



Charlottesville-Albemarle Rescue Squad, Inc.

New Driver Training Program

Driver Release Process Packet

Updated 6/15/17

Name: _____

Introduction

Typically, upon being released as an Attendant-In-Charge and finishing the probationary period, members are eligible to begin the Driver Release Process. However, under specific circumstances (ex. too many probationary members per shift), probationary members may begin the driver collection process prior to being released as AIC's and becoming a full member. Additionally, 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.

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 to be stored in your membership file. 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: **Fleet Operations Officer**
2. SOP familiarity Test -This tests the following SOP's: 3.2 Operations at Motor Vehicle Accidents, SOP 3.4 Operations at Medical Emergencies, and 5.1 Vehicle Operations. Information for this test may be found online at www.rescue1.org .The test shall be graded and reviewed by your crew captain.
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 "Downloads". The test is found in this Driver Release Process Packet. The test shall be graded and reviewed by your crew captain.
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 "Downloads". The test is found in this Driver Release Process Packet. The test shall be graded and reviewed by your crew captain.
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. Contact the Fleet Operations Officer to schedule a test.
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. A practical test will be performed by the Fleet Operations Officer or his/her designee. Material covered includes: vehicle checkout at the beginning of a shift, normal starting procedure, jump starting procedure, 4WD usage, and knowledge of location and usage of all ambulance equipment.

7. Successfully complete 6 hours of non-emergent driving scenarios. These include driving the ambulance back from the hospital, an errand, or other designed scenario. **The candidate is not allowed to drive patients to the hospital during this time.** You may only do so once you have begun the emergent driving collection process. It is highly recommended the candidate utilize this time to travel to various locations listed in the map test. Additionally, significant time practicing backing around obstacles and into the bays is recommended. Utilization of a backer is always required. Candidates may come in off-duty with a preceptor and utilize a reserve ambulance for driver training. This allows the crew to remain out of the rotation and maximizes driving time. **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 non-emergent phase is complete, he or she may begin collecting Emergent Driving Scenarios. These must be done with an approved preceptor* 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. Simply completing a trip to the hospital does not satisfy as acceptable. All above criteria must be met as well.
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.

*Approved Driving Preceptor: must be a released driver for a minimum of 6 months without any driving incidents 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.** This will be graded by the Fleet Operations Officer.

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 any incident (MVC or medical) in a roadway?
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 pre-probationary 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 Chief and Safety 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?

23. What fluids can the driver add to the truck if they find it is low?

24. Who is responsible for ensuring the truck is mechanically sound and all equipment is present and in working order?

City Streets

5th Street SW/Ext
Alderman Road
Avon Street
Barracks Road
Brandywine Drive
Carlton Avenue
Carlton Road
Cherry Avenue
Elliott Avenue
Emmet Street – North
Emmet Street – South
Fontaine Avenue
Hardy Drive
High Street
Ivy Road
Jefferson Park Avenue
John W. Warner Parkway
Locust Avenue
Long Street
Main Street
Market Street
McCormick Road
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
Water Street

County Streets

Advance Mills Road
Airport Road
Bond Street
Branchlands Drive
Commonwealth Drive
Earlsville Road
Founders Place
Four Seasons Drive
Free Union Road
Garth Road
Gordonsville Road
Greenbriar Drive
Hillsdale Drive
Hydraulic Road
I-64 MM 114-129
Ivy Road (Rt. 250W)
Louisa Road (Rt. 22)
Monacan 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)

Special Locations

All Fire/Rescue Stations
Alb-C-Ville Regional Jail
(sally port entrance)
Alb Health and Rehab
Albemarle High School
Boar's Head
Branchlands Complex
CATEC
Charlottesville Pavilion
Cedars Nursing Home
C-Ville High School
C-Ville Police Department
CHO Airport
Crescent Hall
Downtown CAT Station
C-Ville Pointe Rehab & Hlth
Farmington Country Club
Fashion Square Mall
Heritage Inn of C-Ville
John Paul Jones Arena
Morningside of C-Ville
Martha Jefferson FS ED
Martha Jefferson Hospital
Martha Jefferson House
MedExpress – Pantops
MedExpress – Seminole Trail
Midway Manor
Monticello High School
Our Lady of Peace
PVCC
Riverdale Assisted Living
Rosewood Village
Salvation Army
The Colonnades
The Crossings
The Haven
The Laurels
University Village
UVa Hospital
Westminster Canterbury

