

Spartanburg Public Safety Department Fire Division

Standard Operating Procedure	No. 105.06
Relief Driver Program	Page 1 of 6
Supersedes:	Effective: 05/22/2009

I. PURPOSE

This policy provides guidance for establishing accountability, consistency, and credibility for the Fire Division's Relief Driver Program. Before being assigned as a Relief Driver, firefighters must meet the minimum qualifications and complete the Relief Driver Training Program as outlined in this standard operating procedure. The Relief Driver Training Program provides firefighters with the skills and knowledge necessary to safely operate fire apparatus.

II. SCOPE

This procedure applies to all firefighters who meet the qualifications to enter the Relief Driver Training Program. The Relief Driver designation provides an opportunity for firefighters to become experienced, safe apparatus drivers prior to becoming full-time apparatus drivers through promotion.

III. APPLICABILITY

This SOP applies to all uniform employees hired after June 30, 2009. Drivers and potential drivers employed before June 30, 2009 will receive training equivalent to the qualifications prescribed herein.

IV. QUALIFICATIONS

A firefighter who desires to become a Relief Driver must meet the following minimum qualifications :

1. Six (6) months of service with the Spartanburg Fire Division with a minimum of six (6) months assigned to suppression

2. South Carolina Class E Driver's Permit or Class B CDL or Special Endorsement Sticker affixed to back of license or letter of authorization from fire chief.
3. SCFA Emergency Vehicle Driver Training Certification or equivalent training as authorized by the Fire Division Training Officer
4. SCFA Pump Operations I Certification or equivalent training as authorized by the Fire Division Training Officer

A Relief Driver who desires to become an Aerial Relief Driver must meet the following minimum qualifications:

1. Six (6) months as a Relief Driver
2. Basic Aerial Operations Certification
3. Recommendation of his/her supervisor

V. RELIEF DRIVER APPLICATION PROCEDURE

Relief Driver candidates must complete and submit driver's training application to his/her supervisor.

The supervisor will forward the application to the FDTO with the recommendation to approve or deny the request to begin driver's training. Recommendations to deny training must include remedial actions required to prepare the candidate for driver's training.

The FDTO will coordinate driver's orientation training with the candidate and his/her supervisor.

VI. RELIEF DRIVER TRAINING PROCEDURE

All Relief Driver candidates must begin driver's training on pumpers.

Each candidate will begin driver's training with a formal driving orientation course conducted under the direction of the FDTO.

Each Relief Driver candidate is responsible for documenting all driver/operator training activities on a Relief Driver Training Log provided by the FDTO. The Training Log outlines all drivers training activities that require successful completion prior to testing for Relief Driver status.

When all required drivers training activities have been completed, the candidate's supervisor must verify that all activities have been successfully completed.

After endorsing the training log the supervisor will forward the log to the FDTO.

The FDTO will schedule the firefighter's relief driver written and practical tests.

If a re-test is required the FDTO will clearly document the candidate's deficiencies, and discuss same with the candidate and the supervisor. Candidates will be eligible for re-tests after 30 days of remedial training.

The supervisor will schedule remedial training activities and reschedule a re-test with the FDTO.

After a successful evaluation the FDTO will send a memo to each Assistant Chief and Battalion Chief informing them that the candidate has attained his/her Relief Driver status.

VII. AERIAL RELIEF DRIVER PROCEDURE

Qualified Relief Drivers may complete additional training to become an Aerial Relief Driver. Aerial Driver candidates must complete and submit a Driver's Training Request to his/her supervisor.

The supervisor will forward the application to the FDTO with the recommendation to approve or deny the request to begin driver's training. Recommendations to deny training must include remedial actions required to prepare the candidate for driver's training.

Each Aerial Driver candidate will begin driver's training with a formal aerial apparatus orientation course conducted under the direction of the FDTO.

Each Relief Driver candidate is responsible for documenting all aerial apparatus driver/operator training activities on a Relief Driver Training Log.

When all required training activities have been completed, the candidate's supervisor must verify that all activities have been successfully completed.

After endorsing the training log the supervisor will forward the log to the FDTO.

The FDTO will schedule the firefighter's relief driver written and practical tests.

If a re-test is required the FDTO will clearly document the candidate's deficiencies, and discuss same with the candidate and the supervisor. Candidates will be eligible for re-tests after 30 days of remedial training.

The supervisor will schedule remedial training activities and reschedule a re-test with the FDTO.

After a successful evaluation the FDTO will send a memo to each Assistant Chief and Battalion Chief informing them that the candidate has attained his/her Aerial Relief Driver status.

