

**MORRISTOWN FIRE DEPARTMENT
DRIVER TRAINING
STANDARD OPERATING GUIDELINE**

APPENDIX A-1
EVOC TIMED EVALUATIONS

APPENDIX A-2
PRACTICAL, FIRE APPARATUS DRIVER/OPERATOR
NFPA 1002 (2003)
CHAPTER 4 & 5

EVOC TIMED EVALUATIONS

RECKLESS DRIVING OR DANGEROUS ACTIONS ON THE DRIVING COURSE WILL RESULT IN AUTOMATIC FAILURE OF THE EVALUATION.

NOT SUCCESSFULLY COMPLETING THE ENTIRE COURSE IN NINE (9) MINUTES OR LESS WILL RESULT IN AUTOMATIC FAILURE OF THE EVALUATION.

YOU WILL BE ALLOWED TO PRACTICE THE EXERCISES AT FIRST. WHEN YOU ARE READY, YOU MAY BEGIN YOUR EVALUATION. IF YOU FAIL YOUR EVALUATION THE FIRST TIME, YOU MAY PRACTICE MORE BEFORE RETESTING. IF YOU FAIL YOUR RETEST, YOU WILL HAVE TO WAIT UNTIL THE NEXT TIME THE COURSE IS SET UP TO RETEST.

THE EVALUATORS WILL BE THE BATTALION CHIEF OR CAPTAIN, YOUR COMPANY OFFICER, THE EVOC INSTRUCTOR, AND THE TRAINING OFFICER.

THE EXERCISES WILL BE GRADED AS FOLLOWS:

EXERCISE #1: STRAIGHT LINE EXERCISE

THERE ARE THIRTY-SIX (36) CONES IN THIS EXERCISE. YOU WILL DRIVE FORWARD BETWEEN THE CONES TO THE END OF THE ROW. YOU WILL THEN REVERSE THROUGH THE CONES BACK TO THE START. IF YOU TOUCH ELEVEN (11) OF THE THIRTY-SIX (36) CONES, YOU WILL FAIL THIS EXERCISE.

EXERCISE #2: CONFINED SPACE, 3-POINT TURNAROUND

YOU WILL ENTER THE 100'X 50' CONFINED SPACE AREA TRAVELING FORWARD. YOU WILL THEN BACK UP ONE (1) TIME, THEN PULL FORWARD OUT OF THE CONFINED SPACE AREA. IF YOUR FIRE UNIT EXTENDS OVER THE BOUNDARY OF THE CONFINED SPACE AREA AT ANY TIME, YOU WILL FAIL THIS EXERCISE. YOU MAY ONLY BACK UP ONE (1) TIME.

EXERCISE #3: ALLEY DOCK

THERE ARE THIRTEEN (13) CONES IN THIS EXERCISE. YOU WILL BACK INTO THE ALLEY DOCK, THEN PULL COMPLETELY BACK OUT OF THE AREA. THE FRONT BUMPER OF YOUR FIRE UNIT MUST BE WITHIN THE ALLEY. IF YOU TOUCH FOUR (4) OF THE THIRTEEN (13) CONES, YOU WILL FAIL THIS EXERCISE.

EXERCISE #4: SERPENTINE

YOU WILL ENTER THE SERPENTINE AREA AND PULL FORWARD TO THE RIGHT OF THE MIDDLE CONES TO THE END OF THE AREA. YOU WILL THEN REVERSE THROUGH THE CONES IN A SERPENTINE MANNER. YOU WILL THEN PULL FORWARD THROUGH THE CONES IN A SERPENTINE MANNER TO THE EXIT POINT OF THE SERPENTINE AREA. YOU MAY NOT PULL FORWARD AT ANY TIME WHILE REVERSING THROUGH THE CONES. YOU MAY NOT REVERSE AT ANY TIME WHILE PULLING FORWARD THROUGH THE CONES. NO PART OF THE FIRE UNIT MAY EXTEND OVER THE BOUNDARY OF THE SERPENTINE AREA. IF YOU TOUCH A CONE OR EXTEND THE FIRE UNIT OVER ANY BOUNDARY, YOU WILL FAIL THIS EXERCISE.

EXERCISE #5: DIMINISHING CLEARANCE

THERE ARE TWELVE (12) CONES IN THIS EXERCISE. YOU MUST PULL FORWARD BETWEEN THE CONES TO THE END OF THE ROW. IF YOU TOUCH FOUR (4) OF THE TWELVE (12) CONES, YOU WILL FAIL THIS EXERCISE.

EXERCISE #6: OFFSET ALLEY

THERE ARE TWELVE (12) CONES IN THIS EXERCISE. YOU WILL DRIVE FORWARD THROUGH THE FIRST SET OF CONES, THEN STEER TO THE NEXT SET OF CONES THAT ARE OFFSET. IF YOU TOUCH FOUR (4) OF THE TWELVE (12) CONES, YOU WILL FAIL THIS EXERCISE.

EXERCISE #7: PARALLEL PARKING

YOU WILL PULL FORWARD PAST THE PARALLEL PARKING AREA. REVERSE INTO THE AREA AND PARALLEL PARK THE FIRE UNIT. YOU MAY PULL UP AND BACK UP AS MANY TIMES AS NEEDED TO POSITION THE UNIT IN THE AREA. THE UNIT MUST BE COMPLETELY INSIDE THE PARALLEL PARKING AREA. IF ANY PART OF THE UNIT EXTENDS OVER THE BOUNDARY OF THE AREA, YOU WILL FAIL THIS EXERCISE.

**EVOC TIMED EVALUATION
SCORE SHEET**

NAME _____ DATE _____

NOTE: THERE ARE SEVEN (7) DIFFERENT EXERCISES IN THIS EVALUATION. YOU MUST PASS AT LEAST FIVE (5) OF THEM TO PASS THIS EVALUATION.

NUMBER OF CONES HIT

EXERCISE #1	_____	P___	F___
EXERCISE #2	_____	P___	F___
EXERCISE #3	_____	P___	F___
EXERCISE #4	_____	P___	F___
EXERCISE #5	_____	P___	F___
EXERCISE #6	_____	P___	F___
EXERCISE #7	_____	P___	F___

TOTAL EXERCISES PASSED _____

TIME ON COMPLETION _____

TOTAL EVALUATION SCORE P___ F___

BATTALION CHIEF _____ DATE _____

COMPANY OFFICER _____ DATE _____

EVOC INSTRUCTOR _____ DATE _____

TRAINING OFFICER _____ DATE _____

COMMENTS: _____

REVIEWED BY _____ DATE _____

Candidate Name _____

**Station
Skill
Sheet**

**Practical
Fire Apparatus Driver/ Operator
NFPA 1002 (2003) Chapter 4 & 5**

Tennessee Fire Service & Codes Enforcement Academy
2161 Unionville/Deason Road
Bell Buckle Tennessee
37028

Skill Station 01 Preventive Maintenance

Tested Standard NFPA 1002, 4-2.1, 4-1.1(a)(b), 4-2.2, 4-2.2(a)(b)

Candidate Instructions: The candidate will complete a fire apparatus inspection given a fire department inspection form so that pre-use vehicle inspection verifies the operational status of the vehicle, noting any deficiencies or corrective actions required to be taken. *Candidates are not expected to perform any maintenance tasks or functions.*

This station requires 70% correct performance.

If the Candidate successfully completes all elements of the skill, place your initials next to the "S" below. If any part is unsuccessful or not performed, place a "U" or "NP" in the left column next to the skill element, describe in writing your justification for the "U" on the reverse side of this form and contact the lead evaluator immediately.

Criteria for Preventive Maintenance and Inspection

Checks the following for any deficiencies [4-2.1, 4-2.1(a)(b)]

- Battery(ies)- water level (if appropriate) and tight connections..... _____
- Braking system-pedal pressure, hydraulic leaks, and air pressure _____
- Coolant system- fluid levels and leaks _____
- Electrical system- lighting (both normal and emergency) _____
- Fuel- levels _____
- Hydraulic fluids- levels and leaks _____
- Lubrication _____
- Oil- levels and leaks..... _____
- Tires- tread wear and air pressure _____
- Steering system..... _____
- Belts- worn spots and appropriate tightness..... _____
- Tools, appliances and equipment operational check* _____
- Identifies vehicle LD plate* _____
 - GVW* _____
 - Height and Length* _____
 - Turning characteristics* _____

* All in accordance with the departmental SOP/SOG and the manufacturer's specifications

Criteria for Documentation [4-2.2, 4-2.29a)(b)]

- Uses a vehicle maintenance and inspection form..... _____
- Documents proper operation _____
- Documents and reports deficiencies _____

PLACE YOUR INITIALS NEXT TO THE "S" IF 100% SUCCESSFUL

S _____

Candidate Name/Number _____ Evaluator Name _____ Date _____
 Total Possible Grade (19) Total Satisfactory _____
 Minimum Passing Grade (14) Total Unsatisfactory _____

Skill Station 02A Driving and Operating-Highway Driving

Tested Standard NFPA 1002, 4-3.1, 4-3.1(a)(b), 4-3.6, 4-3.6(a)(b), 4-3.7, 4-3.7(a)(b)

Candidate Instructions: the candidate will operate a fire department vehicle, given a predetermined route on a public way that incorporates the maneuvers and features specified below. The driver/operator is expected to drive the vehicle, so that the vehicle is operated safely in compliance with all applicable state and local laws, departmental policies and regulations, and the requirements of NFPA 1500, section 4-2.4

This station requires 70% correct performance.

If the Candidate successfully completes all elements of the skill, place your initials next to the "S" below. If any part is unsuccessful or not performed, place a "U" or "NP" in the left column next to the skill element, describe in writing your justification for the "U" on the reverse side of this form and contact the lead evaluator immediately.

Criteria for Highway driving [4-3.1, 4-3.1(a)(b), 4-3.6, 4-3.6(a)(b)]

The driver/operator will perform the following maneuvers in a safe manner and in compliance with all state and local laws.

- Make four (4) left and four (4) right turns _____
- Drive the vehicle on a one-mile straightaway (urban business or rural 2 lane) _____
- Drive through an intersection..... _____
- Stop at 2 intersections protected by traffic lights or stop signs..... _____
- Maneuver the vehicle around one curve (left or right) _____
- Drive on a limited access road making 2 lane changes _____
- Drive on a limited access on and off ramp..... _____
- Drive the vehicle up and down a steep grade..... _____
- Drive the vehicle under a height-restricted overpass..... _____

Criteria for other fixed systems [4-3.7, 4-3.7(a)(b)]

- Operate the vehicle emergency warning system* _____
- Operate the vehicle environmental systems* _____
- Operate the vehicle communication systems* _____
- Operate the vehicle scene lighting systems* _____

* All in accordance with the departmental SOP/SOG and the manufacturer's specifications

PLACE YOUR INITIALS NEXT TO THE "S" IF 100% SUCCESSFUL S _____

Candidate Name/Number _____ Evaluator Name _____ Date _____
Total Possible Grade (14) Total Satisfactory _____
Minimum Passing Grade (10) Total Unsatisfactory _____

Skill Station 02B Driving and Operating-Obstacle Course

Tested Standard NFPA 1002, 4-3.2, 4-3.2(a)(b), 4-3.3, 4-3.3(a)(b), 4-3.4, 4-3.4(a)(b), 4-3.5, 4-3.5, 4-3.5(a)(b)

Candidate Instructions: The candidate will operate a fire department pumping apparatus, given a fire department pumping apparatus and a predetermined obstacle layout, so that the following occur:

1. The vehicle is parked in a restricted space without having to stop and pull forward and not striking any obstructions.
2. The vehicle is maneuvered through the obstructions without stopping to change the direction of travel and not striking obstructions.
3. The vehicle is turned 180 degrees within the given space without striking obstructions.
4. The operator accurately judges the ability of the vehicle to pass through openings without striking any obstructions.

Care should be exercised during any maneuver requiring backing the vehicle. A spotter should be provided, primarily for the purpose of avoiding any contact of the moving vehicle with fixed objects or person. The spotter will not act as a guide or provide direction to the candidate, except where a collision is likely to occur.

This station requires 70% correct performance.

If the Candidate successfully completes all elements of the skill, place your initials next to the "S" below. If any part is unsuccessful or not performed, place a "U" or "NP" in the left column next to the skill element, describe in writing your justification for the "U" on the reverse side of this form and contact the lead evaluator immediately.

Restricted Spaces [4-3.2, 4-3.2(a)(b)]

Back the vehicle into an alley dock from the left..... _____

Back the vehicle into an alley dock from the right..... _____

Restricted Clearances [4-3.3, 4-3.3(a)(b)]

Maneuver the vehicle through a serpentine forward and reverse..... _____

Turning in a Confined Space [4-3.4, 4-3.4(a)(b)]

Perform an unrestricted area U-turn _____

Diminishing Clearances [4-3.5, 4-3.5(a)(b)]

Drive the vehicle through a diminishing clearance obstacle arrangement _____

Drive the vehicle through an offset lane change obstacle arrangement _____

PLACE YOUR INITIALS NEXT TO THE "S" IF 100% SUCCESSFUL **S** _____

Candidate Name/Number _____ Evaluator Name _____ Date _____
Total Possible Grade (6) _____ Total Satisfactory _____
Minimum Passing Grade (5) _____ Total Unsatisfactory _____

Skill Station 03 Pumper Pre-Use Inspection

Tested Standard NFPA 1002, 5-1.1, 5-1.1(a)(b)

Candidate Instructions: The candidate will complete a Pumper pre-use inspection form so that the pre-use vehicle inspection verifies the operational status of the vehicle, noting any deficiencies or corrective actions required to be taken. *Candidates are not expected to perform any maintenance tasks or functions.*

This station requires 70% correct performance.

