



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 06-05	Effective Date: May 22, 2025
Division: Emergency Operations	
Chapter: Departmental Driving Regulations and Driver/ Operator Training	
By Order of the County Fire Chief: Tiffany D. Green <i>TD</i>	Revision Date: May 22, 2025

POLICY

The purpose of this General Order is to establish minimum qualifications for driver/operators and driver/operator training for emergency response apparatus for the Prince George's County Fire/Emergency Medical Services (EMS) Department. This General Order is necessary to produce competent and qualified driver/operators, leading to efficient on-scene operations and reducing the number of emergency vehicle accidents and associated loss and injuries. It establishes driver/operator training procedure, driving regulations and expectations, and addresses suspension of driving privileges and retraining procedures related to driver/operating apparatus.

It is the policy of the Prince George's County Fire/EMS Department to adhere to the State of Maryland Certified Emergency Vehicle Operator Program policies.

FOCUS

The focus of this General Order is for all Sworn, Civilian, and Volunteer members of the Fire/EMS Department.

DEFINITIONS

Driver's License (Commercial or Non-Commercial) – A license issued by the state of residence authorizing a person to operate a particular class of vehicle. Class "A" vehicles are combination (tractor-trailer) vehicles with a gross vehicle weight rating over 26,001 pounds. Class "B" vehicles are non-combination vehicles having a GVWR over 26,001 pounds. Class "C" vehicles are non-combination vehicles having a GVWR under 26,001 pounds.

Driver/Operator Training – Process that a driver/operator trainee must complete to be a qualified emergency vehicle driver/operator.

Driver Trainers – Members who have been a qualified driver/operators on the apparatus for one calendar year on the vehicle or type of vehicle on which they are providing training.

Due Regard – The degree of care that a prudent person would use under similar circumstances.

Endorsements – The rights or privileges connected to a licensed driver. For the purposes of this general order, endorsements add the ability of a driver to drive Class A or Class B vehicles, as stated on their driver's license or State of Maryland Certified Emergency Vehicle Operator's Card.

Emergency Response Level – Requires the use of audible and visible emergency warning devices, to include lights and sirens. During an emergency response, a unit may exceed the posted speed



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limit or travel through a red traffic light, however, it must be done in accordance with this general order (Attachment #8).

Emergency Vehicle Operator Course (EVOC) – The course approved by the Maryland Fire and Rescue Education and Training Commission to train, test, and certify emergency vehicle operators according to the Code of Maryland Regulations (COMAR) 11.17.20.02.B (5).

Gross Negligence – A conscious, voluntary act or omission in reckless disregard of a legal duty and of the consequences to another party.

Negligence – COMAR defines Negligent Driving as a person is guilty of negligent driving if he/she drives a motor vehicle in a careless or imprudent manner that endangers any property or the life or person of any individual.

Non-Emergency Response Level – A “proceed” response level where units will continue to the dispatched or designated location at normal traffic flow, obeying all traffic laws. Emergency apparatus and vehicles do not utilize their emergency warning devices.

Out of State Residents – Members of the Department (sworn, civilian or volunteer) who live outside the state of Maryland and do not possess a Maryland driver's license.

Provisional EVO Card – Issued to personnel who meet the requirements of this General Order to begin the drivers training process for Class A or Class B vehicles.

Qualified Driver/Operator – Members who have completed all driver/operator training and are cleared to drive/operate emergency vehicles in an emergency and non-emergency mode.

State of Maryland Certified Emergency Vehicle Operator Card (EVO Card) – A card authorized by the State of Maryland and issued by the Prince George's County Fire/Emergency Medical Services (EMS) Department that allows personnel to operate emergency vehicles while maintaining a regular driver's license in any state.

Station/Unit Supervisor – Members of the Fire/EMS Department who are or act at any level of supervisor in any station or on any unit responsible for providing service in either an emergency or non-emergency role.

Vicarious Liability – Legal liability placed on one person for the acts committed by another person. This can be applied to the unit supervisor for failing to properly supervise their driver's response.

Willful and Wanton – Denotes conduct that is extreme and outrageous, in reckless disregard for the rights of others.



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PROCEDURES / RESPONSIBILITIES

I. Driver/Operator Qualifications

- A. Must be a member of the Prince George's County Fire/EMS Department, at least 18 years of age, and meet the minimum training requirements set forth in this General Order.
- B. Member must be fit for duty based upon Department standards that are outlined in *General Order 08-15 Wellness and Fitness* and *General Order 08-20 Substance Abuse Policy*.
- C. Must have the appropriate driver's license from their state of residence classed for the type of vehicle to be driven or an appropriately classed State of Maryland EVO card. Refer to Attachments #1, #2 and #3 for a diagram of the process.
- D. Must have completed an approved Emergency Vehicle Operator Course.
 1. The only COMAR approved course for the State of Maryland EVO card (Red Card Program) is the course offered by the Maryland Fire and Rescue Institute.
 - a. EVOC courses offered through the Volunteer Firemen's Insurance Services, Inc. (VFIS) or International Fire Service Accreditation Congress (IFSAC), will be accepted for vehicles that require a Maryland Class C license.
 - b. Any other course must be submitted to the Operational Performance Office for approval. A list of the Job Performance Requirements for that course must be submitted and that will be the basis for approval.
 - c. Driver/Operators who do not possess MFRI EVOC will then be required to maintain a Class A or B driver's license from their state of residency.
 2. Maryland Fire Service Personnel Qualifications Board (MFSPQB) certification application forms for Fire Apparatus Driver Operator (FADO) certification require completion of the MFRI EVOC class OR a prior Pro Board or IFSAC certification to Chapter 4 "General Requirements."
 - a. Please be aware that the MFSPQB policy regarding certifications from other agencies is that *"the Maryland reciprocity policy states that we agree to examine the certification credentials of an individual certified by other accredited agencies to determine which level of certification, if any, is applicable. For the purpose of receiving a Maryland certificate, the applicant must meet the requirements as stated at that time for certification which includes all prerequisites, and a valid certification issued by another accredited entity. To obtain a Maryland certificate for reciprocity the applicant shall utilize Option 5, OTHER. To obtain a current National Board for Fire Service Professional Qualifications (NBFSPQ) or International Fire Service Accreditation Congress (IFSAC) certification the applicant must meet all prerequisites and successfully pass all applicable MFRI equivalency/challenge exams and/or course(s)."*



