MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
DRIVER/OPERATOR TRAINING PROGRAM

EMERGENCY VEHICLE DRIVER/OPERATOR TRAINING COMPETENCIES
UTILITY TASK VEHICLE (UTV)

Trainee Name: _____ID#_____ Station: _____

Primary Mentor: _____ UTV #: _____

Supervisor Name: _____

I have reviewed and confirmed that all competencies are completed for this trainee:

_____ _____
Supervisor Signature **Date**

Upon completion, distribute hardcopies of the completed documentation as follows:

- Safety Section Chief
- MCFRTA Driver Training
- Employee
- Battalion Chief
- Supervisor File

Route original documents to the trainee's PSHQ or LFRD Personnel File.

Section	*Competencies*	*Evaluator Initials*	*Date Completed*
1.0	**UTV Transport**		
1.1	Trainee has completed the MCFRS Trailer Towing qualification packet.		
1.2	Trainee will demonstrate securing the UTV on the trailer for over-the-road transport.		
2.0	**UTV Familiarization**		
2.1	Trainee will demonstrate the functional controls of the UTV, i.e. gear shift, parking brake, lights		
2.2	Trainee will complete a serpentine obstacle in forward and reverse on level ground to identify basic handling characteristics of the vehicle.		
3.0	**UTV Practical Application Guide Sheets**		
3.1	Trainee will complete the Utility Task Vehicle PAGS: 1. Pre-Trip Inspection 2. Off Road Driving 3. Self-Rescue Winching 4. Load Pulling With Winch		
4.0	**UTV Accessories & Configuration**		
4.1	Trainee will demonstrate the installation and use of UTV equipment packages as applicable, i.e. cot attachment, skid pump, seats		
4.2	Trainee will identify any load limitations specific to the assigned UTV		

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
DRIVER/OPERATOR TRAINING PROGRAM

Practical **A**pplication **G**uide **S**heet

Utility Task Vehicle: Pre-Trip Inspection

Candidate Name:_____

Candidate Performance Competency: The candidate will explain the purpose of and perform a pre-trip inspection on the vehicle. The Pre-Trip inspection will be completed in accord with UTV Safety Institute Guidelines.

Component	Value	Score
Vehicle Overview - 10 points		
1. Park the vehicle on a stable and reasonably level surface. Make sure the parking brake is applied.	2	
2. Body components and lights intact, not missing, or damaged.	1	
3. Look down each side of the body to identify any leaning that may indicate weak or broken suspension components.	1	
4. Cargo Area – loads or equipment packages are within cargo limits and are properly secured to prevent shifting.	5	
5. Look beneath the vehicle for obvious leaks or components hanging loose.	1	
Motor & Drive line Components - 17 points		
1. Oil a. Check level and add oil if needed, verify proper oil type prior to adding b. look for leaks in and under motor area	1	
2. Battery a. Identify excessive corrosion and leaks b. Make sure connections are secure.	1	
3. Air filter a. Remove filter cover and check condition of the filter element. b. Filter appears clean and not torn or blocked c. Check for deposits in the drain tube. If necessary, clean the tube and check the air cleaner housing.	2	
4. Drive shaft and drive lines- oil leaks, signs of damage. Inspect boots for damage, or tears.	2	
5. Exhaust system a. Check for combustible debris lodged around components. b. Identify physical damage or deterioration c. With the engine running, listen for any exhaust leaks.	1	

