotting of aerial or bucket to building
- Proper set-up for aerial operations

- Proper set-up for ladder pipe or water tower operations
- Troubleshooting and use of back-up/emergency procedures
- Use of onboard generator
- Positive pressure fan operations
- Stokes basket operations
- Metro procedure
- Proper placement of ground ladders
- Drive the apparatus on a predetermined road course that has been designed to meet or exceed the current year NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*

Rescue Squad Practical Exams

The practical exam for Rescue Squad operator may include but is not limited to:

- Daily and weekly apparatus check
- DOT Pre-trip inspection
- Set up of a tool staging area
- Proper set-up and operation of all power tools
- Proper method for winch set-up and operation
- Proper method for using the cascade system
- Proper set-up and use of atmospheric monitoring equipment
- Proper set-up and use of high pressure air bags
- Proper set-up of power cords with various equipment, available units of electricity and grounding procedures.
- Proper et-up for shoring/stabilizing a vehicle
- Proper set-up of a positive pressure fan
- Drive the apparatus on a predetermined road course that has been designed to meet or exceed the current year NFPA 1002 *Standard for Fire Apparatus Driver/Operator Professional Qualifications*

Resources

Each station is responsible for maintaining at least one copy of the following publications to serve as reference material for the written and practical tests:

- MFRI Emergency Vehicle Operator Manual (1998 Edition)
- MFRI Handout "Maryland Commercial Drivers License Manual"
- Pump Operator Manual (1998 Edition)
- MFRI Truck Company Fireground Operations Manual (1996 Edition)*
- Truck Company Fireground Operations (Harold Richman 2nd Edition)*
- Montgomery County Truck Company Operation Manual *
- MFRI Rescue Technician Manual (Mosby 1998 Edition)**
- DFRS Policies and Procedures
- Metro Manual and Procedures

- Apparatus Manuals
- Station Apparatus information forms
- Structural Firefighting SOP
- State of Maryland Motor Vehicle Law
- MCFRS Driver Training Practical Application Guide Sheets
- Unit specific owner's manuals for the units assigned to that station

* Required for Truck/Tower test

** Required for Rescue Squad test

Additional recommended resources include IFSTA manuals for Aerial and Pump Operators and Truck Company Operation by John Mittendorf.

DRIVER CERTIFICATION PROCESS FOR NEW DRIVERS

Quick Reference Guide

DFRS Driver Candidate Submits Driver Training Request to Shift Captain
LFRD Driver Candidate submits to LFRD Training Coordinator or Designee

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DFRS Driver Candidates Forward Request and MVA Driving Record to MCFRS Driver Training Coordinator to Schedule a Meeting to Review Requirements
LFRD Driver Candidates Forward Request and MVA Driving Record to LFRD Driver Training Coordinator or Designee

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Review Licensing & Program Requirements/Prerequisites with MCFRS Driver Training Coordinator/LFRD Driver Training Coordinator

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DFRS/LFRD Driver Candidates Must Complete All Required Training Before Scheduling Practical Exam:
Written Examination @ MCFRTA or Approved Training Site
Training Competencies @ Station
Area Knowledge Examination @ Station
Driver Evaluations in the Routine Driving Mode @ Station
Written Assignments @ Station
Driving Log @ Station

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Contact MCFRS/LFRD Driver Training Coordinator to Schedule Practical Examination at Approved Training Site

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Successfully Complete Practical Examination

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Successfully Complete 10 Evaluations on Emergency Responses with Engine, Truck & Rescue Squad
Successfully Complete 5 Evaluations on Emergency Responses with EMS Unit
No Emergency Response Evaluations Needed for Tankers or Brush Trucks

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Shift Captain/LFRD Driver Training Coordinator Completes and Forwards Certification Checklist to Safety Section Assistant Chief, LFRD Chief, Battalion Chief and Appropriate Driver Training Coordinator

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
DRIVER/OPERATOR TRAINING PROGRAM

EMERGENCY VEHICLE DRIVER/OPERATOR TRAINING LOG

Trainee Name: _____ **ID#**_____ **Date:**_____

Station/Shift/Dept: _____ **Mentor:**_____

DATE	APPARATUS	TYPE OF TRAINING	HOURS	SUPERVISOR SIGN.

