**Purpose:** *Driving and operating fire apparatus is a tremendous responsibility. Firefighting 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*. *This document also covers the procedures for periodic evaluations and re-qualification of apparatus.*

**Definitions:**

1. New Apparatus driver – firefighter with no experience

2. Lateral Engines – qualified on two engines for at least two years

3. Lateral Aerial – qualified on a manned aerial apparatus for a minimum of two years or certificated as a IFSAC Aerial Operator

4. “hybrid” engineer – Firefighter who is a certified IFSAC Driver Operator or has taken a IFSAC Driver operator course within one year of start a engineer’s program.

5. New Quint – no experience with a quint or never certified on a quint.

6. Primary Engine – Apparatus that the candidate will use throughout the IFSTA classroom portion.

**Procedure:**

1. Members who wish to begin apparatus operator training must meet the following prerequisites:

 a. Firefighter with Okolona for at least 6 months.

 b. 300 certificated firefighters for at least one year.

 c. Certified as IFSTA Firefighter 1 and 2.

 d. Driven on 15 emergency runs with a Major or higher. (Letter from Major for documentation)

New Apparatus Drivers:

After 6 months of employment the firefighter may request to begin the engineers program. A letter of intent from the firefighter and recommendation from the respective company officer must be submitted to the Platoon Major. The Major will review and submit to the training bureau. If granted permission to begin the program, the Firefighter, Captain, and Major will meet with the Training Bureau to discuss the process and expectations.

An engineer’s program listing will be provided by the Training Bureau and tracking of all classes will remain the responsibility of the company officer. Any resources needed will be provided by the Training Bureau. It is the responsibility of the company officer to see that the classes are completed and accurately documented in the records management software. The Training Bureau will periodically check the firefighter’s progress and QA the training documentation. The company officer and firefighter will ultimately determine an acceptable pace of learning.

The IFSTA pumping and apparatus driver/operator handbook completing chapters 1-15 in chronological order using the candidate’s primary engine as a resource while-being instructed using the IFSTA PowerPoints.

To being the certification, process a combination of class work (exam prep) and hands on training will be required. The firefighter will be required to complete all chapters as well as document the driving and pumping hours that are required. Each firefighter may learn at a different pace, therefore the hours that are required are the minimum needed. It is the company officer’s responsibility to monitor the progress and determine if additional pump/drive/operating hours are necessary. The course may also include Okolona specific classes.

1. The candidate prior to hands on training will be provided with a “new engineer candidate” binder with unit familiarization sheets, unit sign off sheets, and KRS laws.

2. IFSAC Driver Operation program assigned in Resource One

3. The candidate must log the following time at a minimum.

 a. 1 hour of familiarization per apparatus.

 b. 3 hours’ drive time (5 hours for primary engine), which one must be at night. c. 3 hours of pump time (5 hours for primary engine) which one must be at night

4. The Candidate must be provided with an IFSTA Pumping and Aerial apparatus driver/Operator handbook and Exam prep book. Chapter 1-15 must be covered. Exam Prep book work must be completed with every chapter.

5. The Candidates Officer and Major must assign the instructor based on their knowledge on the subject.

6. Instructor must be noted on the candidate’s syllabus. Each chapter has a PowerPoint that shall be covered.

7. Candidates can drive and pump apparatus while in the program but once the program is completed, they must complete their required log time before moving onto the next apparatus.

8. Each candidate will be assigned a primary engine, which will be housed at their home station.

9. Candidates must complete the program and all time required on their primary engine before moving onto the next engine.

10. Candidate doesn’t become certified on an Engine until all required time is completed with all engines.

11. Only 3 hours of training can be logged in a giving day.

Engineers Exam:

Once the firefighter has completed all the classes and submitted the completed syllabus, he/she may request through a memo to the Training Bureau the desire to take the Engineers’ exam. The exam work be a two-part exam that will cover both IFSTA (Exam prep questions) and Okolona information. The firefighter must pass both sections with a minim of 80% to successfully pass the exam. Upon verification of proper documentation by the Training Bureau, the exam date and time will be set. The Training Bureau will proctor all written tests. If the firefighter receives a passing grade, a memo will be sent to that firefighter, company officer and respective Major. If the firefighter does not pass the exam, they will receive notification and must wait 30 days to retest.

After the firefighter has completed all apparatus certification packets and submitted all proper documentation, the Training Bureau will review and submit a letter to the Chief, Deputy Chief and the Battalion Chiefs stating that the firefighter has successfully passed the Engineer’s program and has been certified on all Okolona apparatus. The approval of certification remains with the Chief or his/her designee.

