



**Charlottesville-Albemarle Rescue Squad, Inc.**

# **New Driver Training Program**

**Driver Release Process Packet**

**Name:** \_\_\_\_\_

## Introduction

Upon being released as an Attendant-In-Charge, members are eligible to begin the Driver Release Process. Over half of this process may be completed prior to becoming a Full Member. If a member has significant prior experience operating emergency vehicles at another organization, the member may be able to complete the entire process prior to becoming a Full Member with the express prior approval of the Fleet Operation's Officer.

When each step in the process is completed, a signature must be obtained from the person reviewing it. This person has been approved by the Chief and Fleet Operations Officer. A list of these people is supplied within the Driver Release Process Packet. It is the trainee's responsibility to complete all steps and obtain the necessary signatures. When the entire packet has been completed, the Release Process checklist and all tests should be turned into the Squad Secretary. A member is officially a released driver once he/she has obtained the final approval signatures of their Crew Captain, their Deputy Chief, and either the Chief or Assistant Chief.

### Steps to complete the Driver Release Process

1. Insure that the organization has on file a DMV record that reflects your current driving record. Candidates may have no DUI convictions within the past 5 years and no Reckless Driving convictions within the past 2 years. Furthermore, candidates with -4 or more points against their record may have no driving violations within the past year. All candidates with negative points are subject to Health & Safety Committee review prior to beginning the release process. Contact person: **Chief**
2. SOP familiarity Test -This tests the following SOP's: 3.2 Operations at Motor Vehicle Accidents, SOP Ops at Medical Emergencies, and 5.1 Vehicle Operations. Information for this test may be found online at [www.carsrescue.org](http://www.carsrescue.org) .The test shall be graded and reviewed by one of the designated members.
3. Radio Operations Test: This tests the ability to correctly use the radio systems on the ambulances. This test shall be taken after reviewing the Radio Operations Power Point presentation, which is found on the CARS web site under "Download Central". The test is found in this Driver Release Process Packet. The test shall be graded and reviewed by a designated member.
4. Map Utilization Test: This tests the ability to accurately use the maps carried in the ambulance for navigation. The test shall be taken after reviewing the Map Class Power Point presentation, which is found on the CARS web site under "Download Central". The test is found in this Driver Release Process Packet. The test shall be graded and reviewed by a designated member.
5. Street/Specific Location Test: This test is completed in two sections. The first section covers the county and city streets and the second covers special locations and subdivisions. Each test will be comprised of 15 randomly selected streets/locations. All information for this test is found within this Driver Release Process Packet. The test will be graded and reviewed by a designated member. The examiner may elect to have the candidate drive to specific locations to confirm familiarity.
6. Vehicle Operations Test: This tests the ability of the candidate to properly operate systems on the ambulance and the roles and responsibilities when at both medical and trauma emergency scenes. Information for this test is covered in the Emergency Vehicle Operations Power Point Presentation which is found on the CARS web site under "Download Central". SOP 5.1 is also covered in this test. The test for this section is in the Driver Release Process packet. (The Road Safety All Safe Driving Standards are included

on this exam. They are included in this packet.). This will be reviewed by a designated member.

7. Successfully complete 8 non-emergent driving scenarios. These include driving the ambulance back from the hospital, an errand, or other designed scenario. Each scenario must include a backing element. Backing into the station or around an obstacle constitutes a backing element. Utilization of a backer is highly recommended. **Once this step has been complete, approval from the Crew Captain, Deputy Chief, and Fleet Operations Officer must be obtained prior to continuing to the next step.**
8. Once the member is a Full Member, he or she may begin collecting Emergent Driving Scenarios. These must be done with an approved preceptor<sup>1</sup> in the vehicle. Criteria for an approved scenario is as follows: a) properly utilizes fellow members and maps to locate destination, b) safely operates the ambulance while adhering to all applicable laws and SOPS, c) delivers a ride that is acceptable to the AIC, and d) carries out all duties of the driver, including determining a removal strategy for the patient and exchanging/replacing equipment as appropriate.
9. After successfully obtaining 10 emergent driving scenarios, the checklist shall be reviewed, and if approved, signed by their Crew Captain, Deputy Chief, and Chief or Assistant Chief.
10. Upon obtaining Final Approval, all tests and checklists shall be turned into the Secretary and placed in the member's permanent file.

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<sup>1</sup> Approved Driving Preceptor: must be a released driver for a minimum of 6 months without accidents or as designated by the Fleet Operations Officer.

## **S.O.P Familiarization Test**

This test covers information found in the following S.O.P's: Operations at Motor Vehicle Collisions, Operations at Medical Emergencies, and Vehicle Operations. This is a short answer test. No outside assistance of any type is permitted during this test.