Subdivisions/Complexes

Carrsbrook
Dunlora
Fontana
Four Seasons
Garrett Square
Glenmore
Hessian Hills
Johnson Village
Key West
Mallside Forest Court
Penn Park
Raintree
Rio Hill Apartments
Riverrun
Turtle Creek
Woodbrook

Know # and location of
all fire/rescue stations

TOPIC: General Vehicle Operations	S.O.P. # 5.1
Approved by: Alex Belgard, Chief	Revised: 8/4/2015 Approved:

I. Purpose:

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

II. Operations:

1. The on-duty crew captain is responsible for and has the authority to direct the location, condition and availability of all vehicles and equipment.
2. No vehicle shall be taken out-of-service for mechanical reasons without notification of the Fleet Operations Officer and Duty Officer.
3. 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 fuel and oil.
4. There is to be no smoking in any squad vehicle at any time.
5. 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.
6. A pre-probationary member shall not operate any squad vehicle except as needed to gain unit familiarization for a scheduled emergency vehicle operator's course. Such familiarization must occur under one of the following conditions:
 - a. There is a released operator on-board with the pre-probationary member
7. 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.
 - a. The probationary member may then operate the vehicle only if they have successfully completed an approved EVOG course.
 - b. The Fleet Operations Officer may exempt 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.
 - c. A Deputy Chief of Operations may exempt specific probationary members from this limitation upon a written finding that insufficient staffing exists for the probationary member to collect each call towards release as AIC. Under such circumstances, the probationary member may complete all steps of the driver release process but shall not be considered a released driver until after becoming released as AIC. The probationary member shall not act as a driver in any circumstance where sufficient staffing exists to allow the member to collect the call towards release as AIC.
8. Probationary members who have not completed a course approved as an EVOG 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:**

1. Virginia law permits emergency vehicles that are displaying warning lights, AND sounding the siren as reasonably necessary, to:
 - a. Park or stand on the roadway;
 - b. Disregard signs regulating turning in certain directions, i.e., NO LEFT TURN 8am - 8pm;
 - c. Pass another vehicle at an intersection; and,
 - d. Proceed against a red traffic signal or stop sign
2. 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.
 - a. Obviously, it is not necessary to have the siren sounding while stopped in the roadway.
3. 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.
 - a. 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.
4. 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.
5. The passing emergency vehicle must be operated with due regard to the safety of persons and property.
6. 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.
 - a. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.

12. 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.
13. All drivers must complete an approved EVOC course.
14. 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:

1. 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.
2. 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.
3. 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.
4. The following procedure is to be followed any time a squad vehicle is involved in an accident or incident:
 - a. Do not continue your response or move the vehicle unless you have a priority red patient on-board.
 - b. Notify EOC to place the unit out-of-service, send another unit to continue transport or response.
 - c. Page the Duty Officer to respond to the scene of the incident.
 - d. Page the Fleet Operations Officer if there is a question as to whether the damage makes driving the vehicle unsafe.
 - e. Assess for injuries and hazards and have the appropriate agencies respond.
 - f. Under no circumstances admit guilt or make accusations of blame.
 - g. 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.
 - h. Have the Duty Officer prepare a report to be submitted to the Safety Committee and Chief. Prepare a Special Incident Report Form and submit a copy to the Chief and Safety Committee.

TOPIC: Driver Training - Ambulances	S.O.P. # 5.2
Approved by: Alex Belgard, Chief	Revised: 1/4/17 Approved:

I. PURPOSE

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

II. DRIVER TRAINING

1. Probationary Member.
 - a. 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. Under special circumstances as defined in S.O.P # 5.1, probationary members may begin the driver collection process. They must meet all requirements as outlined below for full members.
2. Full Member
 - a. Must provide documentation of completion of a course approved as an EVOC course by the Office of EMS.
 - b. Must have the approval of their crew captain and the Fleet Operations Officer (or designee) in writing before beginning to drive under emergency conditions.
 - c. Must be oriented to and become familiar with lighting displays, siren operations, gauges and vehicle maintenance, emergency and non- emergency operation, and transport of patients.
 - i. An initial orientation by the crew captain must be accomplished before driving.
 - d. Must complete six (6) hours of non-emergent driving with an approved preceptor prior to driving under emergency conditions. An approved driving preceptor is a released driver who has been a driver for at least 6 months without any driving accidents.
 - e. Must complete ten (10) runs under emergency conditions with an approved driving preceptor.
 - i. 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.
 - f. Upon release by the Chief, the member shall be considered a released driver.