DATE	APPARATUS	TYPE OF TRAINING	HOURS	SUPERVISOR SIGN.

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
DRIVER/OPERATOR TRAINING PROGRAM

EMERGENCY VEHICLE DRIVER/OPERATOR
Safe Driver Behavior Evaluation

Trainee Name: _____ **ID#** _____ **Date:** _____

Station/Shift/Dept: _____ **Evaluator:** _____

Unit #: _____ **Make:** _____ **Year:** _____

Emergency _____ **Non-Emergency** _____

Rating Values: 1=Unsatisfactory 2= Needs Improvement 3= Acceptable

Starting	1	2	3
1. **Circle Check:** Completed prior to moving vehicle.	☐	☐	☐
2. **Mirrors and Seat**: Checked and adjusted	☐	☐	☐
3. **Visual Scan:** Completed before departure.	☐	☐	☐
4. **Seat belts**: All personnel are seated and restrained.	☐	☐	☐
5. **Headlights:** Vehicle headlights on at all times to improve your visibility.	☐	☐	☐
In-Motion			
6. **Space cushion maintained:** Safe following distance, 4 second minimum to 40 MPH+1 second per additional 10 MPH.	☐	☐	☐
7. **Safe Speed**: Speed reduced for road and weather conditions, school zones, stopped bus, pedestrians, residential area, parking lots, tunnel, narrow roads, overhead hazards, and other hazards.	☐	☐	☐
8. **Two hands on steering wheel:** 9 and 3 hand placement	☐	☐	☐
9. **Shuffle Steering**. Shuffle steering used appropriately, no palming the wheel or 1-handed turns.	☐	☐	☐
10. **Turn signal**: Used and flashed 2-3 times before lane change	☐	☐	☐
11. **Visual Lead Time:** Aim high and try to see 12-15 seconds ahead of you.	☐	☐	☐
12. **Scan Mirrors:** Scan mirrors every 6-10 seconds	☐	☐	☐
Intersections			
13. **Reduce speed**: Speed reduced to 10 MPH or less for red light, stop sign, using opposing lanes, or squeeze play during emergency response.	☐	☐	☐

	1	2	3
14. Intersection Stop: Vehicle completely stopped at intersection when the intersection was not clear of moving vehicles.	☐	☐	☐
15. Visual Scan: Visual scan completed while entering and traversing an intersection. (Left-Right-Left)	☐	☐	☐
16. Railroad Crossing: Stopped vehicle at Railroad crossing, activated 4-way flashers, window down & scanned before crossing.	☐	☐	☐
17. **Covered the Brake: Operator** covered the brake to reduce reaction time while proceeding through intersection, squeeze plays, and other hazardous driving situations.	☐	☐	☐
Arriving at Scene			
18. **Deceleration**: Vehicle stopped smoothly avoiding a hard-brake.	☐	☐	☐
19. Positioning: Appropriate apparatus position, did not pass the address and avoided the need to back-up.	☐	☐	☐
20. **Parking Brake**: Operator sets parking brake before personnel dismount.	☐	☐	☐
21. Wheel Chock: Wheel chock properly positioned when vehicle was parked.	☐	☐	☐
Backing			
22. Avoidance: Positioned vehicle to avoid backing, and avoided backing while turning.	☐	☐	☐
23. **Positioning:** Backed unit upon arrival if appropriate.	☐	☐	☐
24. **Eye contact:** Maintained eye contact with spotter, and stopped vehicle if eye contact was lost.	☐	☐	☐
25. **Spotter:** Positioned at left rear.	☐	☐	☐
26. **Mirrors:** Scanned opposite mirror every 8-10 seconds, low speed and covered the brake.	☐	☐	☐
27. Communication: Hand signals used and understood, drivers' window rolled down.	☐	☐	☐
Scene Operations			
28. Equipment: Driver set-up and operated equipment as required.	☐	☐	☐
29. Operator tasks: Driver performed required operator tasks successfully. (Pump operations, aerial operations or Rescue Squad operations)	☐	☐	☐
30. Return to service: Driver checked equipment used and unit was returned to service properly.	☐	☐	☐

Comments: