

Manhattan Fire Protection District

Standard Operating Procedure	Section Emergency Response Apparatus	Page 1 of 3
	Subject General Driving Practices of Fire District	Date 10/28/96 SOP# 451-1

PURPOSE

This procedure is to promote the safe and efficient response of apparatus to emergency scenes, and the safe operation of department vehicles in non-emergency situations and every day usage, to prevent accidents and damage to department, public, or private property. To prevent injuries to department personnel or to the general public. To ensure the ability of those personnel driving department vehicles to perform to a minimum standard.

SCOPE

This procedure shall apply to all employees of the department, including volunteer, paid-on-call, part-time, full-time, auxiliary, associate, or reserve. The driver of each vehicle bears full responsibility for compliance with this procedure, and all applicable State and local laws and regulations concerning the operation of motor vehicles and emergency vehicles and compliance with this departments insurance carriers regulations.

ENFORCEMENT

The primary responsibility for adherence to this procedure rests with each individual. Company officers or acting company officers are responsible for enforcement of this procedure. Authority to deviate from this procedure rests with the officer, acting company officer and also the individual driver.

DEFINITION

APPARATUS shall be defined as any motorized vehicle or motor vehicle and trailer combination operated by this department.

DRIVER shall be defined as personnel whom have been trained, properly licensed, and given approval to operate specified apparatus of this department.

OFFICER shall be defined as person seated in the front passenger right hand seat whether of officer rank or acting officer of vehicle.

APPLICATION

Whether specified in these guide lines or not the minimum standard acceptable shall be full compliance with applicable areas of Chapter 95 1/2 of the Illinois Vehicle Code as applying to Emergency Vehicles and their operation, and to the regulations and restrictions set forth by the insurance carrier of the department (Volunteer Firemens Insurance Services/Midwest). All persons driving department operated vehicles shall familiarize themselves with the above named regulations. All persons driving department operated vehicles must have a current valid Illinois Drivers License with Fire Apparatus exemption or a valid Illinois Commercial Drivers License (CDL), either of which must

Manhattan Fire Protection District

Standard Operating Procedure	Section Emergency Response Apparatus	Page 2 of 3
	Subject General Driving Practices of Fire District	Date 10/28/96 SOP# 451-1

be of the proper weight class for the vehicle being operated. Class "B" (Single Vehicles 26,001 pounds or more GVW) with air brake exemption is the minimum required for clearance to drive all department vehicles.

A legible Xerox copy of each persons current license must be on file with the Chief and the Engineering Department and each person is responsible for submitting revised copies when necessary.

NO one shall drive department vehicles at any time with a suspended, revoked, hardship, or any other limited type license. All drivers must have completed this departments driver training and participate in continuing education in vehicle operations.

1. All persons driving department vehicles shall have a basic knowledge of operating that vehicles pump and (or) generator and the equipment it carries, and where it is stored on the vehicle, this is to insure that the vehicle may be placed in operation upon arrival and that the driver can function to a reasonable level until relieved by an Engineer. The driver should make every effort to account for the equipment removed from his vehicle.
2. Prior to entering the cab and starting the vehicle, the driver shall make a circle of safety around the vehicle to ensure that all equipment is secured, that all compartment doors are securely closed and any physical obstructions are moved out of the way. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.
3. ALL personnel are to use seat belts and shoulder harness, where provided, at all times in department vehicles for both emergency and non-emergency use. No vehicle is to be placed in motion before all personnel are belted in place. No unsecured patient or patients relatives are to be allowed in ambulances at any time.
4. Personnel who have consumed more than one ounce of alcohol in the previous 4 (Four) hours or are taking medications that affect their ability to drive or operate vehicles shall not drive department vehicles for any purpose.
5. Backing of apparatus shall be at very slow speeds and a guide person should be used whenever possible at the rear of the apparatus. It backing in poor visibility or heavily congested areas more than one guide person should be used. Drivers should come to a complete stop when backing if they loose sight of their guide person at any time. If a guide person is unavailable, driver shall ensure that no person, vehicle or obstruction is in the intended path of travel before backing.
6. Wheel chocks, when provided, shall be used in addition to parking brakes when apparatus are parked and operating or unattended.
7. 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. The driver shall be aware of his rate of closure on other

Manhattan Fire Protection District

Standard Operating Procedure	Section Emergency Response Apparatus	Page 3 of 3
	Subject General Driving Practices of Fire District	Date 10/28/96 SOP# 451-1

vehicles, and on pedestrians at all times to make sure that a safe following distance is established and maintained.

8. All drivers shall obey all traffic laws and traffic control devices when driving any fire department vehicle under ordinary travel conditions. Any driver observed breaking any traffic laws or driving any vehicle in an aggressive manner will be subject to disciplinary action including suspension of driving privileges.

9. When a vehicle is not a direct traffic hazard such as on residential streets, in private driveways, or in a street that has been closed to traffic and is surrounded by other emergency vehicle the primary emergency lighting shall be extinguished and the secondary emergency lighting used and the idle speed increased to about 1500 RPM, to reduce the drain on the chassis batteries and lighten the load on the charging system.

10. The Driver of the vehicle is responsible for seeing to it that vehicle is placed back in service, (ALL vehicles will have in excess of 3/4 tank of fuel before being secured), cleaned, and vehicle reports filled out and inspections performed, water tank refilled, hose repacked and small tools cleaned and inspected for loss or damage and any other operations needed to restore vehicle to serviceable condition. No member of the vehicles crew shall be released before the driver has made sure all necessary items have been completed. It shall be the responsibility of the officer on the vehicle to assist the driver in completing these procedures.

11. No vehicles are to be abandoned at emergency or other scenes for extended periods unless absolutely unavoidable. Any vehicle that is to be left unattended shall have any unneeded lighting shut off, idle speed increased to about 1500 RPM, wheels chocked, the driver shall return to vehicle to check on its condition and observe the engine gauges as often as possible. At drills and training, If possible vehicle shall be shut down and secured if not being used.

12. An "Apparatus Check List" (Truck Run Report) shall be filled out and specified areas checked by the driver after every use of a vehicle with the exception of suburbans and cars, whether emergency use or not. A report shall be filled out and specified areas checked for the ambulance being used by paid personnel at the end of each shift to insure that the vehicle is in proper condition for the night.

Signature of Chief Dale VanderBoegh date 10/28/96