VIII. RELIEF DRIVER TRAINING PROGRAM

The Relief Driver Training program will include orientations to heavy apparatus maintenance and operations, pump maintenance and operations, and aerial apparatus and device maintenance and operations. The orientation will include a review of the laws pertaining to the safe operation of an emergency vehicle. During the orientation program all Relief Drivers training requirements will be reviewed with the candidate.

The following training activities must be completed and documented on the Relief Driver Training Log:

- Review of state and local laws governing emergency vehicle response
- Review of City and Public Safety Department policies and procedures related to driving apparatus
- Review of Fire Division Standard Operating Procedures related to driving apparatus and extrication
- Review of Fire Division apparatus pump operations
- Review of Fire Division hydraulic equipment operations
- Review of Fire Division apparatus maintenance procedures
- Review the procedures for initiating a water supply from a hydrant (e.g., completing a forward lay, a reverse lay, and a split lay)
- Demonstrate the ability to draft water and maintain a water supply
- Demonstrate the ability to supply the FDC for a sprinkler system and a standpipe system
- Demonstrate the ability to pump water in a relay operation
- Driving time (non-emergency) of engine with evaluator
- Pumping time (non-emergency) of engine with evaluator
- Sergeant job shadowing time

Aerial Drivers candidates will complete the following training activities in addition to the Relief Driver requirements:

- Review of Fire Division aerial apparatus pump operations
- Review of Fire Division aerial apparatus operations
- Review of Fire Division apparatus maintenance procedures
- Review of aerial operations and procedures for spotting the aerial device for roof or window entry and access, ventilation, rescue operations, and elevated fire streams
- Review of ground ladder procedures for roof or window entry and access, ventilation, rescue operations, and fire streams

- Review the operation of all electrical and power tools and equipment
- Driving time (non-emergency) of ladders with evaluator
- Pumping time (non-emergency) of ladders with evaluator
- Aerial apparatus driver job shadowing time

Each portion of the Relief Drivers Training program will end in the successful completion of a written and practical test. After the written and practical tests are successfully completed, the Relief Driver will obtain a South Carolina Class E Driver's License.

IX. TESTING

When a candidate has successfully completed each required activity, the supervisor will coordinate testing with the FDTO and the Battalion Chief.

The written test for Relief Drivers will cover the following topics:

- Street familiarization – identify the location of 40 out of 50 (80%) secondary or high-response streets in the City
- State and local laws governing emergency vehicle response
- Hydraulic calculations based on Fire Division Standard Operating Procedures
- Manufacturer's specifications for pump operations

The practical test for Relief Drivers will cover the following topics:

- Demonstrate a daily vehicle maintenance check
- Demonstrate a working knowledge of engaging and disengaging the pump (electric and manual)
- Demonstrate a working knowledge of the apparatus pump panel
- Demonstrate a working knowledge of calculating pump discharge pressures for preconnected hoselines, ground monitors, foam operations, and special nozzle (i.e. cellar nozzle) operations
- Demonstrate a working knowledge of initiating a water supply (e.g., completing a forward lay, a reverse lay, and a split lay)
- Demonstrate the ability to draft water and maintain a water supply
- Demonstrate the ability to supply the FDC for a sprinkler system and a standpipe system
- Demonstrate the ability to pump water in a relay operation

The written test for Aerial Drivers will cover the following topics:

- Street familiarization – identify areas within the jurisdiction with limited clearance, limited weight restrictions, or inaccessible areas for aerial apparatus
- State and local laws governing emergency vehicle response
- Hydraulic calculations based on Fire Division Standard Operating Procedures
- Manufacturer's operating specifications for the aerial device and the pump

The practical test for Aerial Drivers will cover the following topics:

- Demonstrate a daily vehicle maintenance check
- Demonstrate a working knowledge of engaging and disengaging the pump (electric and manual)
- Demonstrate a working knowledge of the apparatus pump panel
- Demonstrate a working knowledge of calculating pump discharge pressures for elevated master streams, elevated hoselines, preconnected hoselines, ground monitors, foam operations, and special nozzle (i.e. cellar nozzle) operations
- Demonstrate a working knowledge of initiating a water supply
- Demonstrate the ability to properly spot the aerial device for elevated fire streams, roof or window access and entry, and rescue operations
- Demonstrate the ability to identify hazards before apparatus placement is selected (i.e. manhole covers, power lines, slope of roadway etc.)
- Demonstrate the ability to properly place ground ladders for roof or window access, ventilation, and fire stream operations
- Demonstrate knowledge of the tool and equipment inventory
- Demonstrate the ability to operate all power tools and equipment
- Demonstrate the ability to identify and mediate problems with the aerial apparatus
- Demonstrate knowledge of safety features of the apparatus (i.e. overrides and limits)