If the Candidate successfully completes all elements of the skill, place your initials next to the "S" below. If any part is unsuccessful or not performed, place a "U" or "NP" in the left column next to the skill element, describe in writing your justification for the "U" on the reverse side of this form and contact the lead evaluator immediately.

Criteria for Pumper Pre-use Inspection [5-1.1, 5-1.1(a)(b)]

Candidate checks the following for any deficiencies

- Determines appropriate water tank level* _____
- Determines appropriate foam tank level* _____
- Determines appropriate primer tank level* _____
- Pump shift operation..... _____
- Checks and verifies tank level gauge..... _____
- Operates intake valves _____
- Operates discharge valves _____
- Checks and verifies pressure gauges _____
- Checks and verifies vacuum gauges _____
- Checks and verifies pump tachometer..... _____
- Operates prime pump..... _____
- Tools, appliances, and equipment operational check _____

*All in accordance with departmental SOP/SOG and the manufacturer's specifications

PLACE YOUR INITIALS NEXT TO THE "S" IF 100% SUCCESSFUL

S _____

Candidate Name/Number _____ Evaluator Name _____ Date _____
Total Possible Grade (12) Total Satisfactory _____
Minimum Passing Grade (9) Total Unsatisfactory _____

Skill Station 04A Pumper - Positioning and Operating Internal Tank

Tested Standard NFPA 1002, 5-2.1, 5-2.1(a)(b), 5-2.3, 4-3.3(a)(b)

Candidate Instructions: The candidate will position a fire department pumper to operate from its internal tank water supply, given a pumper, a length of attack hose, and appropriate fittings or tools. so that the pump is safely engaged, all pressure control and vehicle safety devices are set, the rated flow of the nozzle is achieved and maintained, and the apparatus is continually monitored for problems. The candidate will also produce a foam fire stream, given a pumper, foam and foam appliances, so that properly portioned foam is provided. The candidate will also switch to an external water source as determined by the evaluator.

This station requires 70% correct performance.

If the Candidate successfully completes all elements of the skill, place your initials next to the "S" below. If any part is unsuccessful or not performed, place a "U" or "NP" in the left column next to the skill element, describe in writing your justification for the "U" on the reverse side of this form and contact the lead evaluator immediately.

Criteria for Internal Tanks

Flows Water Through the Following Devices From the Internal Tank [5-2.1, 5-2.1(a)(b)]

Handline water stream _____
Master stream, solid bore..... _____
Master stream, fog nozzle _____

Foam Fire Stream [5-2.3, 5-2.19a)(b)]

Produces properly proportioned foam fire stream..... _____

Operational Skills [5-2.1, 5-2.1(a)(b)]

Operates power transfer from vehicle engine to pump..... _____
Operates pumper pressure control system _____
Operates pumper volume/pressure control system..... _____
Operates auxiliary cooling system..... _____

Switches Over to an External Water Source (Choice of the Evaluator)

Static supply _____ or Pressurized system _____
Smooth transition from the internal to external supply _____
Did not interfere with the water flow _____

PLACE YOUR INITIALS NEXT TO THE "S" IF 100% SUCCESSFUL

S _____

Candidate Name/Number _____ Evaluator Name _____ Date _____

Total Possible Grade (10)
Minimum Passing Grade (7)

Total Satisfactory _____
Total Unsatisfactory _____

Skill Station 04B Pumper - Positioning and Operating Static System

Tested Standard NFPA 1002, 5-2.1, 5-2.1(a)(b), 5-2.2, 5-2.2(a)(b)

Candidate Instructions: The candidate will position a fire department pumper to operate the static water supply source, (portable tank, stream, or lake), utilizing each existing pumper intake connection, given a pumper, a length of intake hose, and appropriate fittings and tools, so that the intake hose can be connected (without kinks) to the pump connection without repositioning the vehicle, the pump is safely engaged, all pressure control and vehicle safety devices are set, the rated flow of the nozzle is achieved and maintained, and the apparatus is continually monitored for problems. Also the candidate will pump a supply line, given a relay pump evolution, length of hose, size of line and desired flow and intake pressure, so that proper pressure and flow are provided to the next pumper in the relay.

This station requires 70% correct performance.

If the Candidate successfully completes all elements of the skill, place your initials next to the "S" below. If any part is unsuccessful or not performed, place a "U" or "NP" in the left column next to the skill element, describe in writing your justification for the "U" on the reverse side of this form and contact the lead evaluator immediately.

Criteria for Static Source

Acquires Water From a Static Water Source Through the Following [5-2.1, 5-2.1(a)(b)]

Static front suction..... _____
Static left suction _____
Static right suction _____

Flows Water Through the Following Devices [5-2.1, 5-2.1(a)(b)]

Attack line water stream _____
Master stream, solid bore..... _____
Master stream, fog pattern _____

Operational Skills [5-2.1, 5-2.1(a)(b)]

Operates power transfer from vehicle engine to pump..... _____
Operates pumper pressure control system _____
Operates pumper volume/pressure control system..... _____
Operates auxiliary cooling system..... _____

Criteria for Relay Pumping [5-2.2, 5-2.2(a)(b)]

Proper pressure to the next pumper in the relay _____
Proper flow to the next pumper in the relay..... _____

PLACE YOUR INITIALS NEXT TO THE "S" IF 100% SUCCESSFUL

S _____

Candidate Name/Number _____ Evaluator Name _____ Date _____

Total Possible Grade (12) Total Satisfactory _____
Minimum Passing Grade (9) Total Unsatisfactory _____

Skill Station 04C Pumper- Positioning and Operating Pressurized System

Tested Standard NFPA 1002, 5-2.1, 5-2.1(a)(b), 5-2.4, 5-2.4(a)(b)

Candidate Instructions: The candidate will position a fire department pumper to operate from a pressurized system (fire hydrant) utilizing each existing pumper intake connection, given a pumper, a length of intake hose, and appropriate fittings or tools, so that the intake hose can be connected (without kinks) to the pump connection without repositioning the vehicle and so that the pump is safely engaged, all pressure control and safety devices are set, the rated flow at the nozzle is achieved and maintained, and the apparatus is continually monitored for problems.

The candidate will also supply water to a sprinkler and standpipe system, given specific system information, and a fire department pumping apparatus, so that water is supplied to the system at the proper volume and pressure.

This station requires 70% correct performance.

If the Candidate successfully completes all elements of the skill, place your initials next to the "S" below. If any part is unsuccessful or not performed, place a "U" or "NP" in the left column next to the skill element, describe in writing your justification for the "U" on the reverse side of this form and contact the lead evaluator immediately.