TOPIC: Accident Involving CARS Vehicles	S.O.P. # 5.11
Approved by: Lair D. Haugh, Chief	Revised: 9/17/2007 Approved:

I. PURPOSE

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

II. DEFINITIONS

1. Driving Accident – Any occurrence in which there is discernible damage to a CARS vehicle and/or damage to other property or personal injury.
2. Driving Incident – Any occurrence involving contact between a CARS vehicle and another vehicle or structure causing no discernable damage or personal injury.
 - a. As determined by the Duty Officer
 - i. 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

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

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

IV. EXCHANGE OF INFORMATION

1. Vehicle registration and insurance information is located in one of two locations:
 - a. In a pouch attached to the visor
 - b. In the glove compartment
2. If all parties are uninjured, exchange information with the involved parties.
3. **DO NOT ADMIT FAULT OR LIABILITY.**
4. Do not discuss the accident with anyone except the police officer working the accident or the Duty Officer.
5. If uninjured, the driver of the CARS vehicle should not leave the scene until released by the police officer working the accident.
 - a. 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.
6. The Duty Officer should attempt to gather contact information from witnesses to the accidents.

V. POST INCIDENT PROCEDURES

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

VI. INVESTIGATION OF ACCIDENTS AND INCIDENTS

1. 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 or upon receiving the written Special Incident Report.
2. 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
3. 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. The letter will contain the points assigned for the accident and any remediation/driver suspension as determined by the Safety Committee.
4. If it is deemed that the occurrence was an incident, the Safety Committee shall issue a letter to the driver. The letter will contain the points assigned for the incident and any remediation as determined by the Safety Committee.

5. Failure to report accidents or incidents involving CARS vehicles will result in disciplinary action.
6. Written complaints shall be investigated in the same manner as accidents and incidents.

VII. REMEDIATION FOR DRIVERS INVOLVED IN ACCIDENTS

Should a driver for CARS accrue a certain number of points in the below identified time period, the following shall occur:

1. Accrual of three (3) or more points in a six (6) month time period:
 - a. The driver will be suspended from any vehicle driving until such time remediation as determined by the Safety Committee is completed.
2. Accrual of six (6) or more points in a twelve (12) month time period:
 - a. The driver will be suspended from any vehicle driving until such as determined by the Safety Committee is completed.
3. Accrual of eight (8) or more points within a eighteen (18) month time period:
 - a. The driver will be suspended from any vehicle driving until such time the Safety Committee shall meet with the driver and an evaluation rendered by the Squad's Physician as to the individual's ability to operate a CARS vehicle.
 - b. 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.

VIII. CONTENT OF REMEDIATION

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

3. For Reverse-Motion Accidents
 - a. Meet with the driver
 - b. Discuss the accident with the driver
 - c. Review of the CARS SOG for backing vehicles
 - d. Review of the driving technique(s) related to the accident
 - i. Practice of any deficient driving techniques

IX. Accidents Involving Non C-ARS Operators:

In the event a non C-ARS person is operating the ambulance and is involved in an Accident/Incident, the same procedure shall occur as described in the “Initial Management of Accidents/Incidents” to include the notification of the operator’s on-duty supervisor (City Fire Battalion Chief; County Fire, career or volunteer, on-duty chief).

A copy of the Special Incident Report will be filed with C-ARS. Any actions regarding the individual non C-ARS operator will be subject to the home agency process. The C-ARS Chief reserves the right to not allow a non C-ARS operator drive a C-ARS vehicle based on previous accidents/incidents with C-ARS vehicles.

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
 - 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 $\frac{2}{3}$.