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- E. Driver/operators for the Tiller position must have at a minimum, a valid Maryland Class B license, Class B State of Maryland EVO Card, or an equivalent from their state of residency.
- F. Driver/Operators must meet prerequisites outlined in Attachments #6, #7, and #9.
- G. Driver/Operators and Unit Officers must understand and obey all local, state, and federal driving laws and regulations.
- H. Must comply with all requirements established by the Department for the safe operation of motor vehicles regardless of vehicle ownership and/or insurance coverage (Attachment #8).
- I. All supervisors are responsible to ensure that members under their supervision are aware of and in compliance of this General Order.
- J. The County Fire Chief, or his/her designee, is responsible for providing authorization to all members to drive vehicles owned/operated/insured or maintained by the Prince George's County Government.

II. Licensing Requirements

- A. The State of Maryland Emergency Vehicle Operators Card authorizes drivers to operate emergency vehicles that are owned, insured, or maintained by the Prince George's County Fire/EMS Department and all vehicles owned by volunteer corporations that operate under the authority of the Prince George's County Fire/EMS Department. The State of Maryland has authorized the Director of the Fire/EMS Training & Leadership Academy to issue and maintain EVO cards for the Prince George's County Fire/EMS Department.
 - 1. EVO cards issued by the Prince George's County Fire/EMS Department do not authorize individuals to operate emergency vehicles owned by other jurisdictions or corporations.
 - 2. EVO cards issued by other jurisdictions do not authorize personnel to operate emergency vehicles that are owned, insured, or maintained by the Prince George's County Fire/EMS Department.
- B. Members with the following driver's license must obtain a State of Maryland Certified Emergency Vehicle Operator Card:
 - 1. Maryland residents who do not have a Maryland CDL or Non-CDL Class A or B.
 - 2. Out of state residents who do not have a CDL or Non CDL Class A or B.
- C. To obtain a Provisional State of Maryland Certified EVO Card, drivers must provide the following to the Fire/EMS Training & Leadership Academy:
 - 1. Documentation of successful completion of an the MFRI EVOC course.
 - 2. A copy of current driver's license.
 - 3. Copy of current driving record for out of state drivers from the licensing state (paid for by the individual).
 - 4. A copy of Prince George's County Fire/EMS Department identification card.



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5. An original, signed copy of the State of Maryland Certified Emergency Vehicle Operator Provisional Card Request Form (Attachment #3).
- D. Once the Request Form is received and approved, a provisional EVO card is issued. This provisional card will allow the individual to begin driver's training and is treated like a learner's permit issued by the Maryland MVA.
- E. Drivers possessing a provisional EVO card must be supervised by a qualified driver, riding in the same vehicle, while operating Prince George's County Fire/EMS Department vehicles. Except for vehicles requiring a Maryland Class C license, emergency responses are not permitted while the driver is subject to a provisional EVO Card.
- F. Members who have a valid Maryland CDL or Non-CDL Class A or B do not need a State of Maryland EVO card, however, if moving out of state, members must contact the Fire/EMS Training & Leadership Academy (TLA) prior to surrendering their Maryland license to obtain an EVO card.

III. Drivers/Operator Training Process

- A. The driver/operator training process consists of five (5) levels. Each of these levels are progressive and will allow the driver/operator trainee to understand and demonstrate driving and operating requirements as outlined in Attachments #6, #7 and #9. The required documentation of training will be completed and uploaded to the appropriate folder in Target Solutions.
 1. Volunteer corporations with pre-existing driver training programs may submit their program to the Operational Performance Office for approval.
 - a. Programs must meet or exceed the provisions outlined in this General Order.
 - b. As the volunteer corporation updates their program, they should make every effort to align their program with this General Order.
 - c. Appeals will be made to the County Fire Chief, and he/she will be the final authority.
- B. It is the Supervisor's responsibility to review the prerequisites outlined in Attachments #3 and #9, to determine if the driver/operator trainee is eligible to begin the drivers training process. If the member meets the prerequisites, the Supervisor will email the Operational Performance Office with the member's name, ID number, and which apparatus training is to be completed.
 1. The supervisor will select "Record Completion," search "Driver Training" and upload the documents into the appropriate folder.
 2. Refer to Attachment #5: Classification of Vehicle Types for further information on different types of vehicles and their classifications.
- C. The Operational Performance Office will be responsible for maintaining all records relating to the Drivers/Operator Training Process as outlined in this General Order. The Operational



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Performance Office must ensure all qualifications have been met prior to scheduling the Level V Final Written and Practical Evaluations.