1. If the ambulance is NOT the first unit on the scene of a motor vehicle accident, where should it stage?
2. What must be worn on highway incidents?
3. Who assumes incident command for rescue squad operations at a motor vehicle incident?
4. Who is responsible for TRIAGE at a motor vehicle accident?
5. Who calls for additional resources, if needed, at a scene?
6. When may a 3rd person act as an AIC?
7. At a medical emergency, who is responsible for the removal and transportation of the patient?
8. Once at the hospital, list two responsibilities of the driver:
9. Which person from the ambulance is responsible for insuring that all

personal items brought with the patient are turned over to the appropriate medical provider at the hospital?

10. Who must be notified if a vehicle is taken out of service for mechanical reasons?

11. When can a preprobationary member operate a squad vehicle?

12. What course must any member have completed prior to operating a squad vehicle under emergency conditions?

13. Squad vehicles must not exceed MPH over the posted speed limit and must always operate with DUE REGARD FOR THE SAFETY OF PERSONS AND PROPERTY.

14. Does Virginia law allow a squad member to pass through a red light, when responding to a call in their personal vehicle?

15. What response mode shall be used when responding to a public service call?

16. When entering an intersection against a red traffic signal or against a stop sign, when operating in the emergency mode, what must a driver do?

17. What must the driver ask the AIC prior to setting the vehicle in motion?

18. How many runs must be collected under emergent conditions with an approved preceptor before a driver can be released?

19. What is the only reason why a squad vehicle, involved in an accident, may continue a response?

20. What committee investigates accidents?

21. What form shall the driver of a squad vehicle involved in an accident complete and submit to the Director and committee chair?

22. If the AIC believes the patient is stable and in consideration of mechanism of injury; what type of response be used to the medical facility?  
(circle one)

EMERGENT/NON-EMERGENT

## **Places You Should Know By Heart**

### CITY STREETS

5<sup>th</sup> Street  
 Alderman Road  
 Avon Street  
 Barracks Road  
 Brandywine Drive  
 Carlton Avenue  
 Carlton Road  
 Cherry Avenue  
 Emmet Street – North  
 Emmet Street – South  
 Fontaine Avenue  
 Hardy Drive  
 High Street  
 Ivy Road  
 Jefferson Park Avenue  
 Locust Avenue  
 Long Street  
 Main Street  
 Market Street  
 McIntire Road  
 Meade Avenue  
 Michie Drive  
 Monticello Avenue  
 Monticello Road  
 Montrose Avenue  
 Orangedale Avenue  
 Park Street  
 Preston Avenue  
 Prospect Avenue  
 Ridge Street  
 River Road  
 Rose Hill Drive

### COUNTY STREETS

Advance Mills Road  
 Airport Road  
 Ashwood Boulevard  
 Branchlands Drive  
 Buck Mountain Road  
 Burnley Station Road  
 Commonwealth Drive  
 Earlysville Road  
 Four Seasons Drive  
 Free Union Road  
 Garth Road  
 Gordonsville Road  
 Greenbriar Drive  
 Hillsdale Drive  
 Hydraulic Road  
 I-64 MM 118-129  
 Ivy Road (Rt. 250W)  
 John Warner Pkwy  
 Lambs Road  
 Louisa Road (Rt. 22)  
 Monican Trail (Rt. 29S)  
 Old Ivy Road  
 Pantops Mountain Road  
 Peter Jefferson Pkwy  
 Plank Road (Rt. 692)  
 Polo Grounds Road  
 Proffit Road  
 Red Hill Road  
 Richmond Road (Rt. 250E)  
 Rio Road East  
 Rio Road West  
 Scottsville Road (Rt. 20S)  
 Seminole Trail (Rt. 29N)  
 South Pantops Drive  
 Stony Point Road (Rt. 20N)  
 Thomas Jefferson Pky (Rt. 53)  
 Timberwood Boulevard  
 Whitewood Road  
 Woodlands Road