Vehicle Operations Guide

Identified below are all of the major parts of the engine compartment you must be familiar with:

- Coolant reservoir
- Engine Oil Dipstick
- Transmission Fluid Dipstick
- Engine Oil Fill
- Power Steering Fluid Reservoir
- Brake Fluid Reservoir
- Battery Connections

Procedure for checking-out a vehicle

- 1) Perform a visual inspection of the vehicle. Look for:
 - a. New damage
 - b. Fluids under the engine compartment
- 2) Open the hood
 - a. Check all reservoirs for proper fluid level
 - b. Check Oil and Transmission Dipstick levels
 - i. Pull dipstick out
 - ii. Wipe clean with paper towel
 - iii. Reinsert fully
 - iv. Pull dipstick back out and examine fluid level
 - c. Check battery posts for corrosion
 - d. If fluids are out of range, notify Fleet Operations Officer
 - i. **DO NOT ADD ANY FLUIDS TO VEHICLE WITHOUT FIRST CONSULTING FLEET OPS**
- 3) Ensure the vehicle starts
 - a. For diesel vehicles:
 - i. Check the exterior of vehicle for hazards
 - ii. Remove shoreline if it does not auto-eject
 - iii. Turn on battery switch if present
 - iv. Turn ignition key to "On" position
 - v. **Wait until "Wait to Start" or glow plug indicator turns off**
 - vi. Turn ignition key to start engine
 - b. For gasoline vehicles
 - i. Check the exterior of vehicle for hazards
 - ii. Remove shoreline if it does not auto-eject
 - iii. Turn on battery switch if present
 - iv. Turn ignition key to start vehicle
- 4) Check all lights
 - a. Headlights
 - i. High and Low beams
 - b. Turn signals
 - c. Emergency lights
 - d. Scene lights
 - e. Marker lights
- 5) Check **all** exterior compartments and **all** equipment contained within

Procedure for jump-starting a vehicle

- 1) Position donor vehicle close enough to connect jumper cables
 - a. Place donor vehicle in Park and activate emergency brake
 - b. Do not turn off engine
- 2) Open hood of receiving vehicle
- 3) Obtain jumper cables from DS compartment #2
- 4) Connect clamps to receiving vehicle's battery posts
 - a. Red to Red
 - b. Black to Black
- 5) Connect quick-connect plug to donor vehicle
- 6) **Wait a few minutes for receiving vehicle to charge**
- 7) Start receiving vehicle
 - a. **LEAVE THIS VEHICLE RUNNING**
- 8) Unplug quick-connect plug
- 9) Disconnect clamps
- 10) If receiving vehicle is in a bay, pull the vehicle out and allow to idle for at least 30 minutes
- 11) Notify Fleet Operations

Procedure for activating 4-wheel drive

For use in low traction environments (snow, mud, grass, etc.)

- Do not use on dry pavement
- Do not exceed 30 MPH in 4WD HIGH
- Do not exceed 20 MPH in 4WD LOW
- **4WD does not prevent the truck from losing control in icy conditions**

4-wheel drive high

- 1) Make sure the hubs are locked (or in **AUTO** position)
- 2) Bring the vehicle's speed to less than 25 MPH
- 3) Maintain a straight path if possible
- 4) Take foot off accelerator
- 5) Turn 4WD control knob to 4WD HIGH
- 6) Resume driving

4-wheel drive low

- 1) Make sure the hubs are locked (or in **AUTO** position)
- 2) **Bring the vehicle to a complete stop**
- 3) Shift into NEUTRAL
- 4) Turn 4WD control knob to 4WD LOW
- 5) Shift back into drive
- 6) Resume driving

Procedure for manually cleaning the Diesel Particulate Filter (DPF)

This should only be performed with vehicle outside of the bay and no other vehicles or objects within 20' radius of the exhaust. The vehicle will be OOS until the process is complete (aka do not do this to a truck that is staffed and expected to run calls).

- 1) Place vehicle in Park with Parking Break applied.
- 2) Navigate to DPF page on information screen of the dash by using the "Info" button on the steering wheel, the screen will state "Would you like to clean the DPF?"
- 3) The next screen will ensure there is a safe-zone around the exhaust, select "Y" again to proceed.
- 4) The truck will automatically throttle-up to ~3000 RPM for 10 minutes to clean the filter. **DO NOT MOVE THE VEHICLE DURING THIS TIME**

