

**Purpose:** This policy establishes criteria for qualified CTFD fire apparatus driver/operators to maintain their qualifications on individual 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.

### **Maintenance Requirements**

- There are no qualification maintenance requirements for Level 1A CTFD apparatus (see Appendix).
- To maintain driver/operator qualification, driver/operator must do the following a minimum of one (1) time each calendar third for each Level 1, 2, 2A and 3 CTFD apparatus (see Appendix) on which he/she is qualified:
  - Drive a minimum of five (5) miles
  - Operate the CAFS unit or pump (if so equipped)
  - Operate the aerial device (if so equipped)
  - Operate any on-board electrical and/or hydraulic equipment (if so equipped)
- Calendar thirds will be defined as follows: First – January thru April; Second – May thru August; Third – September thru December
- These qualification maintenance requirements can be completed:
  - During training, drills, non-emergency details, or similar activities
  - During dispatched calls for service
  - Independently by operators at times convenient for them, provided use of apparatus complies with all relevant sections of Policy 8.1 Vehicle and Equipment Usage

### **Documentation**

- Driver/operators must complete a CTFD Driver/Operator Quarterly Activity Report (8.9A) each time they wish to be credited for driving and/or operating each apparatus on which they are qualified and submit the report to the Deputy Chief of Training.
- The Deputy Chief of Training will maintain an Apparatus Driver/Operator Qualification Maintenance Summary Sheet, copies of which will be posted or distributed regularly in order to allow driver/operators to check on their qualification maintenance status.
- The Deputy Chief of Training, with assistance from the Captains, will manage documentation and monitor compliance with this qualification maintenance process.

### **Lapsed Qualifications**

- Any CTFD driver/operator failing to complete his/her qualification maintenance requirements on one or more CTFD apparatus shall be notified by the Deputy Chief of Training.
- Failure to complete qualification maintenance requirements will result in suspension of driver/operator qualification(s) on all CTFD apparatus for which qualification maintenance requirements have not been met.
  - Any lapsed qualifications under this policy will also freeze any in-progress driver training process on any other apparatus until qualification lapses have been resolved.
- Driver/operators whose qualifications have been suspended under this section of the policy may apply in writing to the Deputy Chief of Training for re-qualification.
  - If this application is made within 6 months of qualification suspension, re-qualification may be achieved by successfully completing the applicable testing process given under Policy 8.8 New Driver Qualification.
  - If this application is made more than 6 months after qualification suspension, requalification may be achieved by successfully completing the practice and testing process for experienced driver/operators given under Policy 8.8 New Driver Qualification.

**Traffic Accidents, Offenses and Criminal Actions**

- A CTFD apparatus driver/operator who as the driver of any vehicle (including, but not limited to, CFTD apparatus) is involved in any of the following shall notify the Fire Chief within 30 days:
  - Motor vehicle crash
  - Conviction for a moving violation under the Pennsylvania Vehicle Code
- After notification is made, the CTFD apparatus driver/operator will be subject to review of his/her driver/operator status by the Fire Chief, Assistant Fire Chief and Deputy Chief of Training.
  - Upon review, the Fire Chief, Assistant Fire Chief and Deputy Chief of Training may choose to continue, suspend or revoke driver/operator status on any or all CTFD apparatus at their discretion.
- Failure to disclose any conviction or motor vehicle crash as detailed above within 30 days will result in immediate revocation of driver/operator status for all CTFD apparatus.
- Conviction for Driving While Intoxicated or for any moving violation under the Pennsylvania Vehicle Code resulting in injury or death will result in immediate suspension of driver/operator status for all CTFD apparatus, pending disposition of any criminal charges and status review by the Fire Chief, Assistant Fire Chief and Deputy Chief of Training.
  - The Fire Chief, Assistant Fire Chief and Deputy Chief of Training may choose to reinstate, further suspend, or revoke driver/operator status on any or all CTFD apparatus upon completion of this status review.
- Any Active CTFD Member whose driver/operator status has been revoked under this policy may apply to the Deputy Chief of Training in writing for re-qualification after a waiting period of not less than one (1) year.
  - If the application is approved, the member will be treated as a new driver/operator for training and qualification purposes, as detailed under Policy 8.8 New Driver Qualification.
- Irrespective of this policy, revocation or suspension of a CTFD driver/operator's driver license by the Commonwealth of Pennsylvania will result in an accompanying and immediate revocation or suspension of driver/operator status for all CTFD apparatus.

**Driving and Criminal Record Checks and Disclosures**

- By submitting a request to begin driver/operator training on CTFD apparatus to the Deputy Chief of Training Under Policy 8.8 New Driver Qualification, driver/operator candidate agreed to submit to driving record and/or criminal record checks by the CTFD as needed to determine their suitability to operate CTFD apparatus; this agreement continues to apply to all qualified CTFD apparatus driver/operators.

**References:**

Policy 8.8 New Driver Qualification  
Policy 8.1 Vehicle and Equipment Usage  
Form 8.9A CTFD Driver/Operator Quarterly Activity Report

**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