

## ENGINE APPARATUS OPERATOR TRAINING

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**Purpose:** *Driving and operating fire apparatus is a tremendous responsibility. Fire fighting operations cannot take place unless fire apparatus arrives at the scene safely. While at the scene, the safety of firefighters is often in the hands of the apparatus operator. This document sets out the procedures for becoming qualified to drive fire apparatus, and to eliminate any confusion on how apparatus operator training is to be handled.*

### Procedure:

#### Initial Engine Apparatus Operator Training

1. Members who wish to begin apparatus operator training must meet the following prerequisites: Satisfactory completion of Recruit Training, and able to meet NFPA Minimum standards.
2. For the purposes of this procedure, Engine Apparatus classes will begin in approximately April of each year and will have a 6 month completion time.
3. A member wishing to begin apparatus operator training must submit a written request to his/her station chief officer. The request will be approved by the station chief and the training officer.
4. When the member's station chief officer has approved the request to begin training, the station chief officer shall notify the training bureau in writing or by e-mail by no later than March 1<sup>st</sup>.
5. The following is the sequence for becoming qualified to drive Engine Apparatus:  
Station 1: 8037, 8031, 8084  
Station 2: 8072, 8035, 8032  
Station 3: 8036, 8033  
Station 4: 8038, 8034, 8044

The above sequence may be waived by the Training Officer or his/her designee in certain circumstances which benefit the fire department. This waiver will apply on a case by case basis and is not meant to be precedent setting.

6. The department Training Officer or his/her designee shall develop an apparatus operator training schedule for the class members. The following factors shall be considered in developing this schedule: Member's availability, Instructor Availability and make-up trainings. Copies of the training schedule will be provided to: the member, the member's station chief officer prior to the beginning of the scheduled class.
7. In addition to the training schedule provided to the member, there shall also be copies of Apparatus Lesson Plans, and Class Attendance Check-off Sheet. It is the member's responsibility to retain these documents without exception.

*Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.*

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8. As a member completes a class, it is his or her responsibility to get the approved instructor to sign off on the applicable portion.
9. If a member is absent for two (2) scheduled training classes and has not given reasonable notice to the instructor, the member shall be dropped from the training program on the unit.
10. A member dropped from an apparatus training program for lack of attendance must re-start the training program from the beginning, unless approved by the member's station chief officer and department training officer.
11. If a member is unable to attend a scheduled class for reasonable cause, the member may make up the missed class. This can be done by contacting the class coordinator and making arrangements for a make-up class. There shall be no unreasonable burdens placed on the member, or the class coordinator in scheduling the make-up training.
12. In addition to the scheduled classes, a member should request additional drive time and or pump time. This can be done by contacting the on-duty career supervisor and making arrangements for an additional class by 10:00 am of that day. There shall be no unreasonable burdens placed on either the member, or the on-duty career supervisor in scheduling the additional training.
13. When all the applicable classes have been completed, the member is to return the completed Class Attendance Check Off sheet to the class coordinator. The training officer shall schedule a time for the member to take the practical qualification exam on the unit group and give the exam administrator a copy of the exam. The date and time shall be agreeable to the member and the person who will be administering the exam. No exams shall be given if the Class Attendance Check Off sheet is not fully completed.
14. No person instructing the member on a unit may administer the practical exam to the member.
15. Cancelled or delayed classes shall be made up at the class coordinators discretion to meet the needs of the group in the class.
16. When a member successfully completes the apparatus exam, the person administering the exam shall forward the original exam accompanied by the required and completed check-off forms to the training officer and give a copy of the exam and check-off forms to the member.
17. The member shall give the copy of the completed exam accompanied by the completed check-off forms to the member's station chief officer. The member's station chief officer may approve the member's qualification on the unit. A station chief officer or his/her designee should be present at the practical exam of the member to give their approval of the certification.

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18. Anyone who believes he or she is not receiving adequate attention on either apparatus training or testing is to bring this matter to the attention of the member's station chief officer/training officer within 30 days.