

**Anytown ESO
Anywhere, USA**

**Administrative
Procedures &
Guidelines**

Subject
Guideline Number
Adopted
Effective Date
Revised
Due For Revision
Pages

Driver Training
2

Purpose: To assure that every volunteer or employee acknowledges the seriousness of the use and safe operation of all personally owned vehicles during <YOUR ESO> functions.

Scope: All <YOUR ESO> personnel.

Responsibility: It is the responsibility of all <YOUR ESO> personnel who own and operate their own respective vehicles to adhere to this policy for response to and returning from <YOUR ESO> events and acknowledge such in writing.

Policy:

A. Valid Pennsylvania Driver's License and Insurance Coverage

No volunteer or employee of <YOUR ESO> shall operate a <YOUR ESO> vehicle or mobile unit of any kind without the appropriate, valid PA Driver's License and appropriate personal vehicle insurance coverage.

<YOUR ESO> will conduct annual Motor Vehicle Record checks and personal insurance verification on all <YOUR ESO> personnel.

B. Driver Training Requirements

1. Driver candidates must comply with Section A. above.
2. Driver candidates for <YOUR ESO> vehicles must have at least five years driving experience prior to entering the departments training program.
3. Candidates must successfully complete an approved Emergency Vehicle Driver Training program approved by <YOUR ESO> and demonstrate satisfactory handling of each qualified vehicle prior to approval.
 - a. Initial education and training should consist of not less than 16 hours.
4. Annual refresher training is required.
 - a. Annual updates may occur in any of the following approved formats
 - i. Classroom

- ii. Video
 - iii. CD
 - iv. Tailboard Safety Talks
1. Only the lead driving instructor of the < YOUR ESO > can authorize driver candidate approvals and certify compliance with education and training requirements.

Record Keeping

All driving records will be maintained in the volunteer or employees respective training files.

Monitoring and Remediation

1. All drivers will be monitored for policy compliance. < YOUR ESO > encourages drivers and other personnel to communicate incidents both real and near misses to a company officer.
2. < YOUR ESO > 's position is to positively address any incident to avoid more serious incidents in the future.
3. Remedial training may occur by any of the previously mentioned training methods and/or one-on-one to facilitate appropriate response to the incident.

**Anytown ESO
Anywhere, USA**

**Administrative
Procedures &
Guidelines**

Subject
Guideline Number
Adopted
Effective Date
Revised
Due For Revision
Pages

Driving & Use of <YOUR ESO> Vehicles
3

Purpose: To establish procedures and guidelines for the safe operation of all <YOUR ESO> vehicles and apparatus.

Scope: All <YOUR ESO> personnel.

Responsibility: It is the responsibility of all <YOUR ESO> personnel and associated parties to adhere to this policy.

A. Valid Pennsylvania Driver's License and Insurance Coverage

No volunteer or employee of <YOUR ESO> shall operate a <YOUR ESO> vehicle or mobile unit of any kind without the appropriate, valid PA Driver's License and appropriate personal vehicle insurance coverage.

<YOUR ESO> will conduct annual Motor Vehicle Record checks and personal insurance minimum limits verification on all <YOUR ESO> personnel.

B. Permission

1. No volunteer or employee shall operate a <YOUR ESO> vehicle or mobile unit of any kind without first receiving permission from an officer authorized to give such permission. The Fire Chief or his/her designee is authorized to give permission to use <YOUR ESO> vehicles. The operator of the vehicle is responsible for the vehicle and its contents.
2. Unauthorized use is any use prohibited by law and <YOUR ESO> policy. Accidents occurring during unauthorized use of <YOUR ESO> vehicles will result in that volunteer or employee's liability for any property damage/personal injuries or other operating costs associated with that vehicle's use including reimbursement of insurance costs.

Driver Training

1. Driver candidates for <YOUR ESO> vehicles must have at least five years driving experience.
2. Candidates must successfully complete an approved Emergency Vehicle Driver Training program approved by <YOUR ESO> and demonstrate satisfactory handling of each qualified vehicle prior to approval.
3. Annual refresher training is required.
4. Only the lead driving instructor can authorize driver candidate approval.

Driver education and training requirements are addressed in SOG Driver Training 501.3.

A. Tobacco Products

Tobacco products may not be used in any <YOUR ESO> vehicle at anytime.