Component	Value	Score
6. Water Pump-Securely mounted, free of leaks.	1	
7. Radiator- no leaks, debris blockages, or significant damage.	1	
8. Fan- no damage and blades move freely.	1	
9. Hoses- leaks, cuts, cracks, and bulges.	1	
10. Coolant a. Check level and identify leaks b. Add only fluids recommended by manufacturer.	1	
11. Wiring a. Securely fastened or protected from damage b. Free of damage or deterioration c. No signs of overheating or melted insulation	1	
12. Alternator- Securely mounted and no loose connections.	1	
13. Fuse box- no loose or blown fuses.	1	
14. Fuel a. Check the fuel gauge and add fuel if needed – recall these vehicles can be out for extended periods of time b. Secure the fuel fill cap c. Note the smell of fuel leaking - turn the ignition switch off immediately if a leak is suspected.	2	
Wheels and tires - 7 points		
1. Inflation - Check the air pressure of all tires and inflate them to the proper pressure per vehicle specifications	2	
2. Condition - All tires must be free of damage that exposes the cords and bulges that are indicative of tire core separation.	1	
3. Depth - Replace based upon manufacturer's recommendations for tread wear.	1	
4. Wheels should be free of cracks and damage.	1	
5. Lug nuts should be tight, and make sure axle nuts are tight and secured by cotter pins.	2	
Brake System - 7 points		
1. Brake fluid a. Level is near MIN, inspect the brake pads for wear. b. If the brake pads are within the specification, check for leaks in the brake system.	1	
2. Controls - Check the brake pedal and parking brake lever to ensure they operate smoothly.	1	
3. Brake pad wear indicator a. MCFRS UTV - Front brakes need replaced when metallic friction sound is present. Rear brake need replaced when wear indicator arrows line up.	2	

Component	Value	Score
4. Parking brake - Measure the distance of free play. No more then $1\,^{9}/_{16}$ to $2\,^{3}/_{8}$ inches of travel in the lever before engaging.	2	
5. Brake rotors – No cracks, missing pieces, debris, or deep gouging.	1	
Suspension and Steering - 6 points		
1. Steering a. Check the steering to make sure it turns smoothly in both directions. b. Check for any tears in the boots. c. No damage or excessive play to any part of the steering components.	3	
2. Steering Wheel - No defects or damage.	1	
3. Suspension a. All suspension components free of damage or defects b. Identify bends or oil leaks in the cushion damper.	1	
4. Underbody a. Identify damage or cracks b. Remove accumulated debris	1	
In Cab - 6 points		
1. Seats Belts-Make sure seat belts are in good condition and operate properly. Must move smoothly and retract on their own.	1	
2. Safety doors-the latch plates should click securely into the buckles and release when the release buttons are pushed firmly.	1	
3. Side nets-Make sure all nets and their mounting hardware are in good condition and that they latch and tighten securely.	1	
4. Ignition switch-Check the condition of the switch and make sure it works properly by switching if off and on during warm-up.	1	
5. Controls-check that accelerator pedal, drive mode selector, and shift lever are operating smoothly.	1	
6. Lights-Make sure the headlights, taillights, brake lights, and auxiliary lighting are working properly.	1	
7. Windshield and wipers are in good condition.	1	
Total Points	53	

Critical Fail Points

Failure to successfully perform any of the following components will result in an automatic failure of this evolution regardless of total score.

a) **Failure to engage the hand brake during check-out.**

b) **Failure to conduct a thorough examination of any of the following systems as a whole: brakes, steering, tires, and suspension.**

Evaluator: Initial beside the final outcome of the exam below.

____ PASS ____ FAIL – <37 Points ___ FAIL – Critical Failure Point

_____ _____
Evaluator Name Date

_____
Evaluator Signature

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
DRIVER/OPERATOR TRAINING PROGRAM

Practical **A**pplication **G**uide **S**heet

Utility Task Vehicle – Self-Rescue Winching

Candidate Name:_____

Candidate Performance Competency: The driver candidate shall display proficiency in winching out the UTV in a mud/snow simulation. A single line pull will be used to pull the UTV approximately 20 feet. These skills must be completed in appropriate PPE (eye protection and leather gloves).

Task	Value	Score
1. Stop UTV, place in neutral, and apply parking brake.	2	
2. State rated capacity of winch (4000lbs for MCFRS), weight of UTV, estimate capacity of anchor, and if UTV can be safely winched. **(CFP)**	3	
3. Explain reasons for utilizing maximum length of cable and precautions when doing so.	2	
4. Using the winch manufacturer's recommended procedure (free wheel vs. power), deploy the winch cable to the anchor. a. Arrange winch cable for single line pull b. Assess cable path for clearance hazards and worsening terrain	3	
5. Upon reaching the anchor, remove hands from controller or unplug remote to prevent unintended movement of the cable.	1	
6. Secure a tow chain or tow strap to the anchor. Do not wrap the winch cable around the anchor in a choker hitch. **(CFP)**	3	
7. Attach the winch cable hook to the anchor rigging.	1	
8. Explain the need for a spotter and define the area that will be a "no people zone". (Never behind or in front of the vehicle). **(CFP)**	3	
9. When all connections are made and checked, engage winch to remove slack from the cable.	1	
10. Prior to placing the winch cable under load, place a coat, strap or other appropriate object over the center point of the winch cable to reduce whiplash should a failure occur. **(CFP)**	3	
11. Release the parking brake, place the UTV in drive and operate the winch to pull the UTV approximately 20 feet.	2	
12. Stop the winch, place the UTV in neutral, and apply the brake.	2	