Criteria for Pressurized System (Hydrants)

Acquires Water From a Pressurized Water Source Through the Following [5-2.1, 5-2.1(a)(b)]

- Hydrant front suction _____
- Hydrant left suction..... _____
- Hydrant right suction _____

Flows Water Through the Following Devices [5-2.1, 5-2.1(a)(b)]

- Attack line water stream..... _____
- Master stream, solid bore _____
- Master stream fog pattern..... _____

Operational Skills [5-2.1, 5-2.1(a)(b)]

- Operates power transfer from vehicle engine to pump _____
- Operates pumper pressure control system..... _____
- Operates pumper volume/pressure control system _____
- Operates auxiliary cooling system _____

Supplies Water to the Following [5-2.4, 5-2.4(a)(b)]

- Proper Pressure _____
- Proper flow..... _____

PLACE YOUR INITIALS NEXT TO THE "S" IF 100% SUCCESSFUL

S _____

Candidate Name/Number _____	Evaluator Name _____	Date _____
	Total Possible Grade (12) _____	Total Satisfactory _____
	Minimum Passing Grade (9) _____	Total Unsatisfactory _____

Fire Apparatus Driver/Operator-Pumper
Station Skill Sheets
NFPA 1002 (2003) Chapter 4&5

STUDENT _____ SS# _____
(Print)

EVALUATOR _____ DATE _____
(Print)

Skill Station & Description:

01: Preventive Maintenance PASS _____ FAIL _____

02A: Driving and Operating-Highway Driving PASS _____ FAIL _____

02B: Driving and Operating-Obstacle Course PASS _____ FAIL _____

03: Pumper Pre-Use Inspection PASS _____ FAIL _____

EVALUATOR SHOULD CHOOSE ONLY ONE OF THE FOLLOWING FROM BELOW:

04A: Pumper- Positioning and Operating Internal Tank PASS _____ FAIL _____

04B: Pumper- Positioning and Operating Static System PASS _____ FAIL _____

04C: Pumper- Positioning and Operating Pressurized System PASS _____ FAIL _____

Total Possible Grade - 5 Total Satisfactory _____
Minimum Passing Grade - 4 Total Unsatisfactory _____

STUDENT PASS _____ FAIL _____

STUDENT _____
(Signature)

EVALUATOR _____ DATE _____
(Signature)

**MORRISTOWN FIRE DEPARTMENT
DRIVER TRAINING
STANDARD OPERATING GUIDELINE**

APPENDIX B-1

INITIAL REQUEST TO QUALIFY AS A DRIVER TRAINEE FORM

APPENDIX B-2

REQUEST TO CERTIFY AS A DRIVER TRAINEE

Initial Request to Qualify as a Driver Trainee

PRE-REQUISITES: 2YEARS SERVICE WITH DEPARTMENT

YES _____ NO _____

DRIVER'S LICENSE CURRENT

YES _____ NO _____

COMPLETION OF PUMPER OPERATIONS I, II, & III

YES _____ NO _____

COMPLETION OF EMERGENCY VEHICLE OPERATION COURSE

YES _____ NO _____

Firefighter Name: _____

PRINT

I am requesting that I be allowed to qualify as a driver trainee subject to Morristown Fire Department Standards.

Firefighter Name: _____ / /

SIGN

DATE

Station Officer Requesting: _____

PRINT

The firefighter named above has met the prerequisites to qualify as a driver trainee. I am requesting that he/she be allowed to practice driving under controlled conditions out of traffic to gain experience with the apparatus. When he/she demonstrates the ability to safely operate the apparatus in traffic, I will request that the process for certifying them as a driver trainee begin.

Recommended: _____ / /

STATION OFFICER (SIGN)

DATE

Reviewed: _____ / /

BATTALION CHIEF (SIGN)

DATE

Approved: _____ / /

FIRE CHIEF (SIGN)

DATE

Request to Certify as a Driver Trainee

Firefighter Name: _____

PRINT

I am requesting that I be allowed to certify as a driver trainee subject to Morristown Fire Department Standards.

Firefighter Name: _____ / / _____

SIGN

DATE

Station Officer Requesting: _____

PRINT

The firefighter named above, while under my supervision and with the assistance of the operator assigned to the apparatus, has demonstrated the ability to safely operate the apparatus. I am requesting that he/she be certified as a driver trainee and to start completion of the Driver Trainee Checklist pending completion of a timed EVOC course evaluation. I will initially allow them to drive in traffic during training, maintenance, and other activities on a non-emergency basis only. When the non-emergency elements of the checklist have been completed, I will allow them to drive emergency traffic on EMS calls only. I will not allow them to drive to any report of a fire or fire alarm. When the checklist is complete, I will forward it through the chain of command to allow the trainee to qualify as a relief driver subject to the 240-hour evaluation period.

Recommended: _____ / / _____

STATION OFFICER (SIGN)

DATE

Reviewed: _____ / / _____

BATTALION CHIEF (SIGN)

DATE

Approved: _____ / / _____

FIRE CHIEF (SIGN)

DATE

**MORRISTOWN FIRE DEPARTMENT
DRIVER TRAINING
STANDARD OPERATING GUIDELINE**

APPENDIX C-1
DRIVER TRAINEE CHECKLIST

APPENDIX C-2
FIRE APPARATUS OPERATOR PRACTICAL CHECKLIST
TENNESSEE COMMISSION ON FIREFIGHTING
NFPA 1002 COMPLIANT

DRIVER TRAINEE CHECKLIST

NAME: _____

EVALUATOR: _____

PRE-REQUISITES: 2YEARS SERVICE WITH DEPARTMENT YES _____ NO _____
 DRIVER'S LICENSE CURRENT YES _____ NO _____
 COMPLETION OF PUMPER OPERATIONS I, II, & III YES _____ NO _____
 COMPLETION OF EMERGENCY VEHICLE OPERATION COURSE YES _____ NO _____