- D. It is the shared responsibility of the driver/operator trainee and driver/trainer to document all training, maintain documentation records, and upload completed training documentation on time. Recommended training benchmarks are stated for each level.
 - 1. Requests for extensions should be emailed to the Operational Performance Office for approval prior to the deadlines.
 - 2. No more than four (4), thirty-day (30 day) extensions or a total of seventeen (17) weeks of extensions shall be given.
 - 3. Incomplete documentation will not be accepted.
 - 4. Documentation not received on time or documentation sent without prior approval from the Operational Performance Office will result in the driver/operator trainee's removal from the program.
- E. The driver/operator trainee has one (1) year to complete Levels I – IV on a single type of apparatus, regardless of leave status or supervisor status. If the training has not been completed within one (1) year from the start of the training, the trainee will be removed from the program and required to start the process over.
- F. If any driver/operator trainee encounters difficulty in scheduling driver training through their Officer, or if there is any difficulty getting on the training calendar, they are to notify the Operational Performance Office immediately through their chain of command.
- G. Written tests are developed by the Station Commander/Volunteer Chief and approved by the Operational Performance Office.
 - 1. Each test will be a minimum of fifty (50) questions in length and will be administered by the driver trainer.
 - 2. These written tests have a required passing score of 75%.
 - 3. Evaluation score sheets shall be uploaded to Target Solutions.
 - 4. The supervisor will select "Record Completion," search "Driver Training" and upload the documents for the appropriate level.
 - 5. Material may come from the current level or any previous level.
 - 6. Level evaluations that are attempted multiple times will be documented as separate activities in Target Solutions.
- H. If the trainee fails a written or practical test, a retest will be given in two (2) weeks or three (3) shifts. During this time, the Operational Performance Office will be available to assist the supervisor and trainee. If the trainee fails to achieve a passing score on the second attempt the trainee will start that level over. If the second retest is failed, the trainee will be removed from the program and made to start the process from the beginning. There will be no appeal for any failed written or practical test.
- I. Qualified drivers/operators who are transferred (career) or those who change membership or hold dual memberships (volunteer), will retain their driver status at the new duty station but will not drive until authorized to do so by the receiving Station Officer/Volunteer Station



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Chief. It is the responsibility of the supervisor to begin training the reassigned member on the specifics of the new area and station apparatus. This training will be done in a timely manner in order to ensure that the driver becomes familiar with the apparatus, first due area, and running routes.

- J. Specialty apparatus, i.e. Hazmat Units, Rehab 800, Technical Rescue Support Units, etc. will follow the outlined training process with the specific provisions developed by the Station Commander and approved by the Operational Performance Office.
- K. Driver trainees will be certified according to the following criteria (Attachment #11):
 - 1. Level I Trainee
 - a. Learning Objectives: Apparatus and equipment familiarization, maintenance requirements.
 - b. Driving Status: May not drive PGFD apparatus under any circumstances.
 - c. Recommended Training Benchmark: 30 days.
 - 2. Level II Trainee
 - a. Learning Objectives: Review of driving laws, including laws related to emergency response, related General Orders, response area that is designated by the Station Officer/Volunteer Chief, cone course and mileage requirements.
 - b. Driving Status: May drive PGFD apparatus non-emergency while under the immediate supervision of a qualified driver *after* completing the cone course and submitting documentation to the Operational Performance Office (Attachment #7).
 - c. Recommended Training Benchmark: 60 days.
 - 3. Level III Trainee
 - a. Learning Objectives: Practical evolutions related to specific vehicle type and continued apparatus familiarization.
 - i. Hospital destinations, including driving routes to each hospital, for transport units.
 - ii. Pump evolutions and apparatus placement for engines/pumpers.
 - iii. Aerial device placement and apparatus placement evolutions for aerial devices.
 - iv. Tanker and water supply evolutions for tankers.
 - b. Driving Status: May drive PGFD apparatus non-emergency while under the immediate supervision of a qualified driver. The candidate must have a minimum of 10 hours driving, and 100 miles traveled documented using the attached form (Attachment #13). Completed forms will be emailed to the Operational Performance Office.
 - c. Upon successful completion the minimum driving time/mileage, and if the individual has a Provisional EVO card, the individual will receive their new State of Maryland Certified Emergency Vehicle Operator's Card from the Fire/EMS Training & Leadership Academy for the class of vehicle provided the following has been met:
 - i. Completed original Emergency Vehicle Driver/Operator Form (Attachment #4).
 - ii. Successful completion of the EVO General Knowledge Test.



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- iii. Successful completion of the Pre-Trip Inspection Practical (Attachment #6).
 - iv. All EVO testing is to be scheduled through the TLA.
 - d. Recommended Training Benchmark: 150 days.
4. Level IV Trainee
- a. Learning Objectives: Emergency driving, practical evolutions, response area knowledge and continued apparatus familiarization.
 - b. Driving Status: May drive PGFD apparatus emergency while under the immediate supervision of a qualified driver.
 - c. Certification Requirements: The Driver/Operator Trainee must possess the applicable certification as outlined below:
 - i. For engines, including rescue engines and engine tankers, successful completion of Maryland Fire Rescue Institute Pumping Apparatus Driver/Operator is required.
 - ii. For aerial devices, including ladder trucks, tower ladders and the tractor driver of tiller apparatus Maryland Fire Rescue Institute Aerial Apparatus Driver/Operator class is required.
 - iii. For rescue squads and rescue engines, Maryland Fire Rescue Institute Rescue Technician: Common Passenger Vehicle Rescue is required.
 - iv. For specialty apparatus, the Station Commander will consult with the Operational Performance Office to determine if any additional certifications will be required.
 - d. For all emergency response vehicles, except for tankers and specialty apparatus, a minimum of 20 emergency responses must be documented and sent to the Operational Performance Office using the attached form (Attachment #14).
 - i. For the purposes of tankers and specialty apparatus, a successful completion of three simulated practical evolutions will be permitted, in lieu of emergency responses.
 - e. Recommended Training Benchmark: 120 days.
5. Level V Final Written and Practical Evaluation; Verification of Qualifications.
- a. Upon successful completion of Level V, the driver trainee will be a qualified driver/operator. The written and practical evolutions will be scheduled through and administered by the Operational Performance Office or their designee. There will be a review of all documentation outlined in this General Order. This documentation must be maintained by the TLA.
 - i. See Attachment #11 for the testing criteria.
 - ii. Practical evolutions will be proctored by the Operational Performance Office, with a Station Technician or a Qualified Driver/Operator as a Subject Matter Expert for the apparatus.

IV. Administration

- A. The Fire/EMS Department will participate in the Maryland Motor Vehicle Administration (MVA) Driver's License Red Flag Program to keep track of the driving activity of all career



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employees and volunteer members. This program notes any negative actions applicable to an individual's driver's license status, such as suspended and/or revoked licenses.