### SPECIAL LOCATIONS

Albemarle-C-Ville Regional  
 Jail Albemarle High School  
 Berkmar Substation - Rescue 8  
 Boar's Head  
 Branchlands Complex  
 CATEC  
 Cedars Nursing Home  
 C-Ville Health & Rehab  
 C-Ville High School  
 C-Ville Police Department  
 CHO Airport  
 City Fire Headquarters  
 Crescent Hall  
 Downtown CAT Station  
 Trinity Health & Rehab  
 Farmington Country Club  
 Fashion Square Mall  
 Fire Station 1  
 Fire Station 10 (until 5/2013)  
 Fire Station 10 (after 5/2013)  
 Fire Station 8  
 Heritage Inn of C-Ville  
 Morningside of C-Ville  
 Martha Jefferson FS ED  
 Martha Jefferson Hospital  
 Martha Jefferson House  
 MedExpress  
 Midway Manor  
 Monticello High School  
 NGIC and DIA  
 Our Lady of Peace  
 PVCC  
 Riverdale Assisted Living  
 Rosewood Village(Greenbrier)  
 Salvation Army  
 The Colonnades  
 The Crossings  
 The Haven  
 The Laurels  
 University Village  
 UVa Hospital  
 Westminster Canterbury  
 Woods Edge Senior Apts.

### SUBDIVISIONS/COMPLEXES

Arbor Crest Apartments  
 Barclay Place Apartments  
 Birnam Woods  
 Camelot  
 Canterbury Hills  
 Carrsbrook  
 Cedar Hill  
 Crenshaw MHP  
 Dunlora  
 Earlysville Forrest  
 Fontana  
 Forest Lakes North  
 Forest Lakes South  
 Forest Springs MHP  
 Fountain Court  
 Four Seasons  
 Garrett Square  
 Glenmore  
 Greenfield Trailer Court  
 Hessian Hills  
 Hollymead  
 Johnson Village  
 Key West  
 Mallside Forest Court  
 Penn Park  
 Raintree  
 Rio Hill Apartments  
 Riverrun  
 Soloman Court Apartments  
 Southwood MHP  
 Squire Hill  
 Stonehenge  
 Triangle Trailer Court  
 Trophy Chase  
 Turtle Creek  
 Townwood  
 Westgate  
 Westmoreland  
 Whitewood Village  
 Wilton Farms  
 Woodbrook

<b>TOPIC: General Vehicle Operations</b>	<b>S.O.P. # 5.1</b>
Approved by: Lair D. Haugh, Chief	Revised: 2/9/2003 Approved:

## **I. PURPOSE**

- a. To provide a guideline for day-to-day vehicle operations.

## **II. OPERATIONS**

- a. The on-duty crew captain is responsible for and has the authority to direct the location, condition and availability of all vehicles and equipment.
- b. No vehicle shall be taken out-of-service for mechanical reasons without notification of the Fleet Operations Officer and Duty Officer.
  - i. The driver of the vehicle is responsible for notifying ECC of the status of the vehicle and upon its return shall ensure that all supplies used are restocked including gas and oil.
- c. There is to be no smoking in any squad vehicle at any time.
- d. Seat belts will be worn by all front seat occupants in the vehicle at all times while the vehicle is in motion. Seat belts will be worn by patient care providers when practical.
- e. A pre-probationary member shall not operate any squad vehicle at any time.
- f. A probationary member shall not operate any vehicle under emergency conditions unless in the judgment of the Attendant-in-Charge a life threatening emergency exists requiring the driver to provide patient care.
  - i. The probationary member may then operate the vehicle only if they have successfully completed an approved EVOC course.
  - ii. The Fleet Operations Officer may except specific probationary members from this limitation upon a written finding that the probationary member has experience in emergency driving in other fire or rescue organizations.
  - iii. Probationary members who have not completed a course approved as an EVOC course by the Office of EMS shall be permitted to operate the vehicle when no patient is being transported and when under the direct supervision of, an accompanied by, a released driver.

## **III. OPERATION UNDER EMERGENCY CONDITIONS**

- a. Virginia law permits emergency vehicles that are displaying warning lights, AND sounding the siren as reasonably necessary, to:
  - i. Park or stand on the roadway;
  - ii. disregard signs regulating turning in certain directions, i.e., NO LEFT TURN 8am - 8pm;
  - iii. Pass another vehicle at an intersection; and,
  - iv. Proceed against a red traffic signal or stop sign
- b. Due regard for the safety of persons and property must be observed by the driver of the emergency vehicle. Whether or not the siren must be sounded is to be judged by traffic and other highway conditions.
  - i. Obviously, it is not necessary to have the siren sounding while stopped in the roadway.