Task	Value	Score
13. Power out the cable to create slack in the cable.	1	
14. Explain how a change of direction would be used if needed.	2	
15. Disconnect the winch cable from the load and wind the cable uniformly onto the winch drum.	1	
Total Points	30	

Critical Fail Points

Failure to successfully perform any of the following components will result in an automatic failure of this evolution regardless of total score.

a) **Failure to use proper PPE**
b) **Failure to place object on cable before loading winch cable.**
c) **Choosing an inappropriate anchor.**
d) **Using winch cable to wrap an anchor or failure to use correct rigging.**
e) **Failure to define and enforce a "no people Zone".**

Evaluator: Initial beside the final outcome of the exam below.

____ PASS ____ FAIL – <21 Points ___ FAIL – Critical Failure Point

_____ _____
Evaluator Name **Date**

_____
Evaluator Signature

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
DRIVER/OPERATOR TRAINING PROGRAM

Practical **A**pplication **G**uide **S**heet

Utility Task Vehicle: Off-Road Driving

Candidate Name:_____

Candidate Performance Competency: The driver candidate shall display proficiency in safe operation of the UTV while negotiating various off-road obstacles. This will be evaluated on an off-road course selected by the evaluator.

Task	Value	Score
1. Explain the "Go/No Go" evaluation process. **(CFP)**	10	
2. Explain the difference between 4WD High and 4WD Low. Identify appropriate situations for each.	2	
3. Demonstrate the shift between drive modes, i.e. 2WD, 4WD - HI, 4WD - LOW, and explain the necessary steps for engaging each. **(CFP)**	3	
4. Prior to engaging each hazard or obstacle, the candidate will conduct a "Go/No Go" assessment by scouting the area and identifying travel options. **(CFP)**	10	
5. Off-Road Driving Post-trip a. Shift into 2 WD. b. Check undercarriage and body for damage and debris. c. Clean as necessary to conduct a proper check and ready the vehicle for future use. d. Clean radiator.	5	
Driving Up and Down an Incline		
6. Ascend the grade, stopping halfway to apply the parking brake, and turn off the engine.	3	
7. Restart the engine. While maintaining the position of the UTV by using left-foot braking, release the parking brake. Start to ascend without rolling backward. Proceed to the top of the incline. **(CFP)**	5	
8. After reaching the top of the incline, back the UTV down the incline.	2	
Driving Across an Incline		
9. Candidate will identify if the stability of the UTV is compatible with the slope.	3	
10. Proceed across an incline at mid slope, judging slope steepness and the capability of the UTV to safely maneuver on the slope.	5	

Task	Value	Score
Driving Across Rocks		
11. Candidate will identify a route and maneuver the UTV through/over rocks.	5	
Driving Through Soft Surfaces		
12. Candidate will identify a route and maneuver the UTV through sand, mud, or soft dirt without getting stuck.	5	
Driving Across an Elevated Obstacle		
13. Candidate will demonstrate the ability to control the UTV driving across a fallen log or similar obstacle.	7	
Driving Through Water		
14. Candidate will identify an appropriate route and drive the UTV through a water obstacle. a. Determine water depth and characteristics of the driving surface below the water. b. Check brakes after exiting water. c. If no actual obstacle is available, candidate will describe the considerations and conditions to avoid when entering a water hazard.	7	
Total Points	72	

Critical Fail Points

Failure to successfully perform any of the following components will result in an automatic failure of this evolution regardless of total score.

a) Failure to conduct a "Go/No Go" assessment prior to entering an obstacle.

b) Not selecting the correct drive mode for conditions.

c) Not wearing seat belt, eye protection, gloves, or helmet.

d) Inability to hold position on an incline while starting or stopping.

e) Loss of control or stability resulting in damage, injury, or a "near-miss"

Evaluator: Initial beside the final outcome of the exam below.