Lateral Engines

The candidate must provide a letter from the previous fire department stating the training qualifications achieved at that organization. This will be reviewed by the Okolona Training Bureau.

1. If approved the Training Bureau will notify the candidate and the candidate’s Major.

2. Training requirements to become a qualified engineer of engines:

 a. Must achieve 5 hours of drive-time on any engine. (Must have at least one hour per engine) 1 hour must be at night.

 b. Must achieve 4 hours of pump time on any engine. (1 hour must be at night)

 c. Must have completed a Husky foam class within the past 12 months.

3. Candidates must log all driver and pump time.

4. Instructors must enter training into Okolona’s records management system.

5. All Check off forms must be completed and turned into the training bureau before the test can be given.

6. Check off forms can be located on the training drive on the department server.

7. Once Candidate completes all driver and pump time, candidate will be giving practical test and written test proctored by a Chief Officer that did not instructor the candidate in any drive or pump time.

8. Only 3 hours of training can be logged in a giving day.

Lateral Aerial

The candidate must provide a letter from the previous fire department stating the training qualifications achieved at that organization. The Candidate must be qualified on all Okolona Engines\*.

1. If approved the Training Bureau will notify the candidate and the candidate’s Major.

2. Training requirements to become a qualified engineer of Okolona Aerial Apparatus:

 a. Must achieve 5 hours of drive-time on any quint. (Must have at least one hour per quint) 1 hour must be at night.

 b. Must achieve 4 hours of pump time on any quint. (1 hour must be at night)

 c. Must have a familiarization class of each Aerial

 d. Must have 2 hours of fly time.

 e. Must have completed a Husky foam class within the past 12 months.

3. Candidates must log all driver and pump time.

4.Instructors must enter training into Okolona’s records management system.

5. All Check off forms must be completed and turned into the training bureau before, and test can be given. Check off forms can be located on the training drive on the department server.

6. Once Candidate completes all driver and pump time, candidate will be giving a practical test and written test proctored by a Chief Officer that did not instructor the candidate in any drive or pump time.

7. Only 3 hours of training can be logged on a giving day.

 \* (Platoon Staffing may alter this; with approval of the training bureau)

“Hybrid” Engineer

The candidate must provide an IFSAC certification or training records to be recognized as a Hybrid Engineer. This will be reviewed by the Okolona Training Bureau.

1. If approved the Training Bureau will notify the candidate and the candidate’s Major.

2. Training requirements to become a qualified engineer at Okolona:

 a. Achieve 15 hours of drive-time on any engine. (Must have at least three hours per engine 4 hours must be at night.)

 b. Achieve 10 hours of pump time on an engine, 2 hours must be at night.

 c. Complete Husky Foam class.

3. Candidates must log all driver and pump time.

4.Instructors must enter training into Okolona’s records management system.

5. All Check off forms must be completed and turned into the training bureau before the test can be given. Check off forms can be located on the training drive on the department server.

6. Once the Candidate completes all drive and pump time, the candidate will be giving a practical test and written test proctored by 2 Chief Officers. Neither Chief Officer should have instructed the candidate in any drive or pump time.

7. Only 3 hours of training can be logged in a giving day.

New Quint

To beginning apparatus certification an employee must complete the following:

Qualified on all Okolona Engines for at least 1 year.

After one year of being certified on all Okolona Engines, a firefighter may request to being the new quint program. A letter of intent from the firefighter and recommendation from the respective company officer must be submitted to the Platoon Major. The Major will review and submit to the training bureau. If granted permission to begin the program, the Firefighter, Captain, and Major will meet with the Training Bureau to discuss the process and expectations.

Tracking of all classes will remain the responsibility of the company officer. Any resources needed will be provided by the Training Bureau. It is the responsibility of the company officer to see that the classes are completed and accurately documented in the records management software. The Training Bureau will periodically check the firefighter’s progress and QA the training documentation. The company officer and firefighter will ultimately determine an acceptable pace of learning.

To get the certification, process a combination of class work (exam prep) and hands on training will be required. The firefighter will be required to complete all chapters as well as document the driving and pumping hours that are required. Each firefighter may learn at a different pace, therefore the hours that are required are the minimum needed. It is the company officer’s responsibility to monitor the progress and determine if additional pump/drive/operating hours are necessary.

1. The Candidate will be provided with the following:

 a. New Quint Binder: Check off sheets for all Quint’s and information sheets.

 b. IFSTA Pumping and Aerial apparatus driver/Operator handbook and Exam prep book.

 c. IFSAC Driver Operation Program in Resource One.