DOES THE DRIVER TRAINEE: YES DATE

DOES THE DRIVER TRAINEE:	YES	DATE
PRACTICE GENERAL SAFE DRIVING HABITS AND DEFENSIVE DRIVING		
MAINTAIN APPARATUS AT ACCEPTABLE SPEEDS		
USE SIGNALS CORRECTLY		
USE MIRRORS TO ORIENT APPARATUS		
USE SPOTTER WHEN BACKING		
ORIENT THE APPARATUS IN TRAFFIC LANES SAFELY AWAY FROM CURBS AND CENTERLINES		
MAINTAIN A SAFE DISTANCE WHEN FOLLOWING OTHER TRAFFIC AND BRAKE PROPERLY		
SPOT THE APPARATUS AS INSTRUCTED		
DISPLAY KNOWLEDGE OF THE APPARATUS AND LOCATION EQUIPMENT		
FOLLOW DEPARTMENT AND CITY DIRECTIVES REGARDING SEAT BELTS		
PERFORM EQUIPMENT CHECKS AS REQUIRED DAILY AND AFTER WORKING INCIDENTS.		
SHOW REASONABLE KNOWLEDGE OF STREETS AND HYDRANTS IN THEIR AREA		
MAINTAIN CONTROL OF APPARATUS ON EMERGENCY RUNS WITH DUE REGARD FOR OTHERS		
NEGOTIATE TRAFFIC ON EMERGENCY CALLS IN A SAFE MANNER		
SHOW THE ABILITY TO DRIVE UNDER EMERGENCY CONDITIONS WITH NO INFLUENCE FROM THE SIREN AND WARNING LIGHTS		
SHOW KNOWLEDGE OF ENGAGING THE APPARATUS PUMP/AERIAL DEVICES		
SHOW KNOWLEDGE OF APPARATUS OUTLETS AND THEIR CORRESPONDING VALVES		
SHOW KNOWLEDGE OF HOOKING TO HYDRANTS		
SHOW KNOWLEDGE OF PUMPING TO HOSE LINES		
SHOW KNOWLEDGE OF PUMPING TO OTHER APPARATUS		
SHOW KNOWLEDGE OF APPARATUS APPLIANCES AND ADAPTERS		
LISTEN TO THE OFFICER AND FOLLOW THEIR DIRECTIONS		
COMPLETION OF A TIMED EVOC EVALUATION		

I HAVE EVALUATED THIS CANDIDATE AND I RECOMMEND THAT THEY BE ALLOWED TO ACT AS A RELIEF DRIVER AND BE SUBJECT TO A 240 HOUR CERTIFICATION PERIOD.

EVALUATOR: _____ / ____ / ____ SIGN DATE TRAINEE: _____ / ____ / ____ SIGN DATE

REVIEWED: _____ / ____ / ____ BATTALION CHIEF DATE

FORWARD TO DEPUTY CHIEF: _____ / ____ / ____ DEPUTY CHIEF DATE

APPROVED BY FIRE CHIEF: _____ / ____ / ____ CHIEF DATE

**MORRISTOWN FIRE DEPARTMENT
FIRE APPARATUS OPERATOR PRACTICAL CHECKLIST
TENNESSEE COMMISSION ON FIREFIGHTING
NFPA 1002 COMPLIANT**

Candidate's name: _____

Prior to operating fire department vehicles, the fire apparatus driver/operator shall meet the job performance requirements defined in Sections 4.2 and 4.3 of NFPA 1002

4.2.1: Preventive Maintenance

A. Requisite Knowledge

Manufacturer specifications and requirements, policies, and procedures of the jurisdiction.

B. Requisite Skills

The ability to use hand tools, recognize system problems, and correct any deficiency noted according to policies and procedures.

Perform routine tests, inspections, and servicing functions on the systems and components specified in the following list, given a fire department vehicle and its manufacturer's specifications, so that the operational status of the vehicle is verified.

1. Battery (ies)
2. Braking system
3. Coolant system
4. Electrical system
5. Fuel
6. Hydraulic fluids
7. Oil
8. Tires
9. Steering system
10. Belts
11. Tools, appliances, and equipment

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

4.2.2:

A. Requisite Knowledge

Departmental requirements for documenting maintenance performed and the importance of keeping accurate records.

B. Requisite Skills

The ability to use tools and equipment and complete all related departmental forms.

Document the routine tests, inspections, and servicing functions, given maintenance and inspection forms, so that all items are checked for operations and deficiencies are reported.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

4.3.1: Driving/Operating

A. Requisite Knowledge

The effects on vehicle control of liquid surge, braking reaction time, and load factors; effects of high center of gravity on roll-over potential, general steering reactions, speed, and centrifugal force; applicable laws and regulations; principles of skid avoidance, night driving, shifting, and gear patterns; negotiating intersections, railroad crossings, and bridges; weight and height limitations for both roads and bridges; identification and operation of automotive gauges; and operational limits.

B. Requisite Skills

The ability to operate passenger restraint devices; maintain safe following distances; maintain control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions; operate under adverse environmental or driving surface conditions; and use automotive gauges and controls.

Operate a fire department vehicle, given a vehicle and a predetermined route on a public way that incorporates the maneuvers and features, specified in the following list, that the driver/operator is expected to encounter during normal operations, so that the vehicle is operated in compliance with all applicable state and local laws, departmental rules and regulations, and the requirements of **NFPA 1500, Section 4.2:**

1. Four left turns and four right turns
2. A straight section of urban business street or a two-lane rural road at least 1.6 km (1 mile) in length
3. One through-intersection and two intersections where a stop has to be made.
4. One railroad crossing
5. One curve, either left or right
6. A section of limited-access highway that includes a conventional ramp entrance and exit and a section of road long enough to allow two lane changes
7. A down grade steep enough and long enough to require down-shifting and braking
8. An upgrade, steep enough and long enough to require gear changing to maintain speed
9. One underpass or a low clearance or bridge

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

4.3.2

A. Requisite Knowledge

Vehicle dimensions, turning characteristics, spotter signaling, and principles of safe vehicle operation.

B. Requisite Skills

The ability to use mirrors and judge vehicle clearance.

Back a vehicle from a roadway into restricted spaces on both the right and left sides of the vehicle, given a fire department vehicle, a spotter, and restricted spaces 3.7 m (12 ft) in width, requiring 90 degree right-hand and left-hand turns from the roadway, so that the vehicle is parked within the restricted areas without having to stop and pull forward and without striking obstructions.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

4.3.3

A. Requisite Knowledge

Vehicle dimensions, turning characteristics, the effects of liquid surge, spotter signaling, and principles of safe vehicle operation.

B. Requisite Skills

The ability to use mirrors and judge vehicle clearance.

Maneuver a vehicle around obstructions on a roadway while moving forward and in reverse, given A fire department vehicle, a spotter for backing, and a roadway with obstructions, so that the vehicle is maneuvered though the obstructions with stopping to change the direction of travel and without striking the obstructions.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

4.3.4

A. Requisite Knowledge

Vehicle dimensions, turning characteristics, the effects of liquid surge, spotter signaling, and principles of safe vehicle operation.

B. Requisite Skills

The ability to use mirrors and judge vehicle clearance.

Turn a fire department vehicle 180 degrees within a confined space, given a fire department vehicle, a spotter for backing up, and an area in which the vehicle cannot perform a U-turn without stopping and backing up, so that the vehicle is turned 180 degrees without striking obstructions within the given space.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

4.3.5

A. Requisite Knowledge

Vehicle dimensions, turning characteristics, the effects of liquid surge, spotter signaling, and principles of safe vehicle operation.

B. Requisite Skills

The ability to use mirrors and judge vehicle clearance.