- B. Maryland Motor Vehicle Association provides regular activity reports for members with Maryland driver's licenses.
 - 1. Drivers holding out-of-state driver licenses must present a certified copy of their driving record by March 31 of each calendar year to Health and Wellness Office and the TLA.
 - 2. Failure to submit out of state driving record will result in suspension of driving privileges until proper documentation is submitted.
 - 3. The Maryland MVA point system will be used for all violations.
- C. Administrative Procedure 621, issued by the Chief Administrative Officer, establishes the following point standards:
 - 1. The Health and Wellness Office will notify the appropriate Command(s) of all Flag Program issues affecting personnel.
 - 2. The Command will take listed action on the individual drivers as specified in this General Order.
 - 3. Personnel who accumulate four (4) points will be counseled by their immediate supervisor. The counseling form (Step 1) will be completed, and copies sent to Health and Wellness Office and the Office of Professional Standards.
 - 4. Personnel who accumulate six (6) points will not be allowed to drive until the points return to four (4) or less. Appropriate disciplinary action will be initiated by the Office of Professional Standards. The individual must attend a Driver Improvement Course approved by the Fire/EMS Department.
 - 5. Personnel with eight (8) or more points, or a suspended/revoked license, are not permitted to drive any Fire/EMS Department vehicle. Appropriate disciplinary action will be initiated by the Office of Professional Standards. The individual must attend and complete Fire/EMS Department or equivalent EVOC. The loss of driving privileges may result in additional Departmental action due to the inability of the employee/member to perform his/her job requirements.
 - 6. Career employees must be placed on their own leave. After 30 days, if they fail to regain a valid license, career employees are subject to dismissal. Volunteer members can be permanently removed from driving operations.
 - 7. If an employee or member fails to notify the Office of the Fire Chief (OFC) about a suspension/revocation, they will be subject to disciplinary action up to and including dismissal. The appropriate Command(s) and supervisors will be notified by the OFC.
 - 8. Career employees and volunteer members who have their license reinstated will receive a letter from Health and Wellness Office advising them of their reinstated driving status. The appropriate Command will be notified.

V. Remedial Driver/Operator Training

- A. Remedial driver/operator training will be required if any one of the following conditions are met:
 - 1. Drivers involved in two or more at-fault accidents within a year.



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2. Drivers involved in an at-fault major accident, which is defined in General Order 08-05 – *Vehicle Accident and Loss Damage Reporting* as any Departmental vehicle accident that had one or more of the following:
 - a. A fatality or serious injury has occurred (member or civilian).
 - b. Damage to the Department's vehicle exceeds one-third of the value of the vehicle or \$10,000.
 - c. Is determined by the Duty Chief to be unusual or unique in nature, warranting special attention.
 3. Drivers whose Station Officer has implemented a Performance Improvement Plan (PIP).
- B. Drivers/operators subject to remedial training will immediately be removed from all driving statuses and will not be reinstated until the completion of remedial driver/operator training.
- C. The Operational Safety Office will be responsible to track all accidents and notify the Emergency Services Command of drivers falling into the above categories.
- D. Requests for remedial training will be sent through the chain of command to the Operational Performance Office.
1. This retraining will concentrate on the members' driving deficiencies and may include training videos, supervised driver training, mileage documentation, and other forms of training as deemed necessary.
 2. The supervisor will be required to write a formal Performance Improvement Plan to outline the remedial driver training program. This gives the driver a clear indication of their deficiencies and a path to remediation, with timelines and set expectations. They should reference *General Order 11-09 Performance Improvement Plan* as needed.
 3. This general order will provide much of the information necessary to write the PIP (Attachment #12).
- E. This retraining will not replace any potential disciplinary action(s) by the Department.
- F. All remedial driver/operator training will be documented and kept on file for one (1) year after completion by the Operational Performance Office using the forms presented in this General Order. Undocumented remedial training will not count to satisfy the requirements set forth in a PIP or count towards required miles, hours and training necessary to reinstate the member to a driver/operator status.



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REFERENCES

Annotated Code of Maryland 11.17.20 Emergency Vehicle – Requirements for Certain License Exemptions
Annotated Code of Maryland Transportation Article 16-102
MVA Pre-Trip Inspection Guide DL-152
Administrative Procedure 610
Administrative Procedure 621
General Order 08-05, Vehicle Accident and Loss Damage Reporting
General Order 08-13, Personal Protective Equipment
General Order 08-15 Wellness and Fitness
General Order 08-20 Substance Abuse Policy
General Order 11-09 Performance Improvement Plan