800 MHz Radio Master Talk Group Matrix

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
TG1	FRDISP	FRDISP	TA1D	TA1D	ACJOP1	FRDISP	FRDISP	APCOM1
TG2	FRRESP	CFRESP	TA2D	TA2D	ACJOP2	FRRESP	CFRESP	APCOM2
TG3	ATAC3	BTAC3	EVNT3	EVNT3	ACJOP3	ATAC3	BTAC3	APSA1
TG4	ATAC4	BTAC4	EVNT4	EVNT4	ACJERT	ATAC4	BTAC4	APSA2
TG5	ATAC5	BTAC5	EVNT5	EVNT5		ATAC5	BTAC5	APSA3
TG6	ATAC6	BTAC6	EVNT6	EVNT6		ATAC6	BTAC6	APSA4
TG7	ATAC7	BTAC7	EVNT7	EVNT7		ATAC7	BTAC7	APSD
TG8	ATAC8	BTAC8	EVNT8	EVNT8		ATAC8	BTAC8	APTRF
TG9	ATAC9	BTAC9	EVNT9	EVNT9		ATAC9	BTAC9	SVTAC1
TG10	ATAC10	BTAC10	EVNT10	EVNT10		ATAC10	BTAC10	
TG11	ATAC11	BTAC11	EVNT11	EVNT11		ATAC11	BTAC11	
TG12	SVFR1	SVFR2	EVNT12	EVNT12		SVFR1	SVFR2	
TG13	UEMS	FRADM	SVFR1	SVFR1		UEMS	FRADM	
TG14	MJEMS	CTYCMD	SVFR2	SVFR2		MJEMS	CTYCMD	
TG15	TA1D	TA2D	SVPD2	SVPD2		TA1D	TA2D	SIRS
TG16	FRRESP	CFRESP	SVPD1	SVPD1	ACJOP1	FRRESP	CFRESP	APCOM1
	Zone 9	Zone 10	Zone 11	Zone 12	Zone 13	Zone 14	Zone 15	Zone 80
TG1	ASCOM1	CHOAAP	UVMED5	CPCOM1	CSCOM1	UPCOM1	EMOP1	8CALL90
TG2	ASCOM2	CHOMNT	UHTAC1	CPCOM2	CSCRT	UPCOM2	EMOP2	8CALL90D
TG3	ASSA1	CHOARF	UHTAC2	CPSD	CSSA1	UPSD	EMADM	8TAC91
TG4	ASSA2	CHOPRK	UHTAC3	CPSA1	CSSA2	UPCOM	EMTRN	8TAC91D
TG5		CHOFBO	UHSCS1	CPSA2		UPEV1	CERT1	8TAC92
TG6		CHOAIR	UHSCS2	CPINV		USEC1	CERT2	8TAC92D
TG7			UHSP1	CPTRF	SIRS	USEC2	CERT3	8TAC93
TG8	SVPD1		UHSP2	CPNSB		USEC3	CERT4	8TAC93D
TG9	SVPD2		UHSP3				UVEM1	8TAC94
TG10							VDHCV1	8TAC94D
TG11							CTYCMD	
TG12							TA1D	SVFR1
TG13							TA2D	SVFR2
TG14							SIRS	SVPD2
TG15	SIRS							SVPD1
TG16	ASCOM1	CHOAAP	UVMED5	CPCOM1	CSCOM1	UPCOM1	EMOP1	DYNAM
	Zone 70	Zone 71	Zone 90	Zone 91	Zone 92	Zone 93	VHF	
TG1	7CALL50	7FIRE63	CTS 1	APTB1	PWCOM1	ASACOM1	VALB1	
TG2	7CALL50D	7FIRE63D	CTSEMG	APTB2	PW GAS	ASAMETER	VALB1D	
TG3	7TAC51	7FIRE64	CTSEVT	APTSFP	PW WWW	ASAMAENG	WARS	
TG4	7TAC51D	7FIRE64D	CTSSUP	APT NFP	PW PS	ASASUP	EMS Statewide	
TG5	7TAC52	7MED65	CTS 2	APT WFP	PWCOM2	ASACOM2		
TG6	7TAC52D	7MED65D	UTS 1	APTADM	PWCOM3	ASACOM3		
TG7	7TAC53	7GTAC57	UTSEMG	APTBS	RWCOM1	ASAFLAG1		
TG8	7TAC53D	7GTAC57D	UTSEVT	CPTB1	RWCOM2	ASAFLAG2		
TG9	7TAC54	7GTAC77	UTTCO1	CPTB2	RWADMIN1	ASAFLAG3		
TG10	7TAC54D	7GTAC77D	UTTCO2	CPTEV1	RWMAINT	ASAFLAG4		
TG11	7TAC55	7LAW61	UTSSUP	CPTEV2		ASAFLAG5		
TG12	7TAC55D	7LAW61D		CPTSUPV				
TG13	7CALL70	7LAW62						
TG14	7CALL70D	7LAW62D						
TG15	7MOB59	7LAW81						
TG16	7MOB59D	7LAW81D						