Maneuver a fire department vehicle in areas with restricted horizontal and vertical clearances, given a fire department vehicle and a course that requires the operator to move through areas of restricted horizontal and vertical clearances, so that the operator accurately judges the ability of the vehicle to pass through the openings and so that no obstructions are struck.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

4.3.6

A. Requisite Knowledge

The effects on vehicle control of liquid surge, braking reaction time, and load factors; the effects of high center of gravity on roll-over potential, general steering reactions, speed, and centrifugal force; applicable laws and regulations; principles of skid avoidance, night driving, shifting, and gear patterns; negotiation of intersections, railroad crossings, and bridges; weight and height limitations for both roads and bridges; identification and operation of automotive gauges; and operational limits.

B. Requisite Skills

The ability to operate passenger restraint devices; maintain safe following distances; maintain control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions; operate under adverse environmental or driving surface conditions; and use automotive gauges and controls.

Operate a vehicle using defensive driving techniques under emergency conditions, given a fire department vehicle and emergency conditions, so that control of the vehicle is maintained.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

4.3.7

A. Requisite Knowledge

Manufacturer's specifications and operating procedures, and policies and procedures of the jurisdiction.

B. Requisite Skills

The ability to deploy, energize, and monitor the system or equipment and to recognize and correct system problems.

Operate all fixed systems and equipment on the vehicle not specifically addressed elsewhere in this standard, given systems and equipment, manufacturer's specifications and instructions, and departmental policies and procedures for the systems and equipment, so that each system or piece of equipment is operated in accordance with the applicable instructions and policies.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

5.1 General

The requirements of Fire Fighter I as specified in **NFPA 1001**, and the job requirements defined in **Sections 5.1 and 5.2** shall be met prior to certification as a fire department driver/operator – pumper.

5.1.1

A. Requisite Knowledge

Manufacturer's specifications and requirements, and policies and procedures of the jurisdiction.

B. Requisite Skills

The ability to use hand tools, recognize system problems, and correct any deficiency noted according to policies and procedures.

Perform the routine tests, inspections, and servicing functions specified in the following list in addition to those in **4.2.1**, given a fire department pumper and its manufacturer's specifications, so that the operational status of the pumper is verified:

- (1) Water tank and other extinguishing agent levels
- (2) Pumping systems
- (3) Foam systems

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

5.2.1

A. Requisite Knowledge

Hydraulic calculations for friction loss and flow using both written formulas and estimation methods, safe operation of the pump, problems related to small-diameter or dead-end mains, low-pressure and private water supply systems, hydrant coding systems, and reliability of static sources.

B. Requisite Skills

The ability to position a fire department pumper to operate at a fire hydrant and at a static water source, power transfer from vehicle engine to pump, draft, operate pumper pressure control systems, operate the volume/pressure transfer valve (multi-stage pumps only), operate auxiliary cooling systems, make the transition between internal and external water sources, and assemble hose lines, nozzles, valves, and appliances.

Produce effective hand or master streams, given the sources specified in the following list, so that the pump is engaged, all pressure control and vehicle safety devices are set, the rated flow of the nozzle is achieved and maintained, and the apparatus is continuously monitored for potential problems:

- (1) Internal tank
- (2) Pressurized source
- (3) Static source
- (4) Transfer from internal tank to external source

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

5.2.2

A. Requisite Knowledge

Hydraulic calculations for friction loss and flow using both written formulas and estimation methods, safe operation of the pump, problems related to small-diameter or dead-end mains, low-pressure and private water supply systems, hydrant coding systems, and reliability of static sources.

B. Requisite Skills

The ability to position a fire department pumper to operate at a fire hydrant and at a static water source, power transfer from vehicle engine to pump, draft, operate pumper pressure control systems, operate the volume/pressure transfer valve (multi-stage pumps only), operate auxiliary cooling systems, make the transition between internal and external water sources, and assemble hose lines, nozzles, valves, and appliances.

Pump a supply line of 65mm (2 ½”) or larger, given a relay pumping evolution the length and size of the line and the desired flow and intake pressure, so that the correct pressure and flow are provided to the next pumper in the relay.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

5.2.3

A. Requisite Knowledge

Proportioning rates and concentrations, equipment assembly procedures, form system limitations, and manufacturer’s specifications.

B. Requisite Skills

The ability to operate foam proportioning equipment and connect foam stream equipment.

Produce a foam fire stream, given foam-producing equipment, so that properly proportioned foam is provided.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

5.2.4

A. Requisite Knowledge

Calculation of pump discharge pressure; hose layouts; location of fire department connection; alternative supply procedures if fire department connection is not usable; operating principles of sprinkler systems as defined in **NFPA 13, NFPA 13D, and NFPA 13R**; fire department operations in sprinklered properties as defined in **NFPA 13E**; and operating principles of standpipe systems as defined in **NFPA 14**.

B. Requisite Skills

The ability to position a fire department pumper to operate at a fire hydrant and at a static water source, power transfer from vehicle engine to pump, draft, operate pumper pressure control systems, operate the volume/pressure transfer valve (multi-stage pumps only), operate auxiliary cooling systems, make the transition between internal and external water sources, and assemble hose lines, nozzles, valves, and appliances.

Supply water to fire sprinkler and standpipe systems, given specific system information and a fire department pumper, so that water is supplied to the system at the correct volume and pressure.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

6.1 General

The requirements of Fire Fighter I as specified in **NFPA 1001**, and the job performance requirements defined in **Section 6.1 and 6.2** shall be met prior to certification as a fire department driver/operator – aerial.

6.1.1

A. Requisite Knowledge

Manufacturer's specifications and requirements, and policies and procedures of the jurisdiction.

B. Requisite Skills

The ability to use hand tools, recognize system problems, and correct any deficiency noted according to policies and procedures.

Perform the routine tests, inspections, and servicing functions specified in the following list in addition to those specified in **4.2.1**, given a fire department aerial apparatus, so that the operational readiness of the aerial apparatus is verified:

- (1) Cable systems (if applicable)
- (2) Aerial device hydraulic systems
- (3) Slides and rollers
- (4) Stabilizing systems
- (5) Aerial device safety systems
- (6) Breathing air systems
- (7) Communication systems

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

6.2.1

A. Requisite Knowledge

Capabilities and limitations of aerial devices related to reach, top load, angle of inclination, and angle from chassis axis; effects of topography, ground, and weather conditions on deployment; and use of the aerial device.

B. Requisite Skills

The ability to determine a correct position for the apparatus, maneuver apparatus into that position, and avoid obstacles to operations.

Maneuver and position an aerial apparatus, given an aerial apparatus, an incident location, a situation description, and an assignment, so the apparatus is positioned for correct aerial device deployment.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

6.2.2

A. Requisite Knowledge

Aerial apparatus hydraulic systems, manufacturer's specifications for stabilization, stabilization requirements, and effects of topography and ground conditions on stabilization.

B. Requisite Skills

The ability to transfer power from the vehicle's engine to the hydraulic system and operate vehicle stabilization devices.