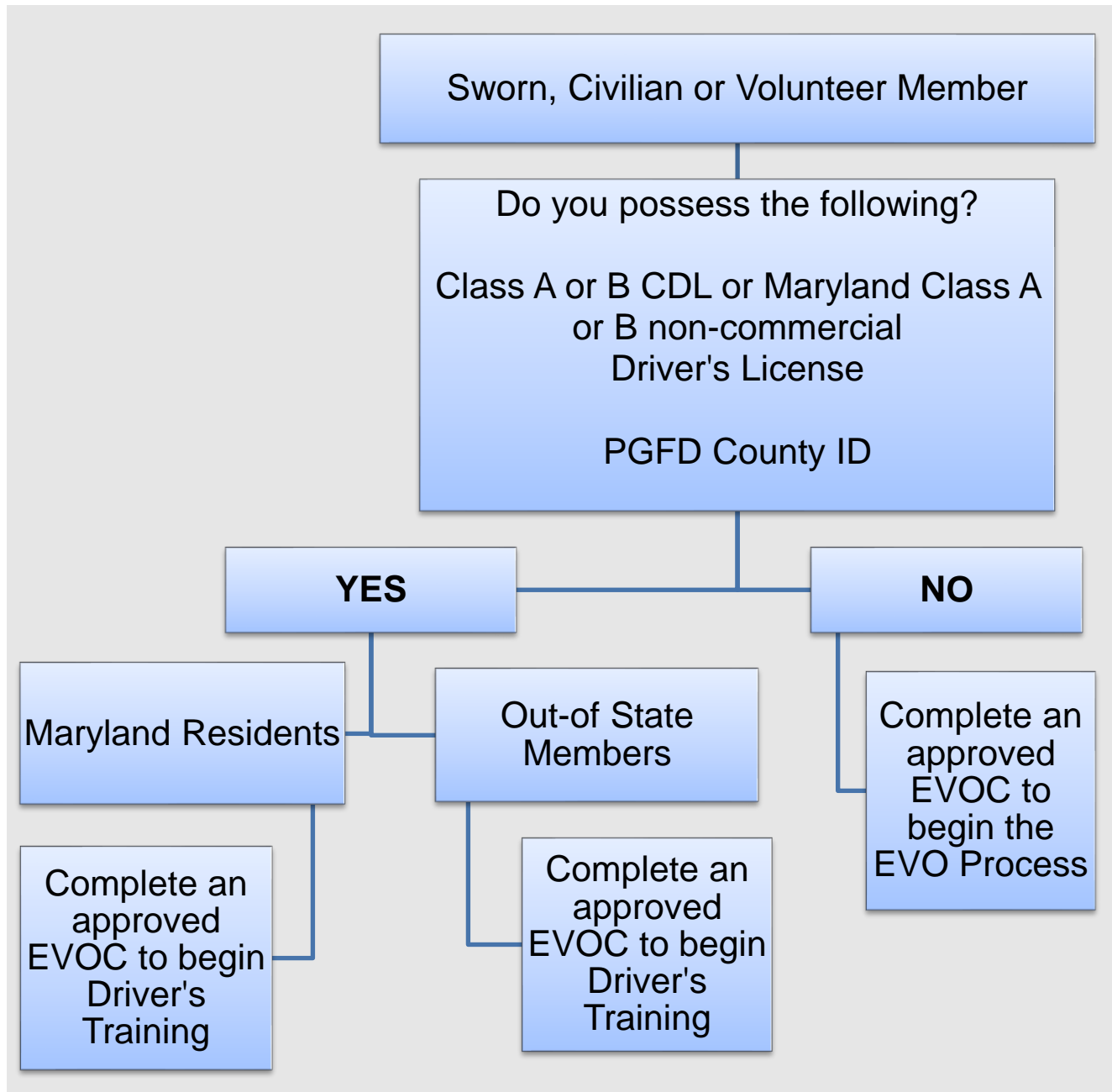
FORMS / ATTACHMENTS

Attachment #1 State of Maryland Certified Emergency Vehicle Operator's Flow Chart Class A & B Apparatus
Attachment #2 Emergency Vehicle Operator's Flow Chart Class C Apparatus
Attachment #3 State of Maryland Certified Emergency Vehicle Operator's Provisional Card Request Form
Attachment #4 Emergency Vehicle Driver/Operator Form
Attachment #5 Classification of Vehicle Types
Attachment #6 Pre-Trip Evaluation Score Sheet
Attachment #7 EVO Card Practical Evolutions
Attachment #8 Driving Regulations and Expectations (Emergency Response/Non-Emergency Response)
Attachment #9 Annotated Code of Maryland, Title 11, Subtitle 17, Chapter 20 Emergency Vehicle - Requirements for Certain License Exemptions
Attachment #11 Apparatus Written and Practical Examination
Attachment #12 Driving PIP Template
Attachment #13 Drivers Training Log



Attachment #1

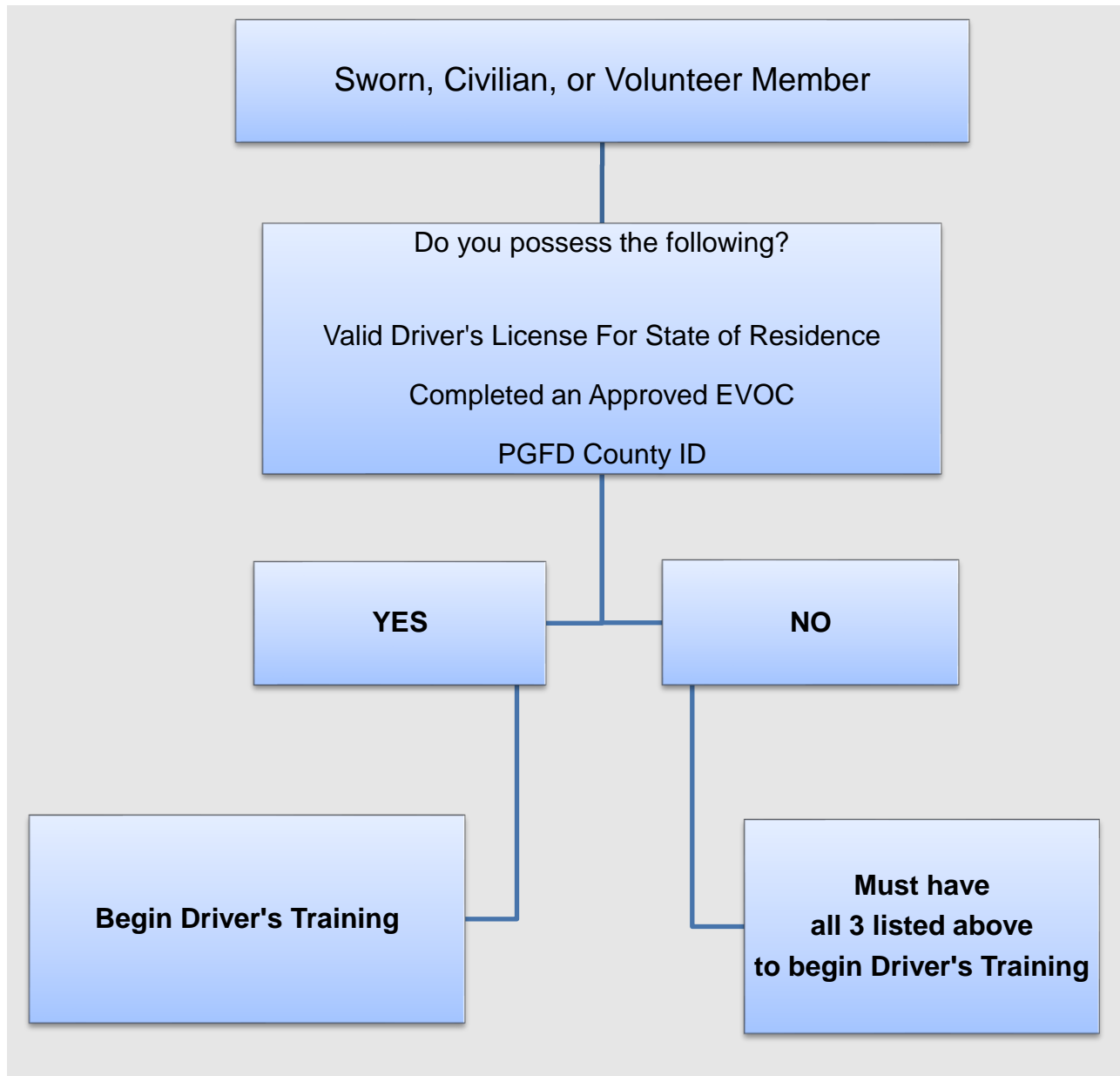
**State of Maryland Certified Emergency Vehicle Operators
Flow Chart
Class A and B Apparatus**