- c. Virginia law also allows emergency vehicles displaying warning lights to pass slow or stopped vehicles by driving off the paved surface to the right of such vehicles, with due regard for the safety of persons and property.
- i. No siren signal is required nor advisable, as any such siren signal might cause the vehicles approached to pull into the path of the emergency vehicle.
- d. Virginia law requires drivers of vehicles approached by emergency vehicles sounding their siren and displaying warning lights to, as quickly as traffic and other highway conditions permit, drive to the nearest edge of the roadway, clear of any intersection, and stop until the emergency vehicle passes.
- e. The passing emergency vehicle must be operated with due regard to the safety of persons and property.
- f. In addition to those permitted actions set forth in paragraph 1 above, Virginia law permits emergency vehicles operated as set forth in paragraph 1 to exceed the posted speed limit, again, having due regard for the safety of persons and property.
  - i. Squad vehicles should not exceed the posted limit by more than 10 miles per hour while responding to calls. Squad vehicles will observe the posted speed limit at all other times.
- g. Nothing in Virginia law exempts the driver of an emergency vehicle from prosecution for reckless driving or from civil liability for failure to use proper care in the operation of the emergency vehicle. In Virginia, reckless driving includes driving 20 or more miles per hour over the posted speed limit.
- h. Nothing in Virginia law allows a squad member operating their personal vehicle to exceed the speed limit, pass through a red light, pass vehicles by driving off the paved surface on the right, or to do any of the other things mentioned in this section.
- i. Prior to entering an intersection against a red traffic signal or against a stop sign, when operating in the emergency mode, all operators should come to a complete stop and determine that passage is safe.
- j. Responses to calls dispatched for purposes of public service (i.e., to assist a person back into bed) shall be run non-emergency unless to do so would unreasonably delay the response.
- k. When, in the discretion of the AIC, a patient appears stable after examination and in consideration of the mechanism of injury, transport to a medical facility should be non-emergency unless to do so would unreasonably delay delivering the patient to the facility or there are calls pending.
- l. Any complaints made by private citizens or public officials about improper driving in squad vehicles or private vehicles displaying squad identification while responding to a call will be investigated by the safety committee.
- m. All drivers must complete an approved EVOC course.
- n. The vehicle is not to be set in motion until the driver receives verbal approval from the AIC and it is safe to do so.

#### **IV. VEHICLE DAMAGED OR INVOLVED IN AN ACCIDENT**

- a. An accident is defined as any occurrence in which there is discernible damage to a C-ARS vehicle and/or damage to other property and/or personal injury, as determined by the Duty Officer.
- b. Any other occurrence involving contact between a C-ARS vehicle and another vehicle or structure with no damage or personal injury is defined as a driving incident.
- c. In the event of a question as to whether an occurrence is an accident or incident, the Safety Committee will consult with the Fleet Operations Officer and make a determination.

- d. The following procedure is to be followed any time a squad vehicle is involved in an accident or incident:
- i. Do not continue your response or move the vehicle unless you have a priority one patient on-board.
  - ii. Notify EOC to place the unit out-of-service, send another unit to continue transport or response.
  - iii. Page the Duty Officer to respond to the scene of the incident.
  - iv. Page the Fleet Operations Officer if there is a question as to whether the damage makes driving the vehicle unsafe.
  - v. Assess for injuries and hazards and have the appropriate agencies respond.
  - vi. Under no circumstances admit guilt or make accusations of blame.
  - vii. Have a driver not involved in the accident return the vehicle to quarters or towed at the discretion of the Duty Officer and/or Fleet Operations Officer to an appropriate location.
  - viii. Have the Duty Officer prepare a report to be submitted to the Safety Committee and Chief.
  - ix. Prepare a Special Incident Report Form and submit a copy to the Chief and Safety Committee.

## **V. SAFETY COMMITTEE PROCEDURES**

- a. The Safety Committee shall meet, investigate and recommend disciplinary action for any forward moving accident involving a squad vehicle within ten (10) days of the occurrence.
- b. Any driver involved in a forward moving accident shall not operate any squad vehicle for any purpose until such time as the Safety Committee has met, investigated the occurrence, reached its findings, and made their recommendation.
- c. A report detailing the specifics of the occurrence and the findings of the Safety Committee will be posted and placed in the involved member's personnel file.
- d. In the event of an incident, the Chairperson of the Safety Committee shall issue a letter to the member involved. This letter will contain recommendations for avoiding future driving incidents and will also warn the involved member that a second driving incident within one (1) year will be treated as an accident. A copy of this letter will be placed in the member's personnel file.
- e. Failure to report any accident or driving incident shall be investigated by the Committee and may be referred to the Report Board.
- f. Upon receipt by the Chairperson of the Safety Committee of a written complaint, the Chairperson shall notify the Chief and the driver in question in writing. At this time the driver in question's driving status shall be suspended and the occurrence shall be treated under the same guidelines set forth for an accident.

<b>TOPIC: Driver Training - Ambulances</b>	<b>S.O.P. # 5.2</b>
Approved by: Lair D. Haugh, Chief	Revised: 2/9/2003 Approved:

**I. PURPOSE**

- a. To establish a standard policy for training members to drive and operate ambulances.