B. Seat Belts

Anyone riding in <YOUR ESO> vehicles must use seat belts at all times. EMS personnel providing required and direct patient care which requires the provider to be unrestrained may not be able to wear seatbelts. Vehicle drivers should be acutely aware of this infrequent possibility.

G. Emergency Procedures

1. The driver of an authorized vehicle when responding to an emergency, or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section. Subject to the conditions herein stated the driver of an authorized emergency vehicle, except when otherwise directed by a police officer, may:
 - (a) Proceed past a red or stop signal or sign, but only during such time as all visual and audible warning devices are operational and after ensuring that all lanes are accounted for. Otherwise coming to a complete stop at all red or stop signals or sign, railroad crossings and other situations as necessary for safe operation.
 - (b) Exceed the maximum speed limits by no more than 10 mph as long as he or she does not endanger life or property.
 - (c) Disregard regulations governing direction of movement or turning in specified directions, and stopping irrespective of traffic flow, so long as he or she does not endanger life or property.
1. The foregoing authorizations shall not relieve the driver of an authorized emergency

vehicle from the duty to drive with due regard for the safety of all persons.

2. The driver of an authorized vehicle shall not be permitted to pass one or more school buses which have stopped and displayed signal lights or visual signs indicating the loading or unloading of individuals. In such cases, the operation of the emergency vehicle shall proceed only after a traffic control officer, police officer, or the operator of the bus or buses gives a proper signal.
3. Unpaved roads shall be avoided if at all possible. While on an unpaved road the speed is to be minimized to avoid possible damage to the vehicle or shifting of the water tank.
4. Upon returning from an emergency call or fire alarm, fire/rescue vehicles shall be cleaned and fully restored (water, gas, hose reloaded, etc.) to ensure readiness for the next incident.

H. Safety

1. No person other than authorized <YOUR ESO> volunteer or employees or other authorized officials shall be permitted to ride upon <YOUR ESO> apparatus unless special written permission is obtained from the Fire Chief or his/her designee.
2. Fire/rescue apparatus shall not be backed up without the assistance of a volunteer or employee at the rear of the apparatus directing the driver.
3. Drivers of <YOUR ESO> vehicles may not use another <YOUR ESO> vehicle to tow, push or jump-start a vehicle, nor shall an <YOUR ESO> vehicle be pushed or towed by any vehicle other than towing vehicles provided for <YOUR ESO> use.
4. Any volunteer or employee driver or person assigned to vehicle checks shall immediately report anything unusual concerning the vehicle to the chief engineer. The chief engineer is responsible for assuring the maintenance of the vehicles.
5. The Fire Chief or designee shall investigate all accidents and near miss incidents involving a <YOUR ESO> vehicle. The findings of the investigator and the police may be reviewed by the Fire Chief to determine careless or negligent behavior.
6. In the event a volunteer or employee is injured in an accident while operating or riding in a <YOUR ESO> vehicle or injures another person or property, the volunteer or employee shall immediately notify his or her officer in accordance with the township's policy on worker's compensation program. The WC program information is located in the personnel section of the station.

**Anytown ESO
Anywhere, USA**

**Administrative
Procedures &
Guidelines**

Subject	Driving & Use of Personal Vehicles
Guideline Number	
Adopted	
Effective Date	
Revised	
Due For Revision	
Pages	3

Purpose: To establish procedures and guidelines for the use and safe operation of all personally owned vehicles during <YOUR ESO> functions.

Scope: All <YOUR ESO> personnel.

Responsibility: It is the responsibility of all <YOUR ESO> personnel who own and operate their own respective vehicles to adhere to this policy for response to and returning from <YOUR ESO> events.

Policy:

The volunteer or employee responding to or returning from any <YOUR ESO> event must understand that first and foremost, he or she must arrive at the emergency scene or the station safely in order to be of any help to the public. This policy is intended to assist with such purpose.

A. Valid Pennsylvania Driver's License and Insurance Coverage

No volunteer or employee of <YOUR ESO> shall operate their personally owned vehicle of any kind without the appropriate, valid PA Driver's License and appropriate personal vehicle insurance minimum limits coverage.

<YOUR ESO> will conduct annual Motor Vehicle Record checks and personal insurance verification on all <YOUR ESO> personnel.