Attachment #2

Emergency Vehicle Operator's Flow Chart Class C Apparatus





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Attachment #3

**State of Maryland Certified
Emergency Vehicle Operator's
Provisional Card Request Form**

Date: _____

Fire/EMS Training Academy
c/o Director
9190 Commo Road
Cheltenham, Maryland 20623

This is to certify that _____, ID# _____ is a
member of the _____ (Fire/EMS affiliation)
Company # _____. We are requesting that the individual listed above be given a provisional
State of Maryland Certified Emergency Vehicle Operator for [Class A] [Class B] Card (circle the
Class that the individual is to receive) so they may start the Driver's Training process.

Sincerely,

(Signature)

(Printed Name)

(Rank/Position)

(Fire/EMS Department Affiliation)

(Contact Phone Number)

Attached:

- Copy of an approved EVOC course completion card/certificate
- Copy of the current driver's license
- Copy of the county identification card
- Out-of-State Civilian/Sworn/Volunteer members must submit a copy of their driving record from their licensing state.



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Attachment #4

Emergency Vehicle Driver/Operator Form

Name: _____

County ID #: _____

Initial Assessment:

Driver's License #: _____ State: _____ Class: _____

EVOC Course Completion Date: _____

Provisional EVO Card Issue Date: _____ Class A/Class B

Attach copies of their EVOC, EVO Card, County ID and current Driver's License to this form.

Type of Vehicle Training: (One type per form)

Class A _____ Class B _____

Driving Status:

Level I Trainee (Student)

Start Date: _____ Completion Date: _____

Station/Unit Supervisor Signature: _____ ID #: _____

Level II Trainee (Non-Emergency Driver) Includes Pre-Trip Inspection

Start Date: _____ Completion Date: _____

Station/Unit Supervisor Signature: _____ ID #: _____

Level III Trainee (Advanced Non-Emergency Driver) Includes Practical Evolutions

Start Date: _____ Completion Date: _____

Station/Unit Supervisor Signature: _____ ID #: _____

Level IV Trainee (Emergency Driver/Operator)

Start Date: _____ Completion Date: _____

Station/Unit Supervisor Signature: _____ ID #: _____

Emergency Vehicle Driver/Operator

Date: _____

Station/Unit Supervisor Signature: _____ ID #: _____

I certify that the individual listed above has successfully completed the Emergency Vehicle Driver/Operator Program.

Signature of Battalion Chief / Volunteer Chief

Printed Last Name

County ID #

Date

Submit the original signed copy of this Form to the Fire/EMS Training Academy.



Attachment #5

Classification of Vehicle Types

Class A Vehicles

Vehicles that are considered combination vehicles with a gross vehicle weight of 26,001 lbs. or more.

Examples: Tiller Trucks

Class B Vehicles

Vehicles that are non-combination vehicles having a gross vehicle weight of 26,001 lbs. or more.

Examples: Rear or Mid-Mount Ladder Trucks/Towers
Rescue Squads
Engines
Tankers
Breathing Air Units
Hazmat Units
Technical Rescue Support Units
Mass Casualty Support Units

Class C Vehicles

Motor vehicles having a gross vehicle weight of under 26,001 pounds.

Examples: Ambulances
Brush Trucks
Mini Pumpers
Utility Vehicles such as pick-ups and sedans



Attachment #6

Pre-Trip Inspection Testing Directions

Instructions for the Evaluator:

The Evaluator will be following the student as they complete the entire Pre-Trip of the vehicle. The student may cover several different sections of the Pre-Trip at one time. It does not matter in what order the student completes the Pre-Trip of the vehicle.

Instructions to the Student:

You are going to perform a complete Pre-Trip Inspection on your vehicle. You must complete all four parts of this inspection to include the Engine Compartment, In-Cab, Outside of Vehicle checks and the Air Brake Test. You must identify the parts of the vehicle you are inspecting as well as how the parts function. You have 45 minutes to complete this section. Do you have any questions?