Stabilize an aerial apparatus, given a positioned vehicle and the manufacturer's recommendations, so that power can be transferred to the aerial device hydraulic system and the device can be deployed.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

6.2.3

A. Requisite Knowledge

Aerial device hydraulic systems, hydraulic pressure relief systems, gauges and controls, cable systems, communications systems, electrical systems, emergency operating systems, locking systems, manual rotation and lowering systems, stabilizing systems, aerial device safety systems, system overrides and the hazards of using overrides, safe operational limitations of the given aerial device, safety procedures specific to the device, and operations near electrical hazards and overhead obstructions.

B. Requisite Skills

The ability to raise, rotate, extend, and position to a specified location, as well as lock, unlock, retract, lower, and bed the aerial device.

Maneuver and position the aerial device from each control station, given an incident location, a situation description, and an assignment, so that the aerial device is positioned to accomplish the assignment.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

6.2.4

A. Requisite Knowledge

Aerial device hydraulic systems, hydraulic pressure relief systems, gauges and controls, cable systems, communications systems, electrical systems, emergency operating systems, locking systems, manual rotation and lowering systems, stabilizing systems, aerial device safety systems, system overrides and the hazards of using overrides, safe operational limitations of the given aerial device, safety procedures specific to the device, and operations near electrical hazards and overhead obstructions.

B. Requisite Skills

The ability to rotate and position to center, unlock, retract, lower, and bed the aerial device using the emergency operating system.

Lower an aerial device using the emergency operating system, given an aerial device, so that the aerial device is lowered to its bedded position.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

6.2.5

A. Requisite Knowledge

Nozzle reaction, range of operation, and weight limitations.

B. Requisite Skills

The ability to connect a water supply to a master stream device and control an elevated nozzle manually or remotely.

Deploy and operate an elevated master stream, given an aerial device a master stream device, and a desired flow so that the stream is effective and the aerial and master stream devices are operated correctly.

DATE COMPLETED: _____

EVALUATOR SIGNATURE: _____

**MORRISTOWN FIRE DEPARTMENT
DRIVER TRAINING
STANDARD OPERATING GUIDELINE**

APPENDIX D-1
CERTIFICATION FOR OUT-OF-GRADE PAY

APPENDIX D-2
REQUEST FOR UPGRADE PAY

CERTIFICATION FOR OUT-OF-GRADE PAY

EMPLOYEE NAME: _____

EMPLOYEE NUMBER: _____

I, _____, IN ACCORDANCE WITH CITY OF MORRISTOWN POLICY, AM

PRINT

REQUESTING CERTIFICATION TO RECEIVE COMPENSATION FOR PERFORMING DUTIES OUT OF GRADE AS A **DRIVER / OFFICER** (CIRCLE ONE).

I HAVE FULFILLED THE QUALIFYING REQUIREMENTS BY WORKING THE EQUIVALENT OF 10 SHIFTS (240 HOURS) AS REQUIRED BY THIS POLICY.

DATE	POSITION WORKED	IN RELIEF OF	STATION	HOURS
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____
___/___/___	_____	_____	_____	_____

ATTACH A SECOND SHEET IF NEEDED []

TOTAL _____

I CERTIFY THAT THIS IS INFORMATION IS CORRECT AND ACCURATE.

EMPLOYEE: _____
THE JOB PERFORMANCE DURING THESE PERIODS WAS SATISFACTORY.

BATTALION CHIEF: _____

REVIEWED BY: _____ TITLE: _____

I CERTIFY THIS EMPLOYEE'S ELIGIBILITY FOR UPGRADE PAY EFFECTIVE ___/___/___

FIRE CHIEF

Personal Passenger/Light Truck/Van Minimum Requisites

No personnel will operate or attempt to operate any Fire Department or City of Morristown vehicle before receiving the appropriate level of training for the vehicle in question and meeting the minimum requirements for operation of the vehicle as regulated by the State of Tennessee and/or the City of Morristown.

These minimum requirements shall conform to the existing State of Tennessee Department of Safety regulations to operate any staff vehicle, or other city vehicles whose general description is classified as a personal passenger vehicle or light duty truck/van (not fire apparatus).

No personnel shall be allowed to operate any city vehicle in a "Priority One" response mode unless the requirements and conditions of section 2.4 of this protocol have been submitted and approved.

Fire Apparatus Minimum Requisites

A "Fire Apparatus" shall be defined as any Engine, Aerial, Truck, Haz-Mat/Service, or other vehicles larger than personal passenger or light truck/van vehicles. This includes front line and reserve apparatus.

To operate (drive) any fire apparatus on any public street/roadway, Section 1.0 of this protocol shall be satisfied.

The operation of any Fire Apparatus shall conform to the existing Morristown Fire Department, State of Tennessee, TOSHA, and applicable Tennessee Municipal League Risk Management regulations for the operation of an emergency vehicle/fire apparatus.

1.0 Pre-requisites to begin the Morristown Fire Department's Driver Training Program.

NOTE: to operate (drive) any fire apparatus on a public street, Section 1.0 of this protocol shall be met

- 1.1** You must possess a valid Tennessee Driver's License with at least a class "D" endorsement. *
- 1.2** You must have been a permanent employee with the Morristown Fire Department for at least two (2) years.
- 1.3** You must have successfully completed the three weeks of pump operations classes from the state fire academy or another pump operations class that is approved by the Chief of the department.

- 1.4** You must have successfully completed the classroom and hands-on portions of Emergency Vehicle Driving Operations.
- 1.5** Exceptions: personnel who have completed Sections 1.1, 1.2 and 1.4 of this protocol may be allowed Familiarity Training under controlled conditions.

1. Familiarity Training shall be for the purpose of allowing personnel get gain a feeling for the size, weight, turning radius, etc of the apparatus in a street setting.
2. Safety to oneself, company members, public and the apparatus shall given priority.
3. The Officer in Charge of the apparatus shall be responsible for the the driver's actions.
4. The Officer in Charge shall be responsible for correcting any mistakes or omissions on behalf of the driver
5. Only "light traffic condition" areas shall be considered. This shall include any industrial park after normal operational hours (evenings, weekend, holidays, etc.), parking lots or other areas where light public traffic is the prevalent condition. No main city thoroughfare shall be allowed for Familiarity Training.

2.0 Submitting the proper paperwork to begin the Morristown Fire Department's Driver Training Program.

- 2.1** You must submit documentation of the successful completion of the classroom and hands-on portion of the Emergency Vehicle Driving Operations.
- 2.1.1** You may submit a copy of the Morristown Fire Department's classroom sign-in roster for the classroom portion.
 - 2.1.2** You may submit a copy of your certificate of completion from the classroom portion of an EVOC program.
 - 2.1.3** You may submit a copy of the Morristown Fire Department's Drill sign-in roster for the hands-on portion.
 - 2.1.4** You may submit a copy of the Station Skill Sheet completed by the instructor from the Tennessee Fire and Codes Academy referencing NFPA 1002 Chapters 4 & 5.
 - 2.1.5** You may submit the EVOC Timed Evaluation sheet after all appropriate signatures are recorded on the evaluation sheet.