**II. DRIVER TRAINING**

- a. Probationary Member.
  - i. Probationary members may begin to familiarize themselves with the operation of ambulances by operating the ambulance on errands and return trips from hospitals, etc., when no patient is being transported and when under the direct supervision of, and accompanied by, a released driver.
- b. Full Member
  - ii. Must provide documentation of completion of a course approved as an EVOC course by the Office of EMS.
  - iii. Must have the approval of their crew captain and the fleet operations officer (or designee) in writing before beginning to drive under emergency conditions.
  - iv. Must be oriented to, and become familiar with lighting displays, siren operations, gauges and vehicle maintenance, and emergency and non-emergency operation and transport of patients.
    - 1. An initial orientation by the Fleet Operations Officer (or designee) must be accomplished before driving.
  - v. Must complete ten (10) runs under emergency conditions with an approved driving preceptor. An approved driving preceptor is a released driver who has been a driver for at least one year without any driving accidents.
    - 1. Upon documentation of ten (10) approved runs as set forth above, the trainee's crew captain may recommend the trainee's release as a driver to the Fleet Operations Officer. The Fleet Operations Officer will then make a recommendation for release to the Chief.
  - vi. Upon release by the Chief, the member shall be considered a released driver.

<b>TOPIC: Accident Involving CARS Vehicles</b>	<b>S.O.P. # 5.11</b>
Approved by: Lair D. Haugh, Chief	Revised: 2/10/2003 Approved:

## **I. PURPOSE**

- a. To establish a procedure for handling and reporting accidents and incidents involving CARS vehicles.
- b. To establish a procedure to the timely investigation of accidents and incidents involving CARS vehicles.
- c. To provide a system for the education and remediation of CARS drivers involved in accidents and incidents.

## **II. DEFINITIONS**

- a. Driving Accident – Any occurrence in which there is discernible damage to a CARS vehicle and/or damage to other property or personal injury.
- b. Driving Incident – Any occurrence involving contact between a CARS vehicle and another vehicle or structure causing no discernable damage or personal injury.
  1. As determined by the Duty Officer
    1. If the Duty Officer is not available, the occurrence shall be considered an accident until further determination or investigation by the Duty Officer and/or Fleet Operations Officer.

## **III. INITIAL MANAGEMENT OF ACCIDENTS/INCIDENTS**

- a. Quickly bring the vehicle to a complete stop as soon as it is safe to do so.
  1. If at all possible, do not stop in a lane of traffic.
- b. Assess all persons in the vehicle for injuries
  2. This includes both providers and patients.
- c. If your crew is uninjured, assess all other vehicles involved in the accident for injuries.
- d. Contact ECC:
  1. Advise them that an accident has occurred and state your location.
  2. If possible, advise as to:
    - a. The number of vehicles involved
    - b. The number and nature of any injuries
    - c. Whether or not there is any entrapment
    - d. Advise them that your unit is out of service
  3. If your unit was enroute to a call, advise ECC to dispatch another ambulance to the call.
  4. If your unit was enroute to the hospital with a patient, advise ECC to dispatch another ambulance to the scene to complete the transport.
  5. If there are any injuries as a result of the accident, advise ECC to dispatch another ambulance to the scene.

6. Ensure that they have notified the Duty Officer and requested him to respond to the accident.
7. Begin treatment of any injuries caused by the accident.
- vii. If transporting a patient, do not abandon the patient.

#### **IV. EXCHANGE OF INFORMATION**

- a. Vehicle registration and insurance information is located in one of two locations:
  - i. In a pouch attached to the visor
  - ii. In the glove compartment
- b. If all parties are uninjured, exchange information with the involved parties.
- c. DO NOT ADMIT FAULT OR LIABILITY.
- d. Do not discuss the accident with anyone except the police officer working the accident or the Duty Officer.
- e. If uninjured, the driver of the CARS vehicle should not leave the scene until released by the police officer working the accident.
  - i. If injured, the driver should be treated as a patient and transported to the hospital as necessary. The police officer will gather the needed information at the hospital.
- f. The Duty Officer should attempt to gather contact information from witnesses to the accidents.

#### **VI. POST INCIDENT PROCEDURES**

- a. Upon returning to the building, a Special Incident Report shall be filled out by the driver of the vehicle.
  - i. Attach a copy of the information gathered from the other vehicles involved in the accident.
  - ii. The Special Incident Report shall be submitted to the Duty Officer on duty at the time of the accident.
- b. A Defective Apparatus Form shall be completed for the vehicle involved in the accident.
- c. The Duty Officer shall complete their investigation report and submit copies to the Deputy Chief of Operations, the Safety Committee, and the Chief.
- d. The Duty Officer shall make prompt notification to the Fleet Operations Officer.