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PGFD / FETA Pre-Trip Evaluation Score Sheet

Date _____ Test Location _____
Vehicle License No./Trailer ID Plate No. _____
Driver's Name _____
Driver's License Number _____

Type of Vehicle	Engine Compartment	All Vehicles	Engine Start	Start Time:
() Class A () Class B	Oil Level 0	Clutch/Gearshift 0	Mirrors/Windshield 0	_____
Vehicle Axles 2 3	Power Steering Fluid (Belt) 0	Temperature 0	Wiper/Washers 0	End Time: _____
Trailer Axles 1	Water Pump (Belt) 0	Ammeter/Voltmeter 0	Lighting Indicators (L - R - 4 - H) 0	_____
Air Brakes Yes	Alternator (Belt) 0	Air Brake Check (C - O - L - A) 0	Horn (s) 0	Total Time: _____
	Air Compressor (Belt) 0	Steering Play 0	Heater/Defroster 0	_____
	Leaks/Hoses 0	Parking Brake/Hydraulic 0	Safety Belt/Emerg. (F - E - T) 0	_____

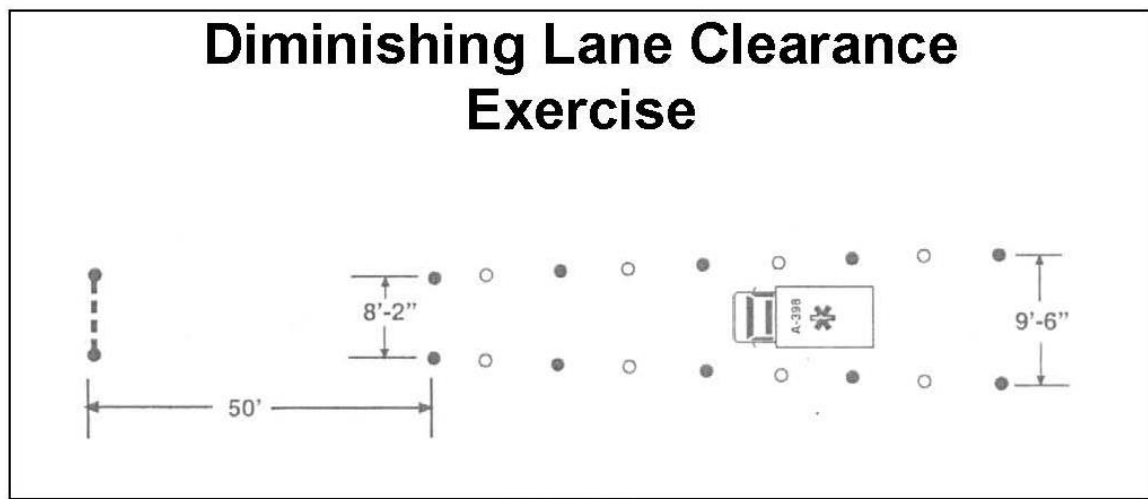
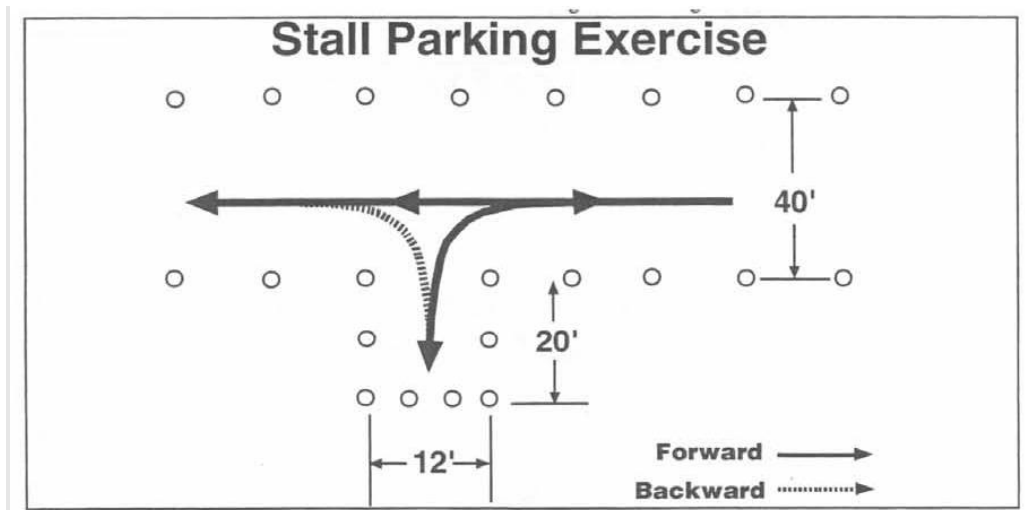
Truck/Tractor	Trailer	Score
Front of Vehicle	Trailer Front	Score
Lights 0	Air/Electric Connect 0	Enging Compartment _____ / 7
Steering Box/Hoses 0	Header Board 0	Engine Start _____ / 12
Steering Linkage 0	Lights/Reflectors 0	Truck/Tractor (1 Axle Rear) _____ / 38
Front Suspension	Side of Trailer	Trailer _____ / 50
Spring/Air 0	Landing Gear 0	Air Brake Check _____ / 21
Spring Mount 0	Frame, Tandem Releat 0	P _____ F
Shock Absorber 0	Lights/Reflectors 0	Critical Failure Items
Front Wheel	Doors/Ties/Lifts 0	Air Brake Check _____
Rims 0	Wheels	Time, more than 45 minutes _____
Hub Oil Seal 0	Rims 0	Class A
Tires (I - C - D) 0	Hub Oil Seal 0	Points Needed to Pass 63/78
Lug Nuts 0	Tires (I - C - D) 0	Class B
Front Brake	Lug Nuts 0	Points Needed to Pass 46/57
Slack Adjuster 0	Spacers 0	(1 Axle Rear) _____
Brake Chamber 0	Suspension	(2 Axle Rear) 48/69
Brake Hoses/Lines 0	Springs/Air/Torque 0	Result
Brake Drum / Linings 0	Spring Mounts 0	Final Score _____
Driver / Fuel Area	Brakes	() Pass _____
Door, Mirror 0	Slack Adjuster 0	() Fail _____
Fuel Tank/Leaks 0	Brake Chamber 0	Signatures:
Battery Box 0	Brake Hoses/Lines 0	Evaluator _____ Date _____
Under Vehicle	Brake Drum / Linings 0	Student _____ Date _____
Drive Shaft 0	Rear of Trailer	
Exhaust System 0	Lights/Reflectors 0	
Frame 0	Doors/Ties/Lift 0	
	Spash Guards 0	