800 MHz Radio Talk Group Matrix

A

TG1	FRDISP	Still the PRIMARY dispatch channel
TG2	FRRESP	Still the PRIMARY response channel
TG3	ATAC3	
TG4	ATAC4	
TG5	ATAC5	
TG6	ATAC6	
TG7	ATAC7	
TG8	ATAC8	
TG9	ATAC9	
TG10	ATAC10	
TG11	ATAC11	
TG12	SVFR1	Used as a Fire/Rescue response channel in the Scottsville area
TG13	UEMS	
TG14	MJEMS	
TG15	TA1D	
TG16	FRRESP	

B

TG1	FRDISP	
TG2	CFRESP	Used as a response channel for City operations, should the system become serverly loaded
TG3	BTAC3	
TG4	BTAC4	
TG5	BTAC5	
TG6	BTAC6	
TG7	BTAC7	
TG8	BTAC8	
TG9	BTAC9	
TG10	BTAC10	
TG11	BTAC11	
TG12	SVFR2	Used as a secondary Fire/Rescue response channel in the Scottsville area
TG13	FRADM	
TG14	CTYCMD	
TG15	TA2D	
TG16	CFRESP	Used as a response channel for City operations, should the system become serverly loaded

C

TG1	TA1D	
TG2	TA2D	
TG3	EVNT3	
TG4	EVNT4	
TG5	EVNT5	
TG6	EVNT6	
TG7	EVNT7	
TG8	EVNT8	
TG9	EVNT9	
TG10	EVNT10	
TG11	EVNT11	
TG12	EVNT12	
TG13	SVFR1	
TG14	SVFR2	
TG15	SVPD2	Used as a response channel for Police in the Scottsville area
TG16	SVPD1	Used as a response channel for Police in the Scottsville area

Driver Release Checklist

Driver Candidate Name: _____

Department of Motor Vehicle Record deemed acceptable by Chief 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 **AT LEAST** 6 hours of non-emergent driving. Record the time of day and road conditions (rainy/wet/dry, night/day).

Date and Time:	Conditions:	Preceptor Initial:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Suggested points of interest:

- UVA Hospital
 - MJ Hospital
 - Both MedExpress's (Seminole Trail & Pantops)
 - Interstate 64 (MM129-MM114)
 - Downtown Mall Crossovers (2nd St and 4th St)
 - Midway Manor
 - Crescent Hall
 - Nursing Facilities
- (see map test list for more)

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, 104, or 105): _____

Fleet Operations Officer: _____

Successfully complete **AT LEAST** 10 emergent driving calls. All responses must be made in the presence of an approved preceptor. Incident number must be noted for each response. **Preceptors:** please rank the drivers performance from 1 – 4 (1 being unsatisfactory, 4 being exceptionally perfect)

	Date	Incident #	Disapproved/Approved				Preceptor Initial
			1	2	3	4	
1.	_____	_____	1	2	3	4	_____
2.	_____	_____	1	2	3	4	_____
3.	_____	_____	1	2	3	4	_____
4.	_____	_____	1	2	3	4	_____
5.	_____	_____	1	2	3	4	_____
6.	_____	_____	1	2	3	4	_____
7.	_____	_____	1	2	3	4	_____
8.	_____	_____	1	2	3	4	_____
9.	_____	_____	1	2	3	4	_____
10.	_____	_____	1	2	3	4	_____

If any of the above responses were unsatisfactory, please record 5 additional responses below:

11. _____ 1 2 3 4 _____

12. _____ 1 2 3 4 _____

13. _____ 1 2 3 4 _____

14. _____ 1 2 3 4 _____

15. _____ 1 2 3 4 _____

Final Approval to be released as a Driver:

Crew Captain: _____

Deputy Chief overseeing crew (Rescue 103, 104, or 105): _____

Chief / Assistant Chief: _____

Submit the last 3 pages (checklists) of this packet to the Squad Secretary to be placed in the candidate's membership file.