#### **VII. INVESTIGATION OF ACCIDENTS AND INCIDENTS**

- a. The Safety Committee shall, meet, investigate, and recommend remediation steps for any accident or incident or incident involving a CARS vehicle within ten (10) days of the occurrence.
- b. The Chair of the Safety Committee will contact and provide the driver in question with notification of the committees meeting time and location at least 48 hours in advance.
- c. Any driver involved in an accident or incident shall not operate any CARS vehicle for any purpose (excluding life-or-death situations) until the Safety Committee has convened to investigate the occurrence and has made their recommendation.

- i. If it is deemed that the occurrence was an accident and that the driver of the CARS vehicle was at fault, the Safety Committee shall issue a letter to the offending driver outlining the steps necessary for remediation.
  - 1. The driver shall not operate any CARS vehicles until such time as they have completed all remediation assigned by the Safety Committee.
- ii. If it is deemed that the occurrence was an incident, the Safety Committee shall issue a letter to the driver outlining recommendations for avoiding future driving incidents.
  - 1. The driver shall be permitted to resume operation of CARS vehicles.
- d. Failure to report accidents or incidents involving CARS vehicles will result in disciplinary action.
- e. Written complaints shall be investigated in the same manner as accidents and incidents.

### **VIII. REMEDIATION FOR DRIVERS INVOLVED IN ACCIDENTS**

- a. Upon the decision of the Safety Committee that an accident was the fault of the CARS driver, the Committee shall assign a driving preceptor.
  - i. The preceptor will contact the driver within 48 hours.
- b. The remediation period shall conform to the following:
  - i. First Offense
    - 1. Shall be no less than 14 days, no more than 30 days.
    - 2. Shall include no less than four (4) hours of driving time with the preceptor.
  - ii. Second Offense (within 12 months)
    - 1. Shall be no less than 30 days, no more than 48 days.
    - 2. Shall include no less than six (6) hours of instructional driving time with the preceptor.
    - 3. Shall include the completion of a state-approved driver-improvement course.
  - iii. Subsequent Offenses (within 12 months)
    - 1. Shall be a minimum of 30 days
    - 2. Shall include no less than eight (8) hours of instructional driving time with the preceptor.
    - 3. Shall include an evaluation by the Squad Physician as to the subject's fitness to resume driving.
      - a. A final decision by the Safety Committee regarding the subjects driving status shall be rendered upon receipt of the Squad Physician's recommendation.
        - i. If it is the decision of the Safety Committee that the member NOT resume driving status, the member may appeal to the Safety Committee for reconsideration after a minimum of six (6) months has elapsed.

ii.

## **IX. CONTENT OF REMEDIATION**

- a. For Forward-Motion, Non-Emergent Accidents
  - i. Meet with the driver
  - ii. Discuss the accident with the driver
  - iii. Review of the driving laws pertaining to the accident
  - iv. Review of the driving technique(s) related to the accident
    - 1. Practice of any deficient driving techniques
  - v. Behind-the-wheel retraining
    - 1. If possible, the driving time should begin with closed-course driving designed to simulate the conditions of the accident.
    - 2. The closed-course driving should be followed by closely supervised road time.
- b. For Forward-Motion, Emergent Accidents
  - i. Meet with the driver
  - ii. Discuss the accident with the driver
  - iii. Review of the driving laws pertaining to the accident
  - iv. Review of the Virginia State laws and CARS SOG's pertaining to emergent driving
  - v. Review of the driving technique(s) related to the accident
    - 1. Practice of any deficient driving techniques
  - vi. Behind-the-wheel retraining
    - 1. If possible, the driving time should begin with closed-course driving designed to simulate the conditions of the accident.
    - 2. The closed-course driving should be followed by closely supervised road time.
  - vii. Collection of a minimum of three emergent responses by the driver with the preceptor
- c. For Reverse-Motion Accidents
  - i. Meet with the driver
  - ii. Discuss the accident with the driver
  - iii. Review of the CARS SOG for backing vehicles
  - iv. Review of the driving technique(s) related to the accident
    - 1. Practice of any deficient driving techniques

# 12 Allsafe Driving Standards

## Constant Rate of Acceleration

Purpose – To minimize the high risk of collision within the first few seconds of transition from being stopped to moving. To increase passenger comfort.

Definition – A light steady downward pressure on the accelerator to propel the vehicle forward at a constant low-force rate.