____ PASS ____ FAIL – <51 Points ___ FAIL – Critical Failure Point

_____ _____

Evaluator Name **Date**

_____

Evaluator Signature

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
DRIVER/OPERATOR TRAINING PROGRAM

Practical **A**pplication **G**uide **S**heet

Utility Task Vehicle: Load Pulling with Winch

Candidate Name:_____

Candidate Performance Competency: The driver candidate shall utilize a single line and a double line pull to move a static load using the vehicle winch.

Task	Value	Score
1. Position vehicle for optimal in-line pull, place transmission in neutral, and apply parking brake. Identify if a change of direction will be necessary. **(CFP)**	5	
2. Chock both front wheels.	1	
3. State rated capacity of winch (4000lbs for MCFRS), estimated weight of object to be pulled, and if object can be safely winched. **(CFP)**	5	
4. Candidate will identify the winch cable length and explain reasons for utilizing maximum length of cable and precautions when doing so.	3	
5. Candidate will identify all operational components of the winch, including the clutch lever and controller options.	3	
6. Candidate will identify all rigging hardware in the vehicle's inventory and its purpose associated with the winch.	3	
7. Using the winch manufacturer's recommended procedure (free wheel vs. power), deploy the winch cable to the load. a. Arrange winch cable for single line pull b. Assess cable path for obstructions to a clean pull	3	
8. Upon reaching the load, remove hands from controller or unplug remote to prevent unintended movement of the cable.	1	
9. Utilize appropriate rigging to attach the winch cable to the load. Do not wrap the winch cable around the object in a choker hitch. Ensure there are no twists in the cable and hardware is aligned for the pull. **(CFP)**	5	
10. Attach the winch cable hook to the load rigging.	1	
11. Explain the need for a spotter and define the area that will be a "no people zone". (Never behind or in front of the vehicle). **(CFP)**	3	
12. When all connections are made and checked, engage winch to remove slack from the cable.	1	

Task	Value	Score
13. Prior to placing the winch cable under load, place a coat, strap or other appropriate object over the center point of the winch cable to reduce whiplash should a failure occur. **(CFP)**	1	
14. Candidate will ensure an adequate number of wraps remain on the winch drum prior to tensioning the cable. **(CFP)**	1	
15. Engage the winch and place tension on the load. Ensure there are no twists in the cable and hardware is aligned for the pull.	2	
16. Operate winch control pulling load approximately 5 feet. **(CFP)**	1	
17. Identify the need to stabilize the load. Remove tension from the cable. **(CFP)**	1	
18. Disconnect the winch cable hook from the load.	1	
19. Candidate will explain the effects and characteristics of a double line pull.	5	
20. Transition from the single line pull to a double line pull following manufacturer recommendations for deploying the cable.	5	
21. Attach snatch block to the load rigging and feed cable through snatch block.	1	
22. Attach winch cable hook to UTV frame.	1	
23. When all connections are made and checked, engage winch to remove slack from the cable.	1	
24. Prior to placing the winch cable under load, place a coat, strap or other appropriate object over the center point of the winch cable to reduce whiplash should a failure occur. **(CFP)**	1	
25. Operate winch control pulling load approximately 10 feet. **(CFP)**	1	
26. Identify the need to stabilize the load. Remove tension from the cable. **(CFP)**	1	
27. Disconnect the winch cable from the load and wind the cable uniformly onto the winch drum.	3	
Total Points	60	

Critical Fail Points

Failure to successfully perform any of the following components will result in an automatic failure of this evolution regardless of total score.

a) **Failure to use proper PPE.**

b) **Failure to secure the winching vehicle prior to pulling tension.**

c) Failure to ensure sufficient cable remains on the drum prior to pulling the load.

d) Failure to place a dampening object over the cable before pulling the load.

e) Failure to define and enforce a "no people Zone".

f) Using winch cable to wrap an anchor or failure to use correct rigging.

g) Inability to complete the objective.

h) Loss of control of the load or shocking loading the system

Evaluator: Initial beside the final outcome of the exam below.

____ PASS ____ FAIL – <42 Points ___ FAIL – Critical Failure Point

_____ _____
Evaluator Name Date

_____
Evaluator Signature