- 2.2** You must submit documentation of the successful completion of the three (3) week classes for Pumper Operations from the Tennessee Fire and Codes Academy.
 - 2.2.1** You may submit all three certificates of successful completion of the Tennessee Fire and Codes Academy's Pumper Operations class series.
 - 2.2.2** You may submit any other certificates of successful completion of any other pumper operations classes that have been approved by the Chief of the department.

- 2.3** You must submit the Morristown Fire Department form "Initial Request to Qualify as a Driver Trainee".
 - 2.3.1** This form must be filled out, dated, and signed by the firefighter requesting to qualify as a driver trainee.
 - 2.3.2** This form must then be directed to their station officer for review.
 - 2.3.3** The station officer must verify that the pre-requisites have been met by the member submitting the form.
 - 2.3.4** The station officer must sign the "recommended" line and date the form, and then the form must be directed to the Battalion Chief for review.
 - 2.3.5** The Battalion Chief must review the form and sign the "Reviewed" line and date the form, and then the form must be directed to the Fire Chief for approval.
 - 2.3.6** The Fire Chief must review the form and sign the "Approved" line on the form and return the form to the Battalion Chief so that the form can be placed in the firefighter's training file.

- 2.4** You must submit the Morristown Fire Department form "Request to Certify as a Driver Trainee".
 - 2.4.1** This form must be filled out, dated, and signed by the firefighter requesting to qualify as a driver trainee.
 - 2.4.2** This form must then be directed to their station officer for review.
 - 2.4.3** The station officer must verify that the pre-requisites have been met by the member submitting the form.
 - 2.4.4** The station officer must sign the "recommended" line and date the form, and then the form must be directed to the Battalion Chief for review.
 - 2.4.5** The Battalion Chief must review the form and sign the "Reviewed" line and date the form, and then the form must be directed to the Fire Chief for approval.
 - 2.4.6** The Fire Chief must review the form and sign the "Approved" line on the form and return the form to the Battalion Chief so that the form can be placed in the firefighter's training file.

- 2.5** The Driver Trainee Checklist must be completed and signed.
- 2.5.1** The Driver Trainee must keep the checklist in their possession and made available to the company officer.
 - 2.5.2** The company officer will serve as the evaluator of the driver trainee.
 - 2.5.3** The company officer will record the progression of the trainee.
 - 2.5.4** The company officer may use the Morristown Fire Department "Fire Apparatus Operator Practical Checklist" as a guide for completing the "Driver Trainee Checklist".
 - 2.5.5** When all twenty-three items have been checked off, along with the pre-requisites, the checklist will be signed by the company officer and submitted to the Battalion Chief for review.
 - 2.5.6** The Battalion Chief will sign the "Reviewed" line and forward the form to the Deputy Chief for review.
 - 2.5.7** The Deputy Chief will review the checklist and sign the "Forward to the Deputy Chief" line and forward the form the Fire Chief for final approval.
 - 2.5.8** The Fire Chief will review the completed form and sign the "Approved by Fire Chief" line and return the form to the Battalion Chief to be filed in the trainee's training and personnel file.

3.0 Submitting the proper paperwork to be eligible to receive out-of-grade compensation.

- 3.1** The driver trainee must keep the "Certification for Out Of Grade Pay" form in their possession and make it available to the company officer anytime they are performing Driver/Operator duties.
- 3.2** All information must be entered on the form when the driver trainee is performing Driver/Operator duties. This includes the date the duties are performed, the position worked, at which station the duties were performed, the name of the driver that the trainee is relieving, and the amount of hours the driver trainee performed the Driver/Operator duties.
- 3.3** The form must be signed by the driver trainee certifying that the information is correct and accurate. The form is then sent to the Battalion Chief.
- 3.4** The form must be signed by the Battalion Chief certifying that the job performance of the driver trainee during this training period was satisfactory. The form is then sent to the Deputy Chief for review.
- 3.5** The Deputy Chief will review and sign the form, then send the form to the Fire Chief for a final review.
- 3.6** The Fire Chief will certify that the driver trainee will be eligible for out-of-grade pay and specify the effective date.
- 3.7** The Fire Chief will forward the form to the Battalion Chief so that the form can be placed in the trainee's training file and their personnel file.

4.0 Submitting the proper paperwork to receive out-of –grade compensation.

- 4.1** The Battalion Chief shall record the number of hours worked out-of-grade on the Shift's Daily Report. The Battalion Chief shall also record the Driver's name the Driver Trainee is working in place of.
- 4.2** The driver trainee should keep up with all out-of-grade hours per pay period so as to confirm hours on payroll sheets when signed.

*** RULES OF TENNESSEE DEPARTMENT OF SAFETY DIVISION OF DRIVER LICENSE ISSUANCE CHAPTER 1340-1-13 CLASSIFIED AND COMMERCIAL DRIVERS LICENSES AND TEMPORARY DRIVER LICENSES**

1340-1-13-.07 EXEMPTIONS FROM CLASSIFIED AND COMMERCIAL LICENSING.

- (1) Driver licenses are not required for drivers who operate the vehicles described below, under the conditions specified for each:
- (a) Any member of the armed forces, reserves, and national guard while operating a motor vehicle owned or leased by any branch of the armed services of the United States;
 - (b) Any person while driving or operating any road machine, farm tractor, or implement Of husbandry operated or moved on a highway for the purposes of conducting Agricultural or construction operations;
 - (c) Nonresidents at least sixteen (16) years old who have in their immediate possession a valid driver license issued by their home state or country, provided that the out of state license is equivalent to the class license required in Tennessee, and provided that thirty (30) days after residency is established, a Tennessee class license is obtained; and
 - (d) Students pursuing driver training course in a public school or a private secondary school approved by Tennessee's Commissioner of Education or by a recognized regional or national accrediting agency, or in a duly licensed commercial driver training school, provided that:
 - 1. the student is operating a Class D motor vehicle bearing the school's identification, and is accompanied at all times by an instructor certified and registered by the Tennessee Department of Education.
- (2) Commercial driver licenses are not required for drivers who operate the vehicles described below, under the conditions specified for each:
- (a) Vehicles which are controlled and operated by a farmer or nurseryman that are used To transport either agricultural products, farm machinery, or farm supplies to or from a farm or nursery, and are not used in the operations of a common or contract motor carrier and are used within one hundred fifty (150) miles of the person's farm or nursery;
 - (b) Vehicles designed and used solely as emergency vehicles which are necessary for the preservation of life or property, or the execution of emergency governmental function performed under emergency conditions and not subject to normal traffic regulation.
This exemption shall apply to vehicles operated by paid or non-paid personnel;
 - (c) Vehicles of the United States Department of Defense when operated by military personnel on active duty, members of the Reserves and National Guard on active duty including personnel on full-time National Guard duty, personnel on part-time training.