

Purpose: This policy establishes eligibility and process for candidates to qualify as new driver/operators on CTFD apparatus.

Administration: The Fire Chief, Assistant Fire Chief and Deputy Chief of Training will have joint responsibility for administration of this policy within the scope of their job descriptions.

Eligibility

- Driver/operator candidate must have a valid Pennsylvania driver's license and meet all relevant requirements set forth in the Pennsylvania Vehicle Code to train on or operate any CTFD apparatus.
- Minimum age for driver/operator candidates to begin training on CTFD apparatus:
 - 18 years of age for Level 1 CTFD apparatus (see Appendix).
 - 21 years of age for Level 2, 2A or 3 CTFD apparatus (see Appendix).
- Driver/operator candidate must be Active or Junior Active CTFD members, as detailed in Policy 2.15 Active and Junior Active Status, for a minimum of:
 - 6 months before qualifying on Level 1 CTFD apparatus (see Appendix).
 - 12 months before qualifying on Level 2 or 2A CTFD apparatus (see Appendix).
- Driver/operator candidate must complete a Pennsylvania State Fire Academy Emergency Vehicle Driver Training course prior to qualifying on any Level 2 CTFD apparatus. (see Appendix).
- Driver/operator candidate must be a qualified driver/operator on a minimum of one (1) Level 2 CTFD apparatus for a minimum of one (1) year prior to beginning driver/operator training on any Level 3 CTFD apparatus (see Appendix).
- Prior to beginning training on any CTFD apparatus, driver/operator candidate must have a driving record free of:
 - Summary moving violations for a period of not less than one (1) year
 - Misdemeanor or felony moving violations for a period of not less than three (3) years
- Eligibility to train on or operate any CTFD apparatus will be subject to any applicable medical clearances the CTFD may require.
- Regardless of any other criteria set forth in this policy, the Deputy Chief of Training, Assistant Fire Chief or Fire Chief may, at their sole or joint discretion, deny driver training status for any or all CTFD apparatus to any CTFD member.

Qualification Order

- Driver/operator candidates shall complete their qualification practice and testing on CTFD apparatus by progressing through the following qualification levels:
 1. Qualification on all Level 1 CTFD apparatus must be completed before beginning driver training on any other CTFD apparatus.
 2. Qualification on a minimum of two (2) Level 2 CTFD apparatus must be completed before beginning driver training on any Level 3 CTFD apparatus, with the order of training on specific apparatus determined by the Deputy Chief of Training.
 3. Order of qualification on specific Level 3 CTFD apparatus will be determined by the Deputy Chief of Training after (1) and (2) above have been met.
 4. Qualification on Level 2A CTFD apparatus may be completed by permission of the Deputy Chief of Training after completing qualification on Level 1 CTFD apparatus; training and qualification activities on Level 2A apparatus do not affect the candidate's eligibility to train or qualify on other CTFD apparatus.

Qualification Procedure

- Any eligible Active CTFD member who wishes to begin driver/operator training on CTFD apparatus shall submit a written request to the Deputy Chief of Training.
 - By submitting a request to begin driver/operator training on CTFD apparatus to the Deputy Chief of Training, driver/operator candidates also agree to submit to driving record and/or criminal record checks by the CTFD as needed to determine their suitability to operate CTFD apparatus.
- Prior to a driver/operator candidate's first qualification test, the Apparatus Operator Safety and Maintenance Procedure Worksheet must be completed as directed and submitted to the Deputy Chief of Training.
- The training process, competencies to be demonstrated, and testing processes specific to each type of CTFD apparatus are detailed on the Training Worksheet for that apparatus type (published separately).
 - Candidate shall submit a completed Training Worksheet documenting completion of training requirements for each apparatus to the Deputy Chief of Training prior to final qualification testing on that apparatus.
- Driver/operator candidates shall complete all of their driving practice and operations training on each apparatus with CTFD personnel listed on the approved CTFD Driver Trainer list for that apparatus.
 - Only approved CTFD Driver Trainers may attest to completion of competencies required for qualification of driver/operator candidates.
- Final qualification testing will be conducted by an approved CTFD Driver Trainer designated by the Deputy Chief of Training for the individual testing process to be completed.
- Successful qualification on any one CTFD apparatus of a given type (brush, engine, rescue, tanker, aerial) qualifies the driver/operator candidate for a reduction of up to 50% in the driving practice requirements detailed on the Training Worksheet for other CTFD apparatus of that same type, subject to approval from the Deputy Chief of Training.
- There is no formal qualification process for apparatus listed in Level 1A (see appendix). Any CTFD personnel qualified as a driver operator on CTFD apparatus at any level is considered qualified to operate these units in emergency mode after completing a familiarization session with an approved Level 1 CTFD Driver Trainer.

