




FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Driver Training & Release Program
Reference Number:	SAP-DEP-050
Effective Date:	14 th October 2013
Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief

Purpose: The purpose of this policy is to provide guidelines for the driver training requirements for the operation of vehicles owned and maintained by the County of Albemarle Department of Fire Rescue (referred to as the Department). It is the objective of the Department to provide appropriate vehicles, training, and supervision for personnel who operate vehicles.

Scope: This policy applies to all Albemarle County Department of Fire Rescue (ACFR) personnel and all personnel practicing and or reporting under the ACFR OEMS License number 00939.

Background: The Virginia Office of EMS (OEMS) rules and Regulations, effective October 10, 2012, "12VAC5-31-910. Criminal or enforcement history" requires EMS agencies to establish a written policy that establishes the monitoring of compliance with all driving criteria set forth in the adopted regulations.

Policy:

1. All personnel who operate a department (owned or licensed OEMS) permitted vehicle must provide evidence of completion of an OEMS approved Emergency Vehicle Operator's Course (EVOC).
 - a. Certifications must be documented in accordance with SAP-DEP-029.
2. All personnel who operate a department (owned or licensed OEMS) permitted vehicle must be in compliance with SAP-DEP-051, Driver Eligibility Requirements.
3. All personnel who operate a department (owned or licensed OEMS) permitted vehicle must complete a driver's training program, consisting of the following:
 - a. Validation of skills referenced in EVOC. This shall include, but not be limited to, evidence in the following areas:
 - i. Cone-course(s)
 - ii. Non-emergent driving
 - iii. Emergent driving
 - b. Documentation of emergency responses shall be kept on file utilizing department field training officer (FTO) system.
 - i. A minimum of 10 emergent responses shall be evaluated.
 - ii. Personnel must average satisfactory performance (or above) for collected responses.
 - c. Final authority to release personnel resides at the Deputy Chief of Operations (or designee).
4. All personnel will be required to review policies related to the operation of department vehicles prior to entering the driver training program.
5. All personnel will receive annual training, which may include actual driving observation by department leadership or designee, a review of all applicable policies, or other refresher training(s).
6. Additional training may be conducted on an 'as needed basis' for personnel who demonstrate a pattern of unacceptable driving performance, as determined by the agency.
 - a. Personnel in this category will also be subject to further action, up to and including loss of driver status.