2. Training requirements to become a Qualified Okolona Aerial Apparatus:

 a. Must achieve 5 hours of drive-time on any quint. (Must have at least one hour per quint) 1 hour must be at night.

 b. Must achieve 4 hours of pump time on any quint. (1 hour must be at night)

 c. Must have a familiarization class of each Aerial

 d. Must have 2 hours of fly time.

 e. Must complete Husky Foam class. Within the past 12 months.

3. IFSAC Pumping and Aerial apparatus driver/Operator Chapter 16-20 must be covered. Exam Prep book work must be completed with every chapter.

4. The Candidates Officer and Major must assign the instructor based on their knowledge on the subject. Instructor must be noted on the candidate’s syllabus. Each chapter has a PowerPoint that shall be covered.

5. Candidates can drive and pump apparatus while in the program.

6. Each candidate will be assigned a primary quint, which will be housed at their home station.

7. Candidates must complete the program and all time required on their primary quint before moving onto the next quint.

8. Candidate doesn’t become certified on Quint until all required time is completed.

Quint Exam:

Once the firefighter has completed all the classes and submitted the completed syllabus, he/she may request through a memo to the Training Bureau the desire to take the Quint’ exam. The exam work be a two-part exam that will cover both IFSTA (Exam prep questions) and Okolona information. The firefighter must pass both sections with a minim of 80% to successfully pass the exam. Upon verification of proper documentation by the Training Bureau, the exam date and time will be set. The Training Bureau plus a member of the command staff will proctor all written tests. If the firefighter receives a passing grade, a memo will be sent to that firefighters, company officer and respective Major. If the firefighter does not pass the exam, they will receive notification and must wait 30 days to retest.

After the firefighter has completed all apparatus certification packets and submitted all proper documentation, the Training Bureau will review and submit a letter to the Chief, Deputy Chief and the Battalion Chiefs stating that the firefighter has successfully passed the Engineer’s program and has been certified on all Quint’s. The approval of certification remains with the Chief or his/her designee.

Continuing Training of Apparatus Operators:

1. For a member to remain qualified to operate apparatus, he/she shall complete a yearly apparatus competency check list.

2. Apparatus Operator Competency sheets can be located on the department server.

3. Apparatus Operator must complete a competency sheet for each type of apparatus they are qualified on.

4. If the apparatus operator does not complete a competency sheet yearly they lose the operator status and are removed from the overtime list and can not attend any outside trainings.

5. Persons who leave the department for more than 90 days will be disqualified as apparatus operators, regardless of the circumstances for absence. Upon return, the member shall follow the driving/pumping skills below using any fire apparatus.

 A. Operator must demonstrate properly entering traffic using signaling devices where applicable and compliance with posted speed limits. Operator drives on Cooper Chapel Road, Mount Washington Road or Ireland Drive to demonstrate proper narrow road driving.

 B. Operator drives west on Mount Washington Road and turns right at Waycross Road to demonstrate proper ability to compensate for narrowing and tight street corners.

 C. Operator must properly explain the Engine Retarder.

 D. Operator must demonstrate proper backing skills using ground guide and mirrors.

 E. Operator must demonstrate proper pump engagement and charge the smallest diameter hand line on the apparatus.

 F. Operator must properly locate (6) pieces of equipment at the evaluator’s request.

(This shall be noted in the records management software via the training sheet)

**Other:**

1. An apparatus operator may be required to undergo additional remedial training in those areas in which he/she is deficient. The need for additional training may be identified when practical evaluations are given, or during observations made when the member is driving apparatus. Such additional training may be directed by an evaluator or officer of the fire department. When such training is directed, the person making the requirement shall notify the member’s major.

2. Whenever additional training is needed, the member shall complete the additional training within thirty days of being notified. If the member fails to complete the training, or does not bring his/her skills up to satisfaction, the member will be disqualified on the affected unit. The member’s station chief officer may also disqualify the member on other units.

3. An apparatus operator may be disqualified as an apparatus operator based upon unsatisfactory performance. Such disqualification may be made by a chief officer. When a member is disqualified for poor performance, the disqualifying officer shall identify which skills are unsatisfactory.

4. The disqualified apparatus operator may be re-qualified after taking additional training, and satisfactory completion of the applicable portion of the apparatus exam. For example, if a member cannot satisfactorily operate the pump of a unit, he/she will be required to take only the pumping component of the exam.

5. 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 major within 30 days.