Outside Training Requirements

- Driver/operator candidate must complete a Pennsylvania State Fire Academy (PSFA) Emergency Vehicle Driver Training (EVDT) course prior to or within one (1) year of qualifying on any Level 1 CTFD apparatus.
 - Completion of a (EVDT predecessor) PSFA Emergency Vehicle Operations Course (EVOC) also fulfills this requirement.
- Driver/operator candidate must complete a PSFA Pump Operations I (PUOP) course prior to or within one (1) year of qualifying on any Level 2 CTFD apparatus.
 - Completion of the PSFA resident pump operations program also fulfills this requirement.
- Driver/operator candidate must complete a PSFA Aerial Apparatus Operations (AELA) course prior to or within one (1) year of qualifying on any CTFD aerial apparatus.
 - Completion of the PSFA resident aerial apparatus operations program also fulfills this requirement.
- Failure to complete any requirement in this section may result in suspension of any related qualifications or training permissions issued under this policy until the requirement is met.

Candidates with Prior Fire Apparatus Driver/Operator or Commercial Driving Experience

- Driver/operator candidates may be granted accelerated driver/operator qualification status for CTFD apparatus if they meet one or more of the following criteria:
 - Minimum of two (2) years documented experience as an apparatus driver/operator with another fire department
 - Possess a valid Pennsylvania Class A or Class B Commercial Driver License with tank and air brake endorsements and regularly employed as a driver of such vehicles for a minimum of one (1) year
- Accelerated driver/operator qualification status may only be granted for CTFD apparatus of equivalent vehicle configuration, type and/or purpose to those with which the driver/operator candidate has prior driver/operator or CDL driver experience.
- The Deputy Chief of Training may allow driver/operator candidates granted accelerated driver/operator qualification status one or more of the following exceptions, as appropriate:
 - Reduction of up to 50% in the driving practice time requirements detailed on the Training Worksheets for designated CTFD apparatus
 - Qualification on Level 2 CTFD apparatus after a minimum of six (6) months as an Active CTFD member
 - Reduction in the waiting period between qualification on Level 2 and Level 3 CTFD apparatus
- The Deputy Chief of Training may allow any driver/operator candidate employed full-time by a career or combination fire department as a regular fire apparatus driver/operator for a minimum of two (2) years to move directly to driver/operator training on CTFD apparatus of the type(s) the candidate drives and operates in his/her capacity as a career apparatus driver/operator.
 - Thereafter, the driver/operator candidate will be subject to all provisions of this policy.

Apparatus Use for Training Activities: Special Conditions

- Use of CTFD apparatus for driver/operator training purposes shall comply with all relevant sections of Policy 8.1 Vehicle and Equipment Usage.
- Driving practice on CTFD apparatus by driver/operator candidates when there is ice and/or snow on the roadways or during severe storm conditions may be conducted only under the following conditions:
 - When returning from a call for service or when traveling to or from a non-emergency detail or call for service
 - When accompanied by an approved CTFD Driver Trainer
 - With the approval of the Officer in Charge of the call for service or detail
- Driving or operations practice on CTFD apparatus by driver/operator candidates between 2400 hours and 0700 hours may be conducted only under the following conditions:
 - When returning from a call for service or when traveling to or from a non-emergency detail or call for service
 - When accompanied by an approved CTFD Driver Trainer
 - With the approval of the Officer in Charge of the call for service or detail
 - With standing prior approval from the Deputy Chief of Training (e.g., for candidates whose work schedule severely limits or precludes training activities at other times of day)

- Driver/operator candidates who have not yet qualified may operate CTFD apparatus in emergency response mode at the discretion of an accompanying approved CTFD Driver Trainer provided the accompanying approved CTFD Driver Trainer will take primary responsibility for operating the apparatus (pump, aerial device, etc.) upon arrival on scene of the call for service.
 - In this case, the CTFD Driver Trainer assumes joint responsibility with the driver/operator candidate for safe and effective operation of the apparatus.
- Driver/operator candidates who have not yet qualified on a specific CTFD apparatus may be granted permission by the Deputy Chief of Training to operate designated CTFD apparatus without being accompanied by an approved CTFD Driver Trainer for the purpose of traveling to and from and/or completing activities benefitting the CTFD including, but not limited to, a PSFA EVDT course, a Pennsylvania CDL driver test, or similar.
 - During the time any apparatus is being used by driver/operator candidates without an approved CTFD Driver Trainer present, it shall be placed on Out Of Service status with the Berks County Communications Center.

References:

Policy 2.15 Active and Junior Active Status

Policy 6.6 Probationary Member Policy

Policy 8.1 Vehicle and Equipment Usage

8.8A CTFD Apparatus Operator Safety and Maintenance Procedure Worksheet

8.8B CTFD Driver Qualification Worksheet-Brush

8.8C CTFD Driver Qualification Worksheet-Engine

8.8D CTFD Driver Qualification Worksheet-Rescue

8.8E CTFD Driver Qualification Worksheet-Tanker

8.8F CTFD Driver Qualification Worksheet-Tower

APPENDIX**CTFD Apparatus Training Levels**
(Updated 5/17/2014)

Level 1 Apparatus:

Brush 42, Brush 42-1

Level 1A Apparatus (no unit-specific qualification procedure):

Utility 42-1, Car 42

Level 2 Apparatus:

Engine 42, Engine 42-1, Rescue 42, Reserve 42

Level 2A Apparatus (special use, not part of standard training progression):

Brush 42-2

Level 3 Apparatus:

Tanker 42, Tanker 42-1, Tower 42