B. Permission

1. No volunteer or employee shall operate a privately owned vehicle (POV) or private mobile unit of any kind for response to emergency incidents without first receiving permission from an officer authorized to give such permission. The Fire Chief or his/her designee is authorized to give permission to use private vehicles. The operator of the vehicle is responsible for the vehicle and its contents.

2. The use of 'Blue' courtesy lights as defined in the Pennsylvania Motor Vehicle Code for the purpose of responding to an emergency station or incident is strictly prohibited. Only designated and approved <YOUR ESO> Fire Police Officers may utilize such devices during on-scene traffic safety control functions.
3. The driver of any privately owned vehicle being utilized for <YOUR ESO> purpose when responding to or returning from an emergency, or fire department sponsored event shall abide by all normal motor vehicle laws as any prudent citizen would drive. Such driving includes coming to a complete stop at all intersections controlled by a red traffic signal or stop sign and all railroad crossings. Intersection passage shall only occur upon signaling by a green traffic light or granted right-of-way at a stop sign and railroad crossing.
4. Unauthorized use is any use prohibited by law. Accidents occurring during unauthorized use of vehicles for <YOUR ESO> incidents will not be covered by <YOUR ESO>'s insurance program and will result in that volunteer or employee's liability for any property damage/personal injuries or other operating costs associated with that vehicle's use.

C. Seat Belts

Anyone riding in a privately owned vehicle for expressed and approved <YOUR ESO> purposes must use seat belts at all times.

D. Safety

1. POV's used at <YOUR ESO> events shall not be backed up without the assistance of a volunteer or employee at the rear of the vehicle directing the driver.
2. Volunteers and employees responding in personal vehicles should never exceed the posted speed limit.
3. Volunteers responding in personal vehicles should always stop at all stop signs and red traffic signals and wait for normal right of way before proceeding.
4. Individual volunteers must have personal auto liability insurance with appropriate liability limits which protect not only the volunteer but also the <YOUR ESO>.
5. The operator's supervising officer or other persons assigned by the Fire Chief shall make investigations of accidents involving a POV conducting <YOUR ESO> business. The findings of the investigator and the police shall be reviewed by the Fire Chief to determine careless or negligent behavior.

6. In the event a volunteer or employee is involved in an accident while operating or riding in a POV conducting official <YOUR ESO> activities or injures another person or property, the volunteer or employee shall immediately notify his or her supervising officer in accordance with the township's policy on worker's compensation program. The WC program information is located in the personnel section of the station.

**Anytown ESO
Anywhere, USA**

**Administrative
Procedures &
Guidelines**

Subject
Guideline Number
Adopted
Effective Date
Revised
Due For Revision
Pages

Private Owned Vehicle Response Acknowledgment
2

Purpose: To assure that every volunteer or employee acknowledges the seriousness of the use and safe operation of all personally owned vehicles during <YOUR ESO> functions.

Scope: All <YOUR ESO> personnel.

Responsibility: It is the responsibility of all <YOUR ESO> personnel who own and operate their own respective vehicles to adhere to this policy for response to and returning from <YOUR ESO> events and acknowledge such in writing.

Policy:

Response in private owned vehicles

When any member responds to the station or to the scene of an emergency in his/her privately owned vehicle, each member must strictly adhere to all applicable motor vehicle laws. Privately owned vehicles are not provided with the same exemptions that are provided to emergency vehicles. No member of <YOUR ESO> will be permitted to violate any motor vehicle laws, including but not limited to;

- Speed limits
- Going through traffic control devices
- Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their **private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law.** Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action including, suspension, loss of driving privileges and withdrawal of courtesy light permit.

Response In Private Owned Vehicles

Acknowledgment

I _____ acknowledge that I have received a copy of the <YOUR ESO> Emergency Vehicle Response Plan (SOP 501.2.1) and have also been trained and understand the items and instructions contained in the policy. I also understand the importance of safe operation of this organizations vehicles, and will abide by all of the tactical and administrative operating guidelines contained in the <YOUR ESO> Driving SOP's and SOG's. I further acknowledge and consent to an annual review of my Motor Vehicle Record and will provide confirmation of valid personal vehicle insurance coverage.