Steps – Check around vehicle before moving, while gradually moving foot from brake to accelerator. Feather touch the accelerator to begin moving. Continue with smooth downward motion on accelerator to maintain low-force acceleration. Ease off accelerator as speed is approached.

## Smooth Braking

Purpose – To reduce the risk of being hit from the rear. To reduce brake wear and increase passenger comfort.

Definition – Look and plan far enough ahead to provide the time and space necessary to complete a gradual smooth slowdown.

Steps – Check mirror. Check for close or fast approaching vehicles before beginning slowdown. Ease off accelerator. Ease off accelerator early, using engine drag to reduce speed. Signal drivers behind as early as practical on intentions to slowdown or stop. Use light, even brake pressure to slowdown gradually. Ease up on brake pedal just before coming to a complete stop.

## Rear Tire Concept

Purpose – To reduce the risk of being hit from behind by providing both a space cushion and escape route up front for evasive action.

Definition – When stopping behind cars, the driver stops far enough back to see the rear tires touching the ground, just over the hood. Ideally, this equate to about 20 feet, or enough forward space to turn-out.

Steps – Stop far enough back to use tires touching the ground. Ideal space is 20 feet or enough front tire space to turn-out. Keep checking mirrors while stopped in traffic. Plan for and use up-front escape route, if needed.

## 4 Second Following Distance

Purpose – To provide adequate stopping and maneuvering space to increase the driver forward vision.

Definition – The distance (measured in seconds) between your vehicle and the one ahead in your lane, while both vehicles are moving.



Steps – Keep a full four-second following distance under normal driving conditions. Increase following distance for adverse driving conditions, adding the seconds cumulatively. Add one second for reduced visibility. Add one second when physically/emotionally impaired. Add one second for wet road surface. Add two seconds for snow and three seconds for ice.

## **Side Space Cushion**

Purpose – To select the safest location for the vehicle within the traffic flow; to reduce the risk of conflict from either side.

Definition – A continual evaluation of the total traffic scene to select the safest driving lane, and position our vehicle within that lane to provide the maximum visibility and side separation from conflicts to the left and right.

Steps – Select safest lane with the maximum side space. Position vehicle within lane for maximum side space. Minimize driving alongside or between vehicles. Minimize driving in other driver's blind spot. Move to the right when approaching crests or curves while being alert for joggers, bicyclists and pedestrians. Do not cross lanes of traffic during turning maneuvers. In general, try to identify potential dangers and position your vehicle as far away as possible.

## **Signaling**

Purpose – To enable the driver to communicate their intentions clearly, concisely and on time. To change speed or direction in a way that may least affect the movement of others.

Definition – The means used to convey a planned action to those around the vehicle, in order to eliminate surprises, doubt, and confusion.

Steps – Communicate your intentions ten seconds ahead of time, being alert to the danger of misleading other drivers by signaling too early. Delay action, pending acknowledgment. Respond promptly to signals received from other drivers by indicating the next plan of action. Exercise courtesy by being thoughtful and considerate of other people's rights and needs. Allow them to accomplish their own objectives without increasing risk to them or us.

## **Lane Changes**

Purpose – To reduce the risk of causing or being involved in an accident while changing lanes.

Definition – The assignment of specific actions to be completed in chronological order, one at a time, when changing lanes.

Steps – During the first four seconds: hold position in center of lane, check mirrors, activate turn signals, and first head check of blind spot of lane to be entered. During the second four seconds: gradually drift toward center line, before crossing center line, make a second head check, and continue drifting gradually across center line. During the third four seconds: cancel turn signal when center line is straddled, continue to drift to center of new lane, and resume five-second eye movement searching pattern.

## **Looking Far Ahead**

Purpose – To enable the driver to see, identify, and reach smoothly to a driving hazard, a problem, or traffic delays well in advance of reaching that point.

Definition – The “looking far ahead” standard is one segment of the five part “Eye Movement Standard.” It is during this segment that the driver visually searched well out in front, 20-40 seconds ahead, looking for advance information.

Steps – In the city glance 1.5 to 3 blocks ahead. ON the highway, glance 1/3 to 2/3 miles ahead.

## **Eye Movement**

Purpose – To enable the driver to see, identify, and react to the important conflicts surrounding the vehicle to have the widest choice of decision for blending smoothly in the traffic flow.

Definition – Eye movement includes a five part scanning pattern designed for systematically searching the total traffic scene to the front, rear, and sides every five seconds in one-second intervals. Ideally, eye movement takes place every second, focusing attention on each specific zone, then quickly moving to the next zone, completing the five zone cycle every five seconds.

Steps – During the first second, look in the near zone, 4-12 seconds ahead. During the next second, look in the middle zone, 12-20 seconds ahead. During the third second, look in the far zone, 20-40 seconds ahead. During the fourth second, look in the near zone again. During the final second, check all mirrors.

## **Mirror Use**

Purpose – To know as early as possible, and at any given instant who and what is behind or alongside your vehicle. To provide the widest possible choice of actions and time and space for selecting the best.

Definition – Quick (1 second) deliberate glances into the mirrors every five seconds, and before any planned action, to provide the driver with an accurate account of the rear and side traffic activities.

Steps – While driving, check every 5 seconds. When driving slower than traffic, check more frequently. When stopped in traffic, check constantly for fast approaching vehicles.

## **Speed Control**

Purpose – To drive within the allowable speed limits to maintain complete safe control of the vehicle in any driving situation.

Definition – The adjustment of vehicle speed to compensate for reduce visibility, sharp changes in direction, and reduced road grip.

Steps – Control the vehicle speed for the following situations:

- Reduced Visibility – hills, curves, night, fog, etc. – Reduce speed to 55mph for 5 seconds

clear line of sight visibility, 40mph for 4 seconds of clear line of sight visibility, 25mph for 3 seconds of clear line of sight visibility, and 5mph for blind intersections.

- Right turns and left turns, reduce speed to 5mph.
- Banked curves, keep within the posted safe speed.
- Wet roads, reduce speed by  $\frac{1}{4}$ .
- Snow, reduce speed by  $\frac{1}{2}$ .
- Ice, reduce speed to  $\frac{2}{3}$ .

## Driver Release Checklist

Driver Candidate Name: \_\_\_\_\_

Department of Motor Vehicle Record deemed acceptable by Director or his appointee:

YES/NO - Record Reviewed By: \_\_\_\_\_

Approval by Crew Captain: \_\_\_\_\_

Crew: \_\_\_\_\_

Taken and passed SOP Familiarity Test: YES / NO Reviewed by: \_\_\_\_\_

Taken and passed Radio Operations Test: YES / NO Reviewed by: \_\_\_\_\_

Taken and passed Map Utilization Test: YES / NO Reviewed by: \_\_\_\_\_

Taken and passed Street/Specific Location Test: YES / NO Reviewed by: \_\_\_\_\_

Taken and passed Vehicle Operations Test: Yes / NO Reviewed by: \_\_\_\_\_

Successfully complete 8 non-emergent driving scenarios. All scenarios must involve a backing element.

Date:	Time:	Approved/Disapproved	by (# and initial)
1. _____	_____	A / D	_____
2. _____	_____	A / D	_____
3. _____	_____	A / D	_____
4. _____	_____	A / D	_____
5. _____	_____	A / D	_____

6. \_\_\_\_\_ A / D \_\_\_\_\_
7. \_\_\_\_\_ A / D \_\_\_\_\_
8. \_\_\_\_\_ A / D \_\_\_\_\_

For approval to begin collecting Emergent Driving Calls, candidate must be a full member or approved by the Fleet Operations Officer and Chief. Member must have collected non-emergent calls for at least one month.

Crew Captain: \_\_\_\_\_

Deputy Chief overseeing crew -Rescue 103 or 104: \_\_\_\_\_

Fleet Operations Officer: \_\_\_\_\_

Successfully complete 10 emergent driving calls. All responses must be made in the presence of an approved preceptor. Incident number must be noted for each response.

Date:	Time:	Approved/Disapproved	by (# and initial)
1. _____	_____	A / D	_____
2. _____	_____	A / D	_____
3. _____	_____	A / D	_____
4. _____	_____	A / D	_____
5. _____	_____	A / D	_____
6. _____	_____	A / D	_____
7. _____	_____	A / D	_____

8. \_\_\_\_\_ A / D \_\_\_\_\_

9. \_\_\_\_\_ A / D \_\_\_\_\_

10. \_\_\_\_\_ A / D \_\_\_\_\_

If any of the above responses were unsatisfactory, please record additional responses below:

11. \_\_\_\_\_ A / D \_\_\_\_\_

12. \_\_\_\_\_ A / D \_\_\_\_\_

13. \_\_\_\_\_ A / D \_\_\_\_\_

14. \_\_\_\_\_ A / D \_\_\_\_\_

15. \_\_\_\_\_ A / D \_\_\_\_\_

Final Approval to be released as a Driver:

Crew Captain: \_\_\_\_\_

Lieutenant Overseeing Crew (Rescue 103 or 104 ): \_\_\_\_\_

Chief / Assistant Chief: \_\_\_\_\_