Signed _____
Member

Date _____

original - personnel file
copy - driver

- Account for traffic one lane of traffic at a time treating each lane of traffic as a separate intersection

Railroad intersections

At any time an emergency vehicle driver approaches an unguarded rail crossing he/she shall bring the apparatus or vehicle he/she is operating to a complete stop before entering the grade crossing. In addition the emergency vehicle driver shall perform the following prior to proceeding:

- turn off all sirens and air horns
- operate the motor at idle speed
- turn off any other sound producing equipment or accessories
- open the windows and listen for a train's horn

Uncontrolled intersections

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle or where a traffic control signal is green upon the approach of the emergency vehicle, all emergency vehicle drivers should do the following:

- Scan the intersection for possible hazards (right turns on red, pedestrians, vehicles traveling fast, etc.). Observe traffic in all 4 directions (left, right, front, rear)
- Slow down if any potential hazards are detected and cover the brake pedal with the drivers' foot.
- Change the siren cadence not less than 200' from intersection
- Avoid using the opposing lane of traffic if at all possible.

Emergency vehicle drivers should always be prepared to stop. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver cannot force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

**Anytown ESO
Anywhere, USA**

**Administrative
Procedures &
Guidelines**

Subject	Driver & Officer Responsibility
Guideline Number	
Adopted	
Effective Date	
Revised	
Due For Revision	
Pages	3

Purpose: To establish procedures and guidelines for the use and safe operation of all personally owned vehicles during <YOUR ESO> functions.

Scope: All <YOUR ESO> personnel.

Responsibility: It is the responsibility of all <YOUR ESO> personnel who own and operate their own respective vehicles to adhere to this policy for response to and returning from <YOUR ESO> events.

Policy:

The safe operation of an emergency vehicle depends heavily on the competency of the driver and the added resources and direction of the front seat officer. All drivers shall attempt to maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Emergency vehicle drivers should be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right of way to an emergency vehicle, the emergency vehicle driver can not force the right of way, nor can you assume the right of way, therefore you do not have the right of way until the other vehicle yields to you.

Driver Responsibility

- A) The driver of any <YOUR ESO> vehicle shall be directly responsible for the safe and prudent operation of the vehicle under all conditions
- B) The driver’s first priority shall be for the safe arrival of the emergency vehicle at the emergency scene
- C) The driver shall not move the vehicle until all personnel on the vehicle are seated and secured with seat belts and in approved riding positions
- D) During emergency response, the driver shall bring the vehicle to a complete stop for any of the following:
 - 1) When directed by a law enforcement officer

- 2) Negative right-of-way intersection
 - 3) Blind intersections
 - 4) When the driver cannot account for all lanes of traffic in an intersection
 - 5) When other intersection hazards are present
 - 6) When encountering a stopped school bus with flashing warning lights
- E) During non-emergency travel, the driver shall obey all traffic control signals and signs and all laws and rules set forth by state or local jurisdiction
 - F) During emergency response or non-emergency travel, the driver shall come to a complete stop at all railroad grade crossing's
 - G) The driver shall be aware of his/her rate of closure on other vehicles and pedestrians at all times
 - H) The driver shall provide for a safe following distance to be established and maintained, allowing 1 second of following distance for every 10 feet of vehicle length for speeds under 40 mph (add 1 additional second for every 10 mph for speeds over 40 mph)
-

Whether actually an elected or appointed officer or not, the individual riding in the front passenger seat of an emergency vehicle takes on the role of co-driver. While not in physical control of the operation of the vehicle the officer provides an additional set of eyes and ears for the driver and should also be responsible for making certain that the driver operates the vehicle in a safe manner. If the driver is negligent in the operation of the vehicle and causes injury and/or property damage, the officer may also be found to be jointly negligent.

Officer Responsibility

- A. Officer shall ensure that all personnel on the vehicle are seated and secured with seat belts and in approved riding positions prior to movement of the emergency vehicle
- B. Officer shall ensure driver is operating the vehicle in a safe and prudent manner during response in accordance with departmental policy and state statues
- C. Officer shall issue warnings about road and physical hazards to the driver
- D. Officer shall direct the driver to cease any unsafe driving, such as excess speed or unsafe intersection practices
- E. Officer shall be responsible to operate the radio and communications equipment during response
- F. Officer shall operate the audible and visual warning devices

- G. Officer shall check map book, run cards or computer aided response to assist the driver in determining the safest and most direct route to the emergency scene
- H. Officer shall assist the driver in intersection crossing and backing according to specific responsibilities outlined in the intersection and backing policies.