NOTES:



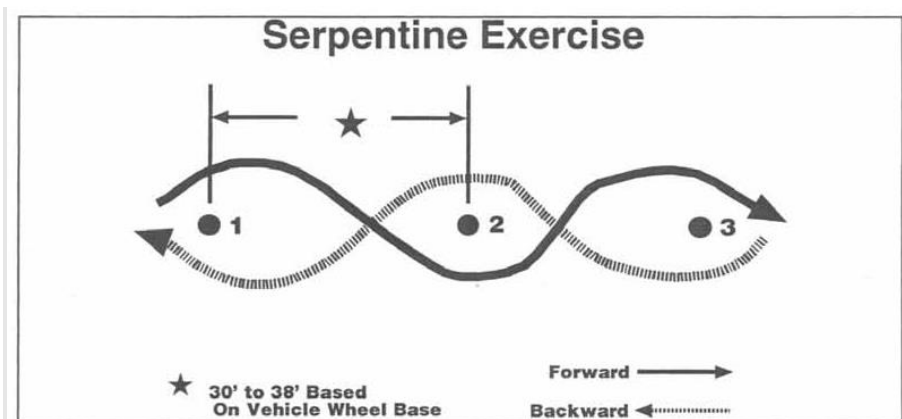
Attachment #7

Practical Evolutions





PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER





Attachment #8

Driving Regulations and Expectations (Emergency Response/Non-Emergency Response)

1. Vehicle drivers must operate apparatus in such a manner as to not discredit themselves or the Prince George's County Fire/EMS Department.
2. Drivers must exercise due regard for the safety of all persons. Drivers who choose to disregard provisions in this section may be held personally liable for their actions.
3. When the vehicle is in motion, all personnel must be seated and belted. It is the driver and the Unit Officer's co-responsibility to ensure that all personnel are compliant.
4. Drivers must be aware of vehicle height, weight, and ground clearance.
5. Emergency vehicle drivers may exceed the posted speed limit under the following conditions:
 - a. They do not exceed fifteen (15) mph of the posted speed limit.
 - b. They maintain due regard to ensure the safety of all persons and property.
 - c. When weather and time of day permit the driver's ability to identify and avoid potential hazards.
 - d. Drivers will not exceed the posted speed limit at night and/or during inclement weather.
6. Drivers and officers must not drive or knowingly permit a vehicle to be driven which is in an unsafe condition.
7. Drivers must not drive under the influence of alcohol or after taking any medicine, drug, or compound which may impair their cognitive abilities or interfere with their ability to drive.
8. A driver involved in an accident must follow procedures in *General Order 08-05, Vehicle Accident and Loss Damage Reporting*.
 - a. Drivers involved in accidents may be subject to drug and alcohol screening, according to *General Order 08-20, Substance Abuse Policy*.
 - b. Any driver required to take a drug and alcohol screen must not drive/operate any emergency vehicle until cleared to do so by Health and Wellness.
9. Back or side-step riding is prohibited on apparatus unless approved by the County Fire Chief in extenuating circumstances (i.e. funerals).
10. Protective equipment and hearing protection must be worn in accordance with *General Order 08-13, Personal Protective Equipment*. Vehicle drivers may dispense with the wearing of full protective gear but must have such gear available on the apparatus.
11. Apparatus must be positioned safely as not to cause undue danger to personnel or other responding apparatus using the following criteria.



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

- a. Crews can operate safely on the incident scene, i.e. barrier protection on high-speed roads, transport units positioning away from the flow of traffic, and avoiding power lines.
 - b. It does not inhibit access/positioning of later arriving units. (Blocking Out)
 - c. It maximizes the use of the apparatus. (Scrub Area)
12. Drivers must place a wheel chock on the downhill side of tires after dismounting the vehicle.
13. Apparatus taken off road must be maneuvered with due regard. Drivers must carefully check the ground conditions prior to going off road and will do so only when necessary.
14. Apparatus drivers may back vehicles after the unit officer-in-charge (OIC) or a designee, has dismounted and proceeded to the rear of the apparatus to provide backing directions.
 - a. The unit OIC, or the designee, must maintain visual contact with the driver. All other personnel must remain on the apparatus until directed by the unit OIC to dismount.
 - b. In the event the driver is alone, he/she should obtain backing assistance. If no assistance is available, the vehicle can be backed using extreme caution.
 - c. If driver only, before backing the driver must dismount the vehicle and check around the entire vehicle to ensure that the vehicle can be backed in a safe manner.
15. Vehicles emerging from an alley, driveway, or building must stop immediately prior to driving onto a sidewalk or roadway and must yield to pedestrians and other vehicles.
16. When a vehicle is driven using snow chains, the speed must not exceed 30 MPH.
17. Drivers must use extreme caution when operating apparatus in low overhead areas and narrow spaces. When safe passage of the apparatus is questionable, the driver must stop and allow the OIC, or a designee, to dismount and guide the driver through such spaces or choose an alternate route.
18. Vehicles must not park in fire lanes, posted no parking, or designated handicap areas when on non-emergency business.
19. Smoking is prohibited on all apparatus.
20. Drivers must reduce speed at all intersections to come to a full stop when the intersection cannot be safely entered.
 - a. Drivers may only proceed through an intersection when the intersection can be deemed safe for the apparatus; this is regardless of response mode.
 - b. Yield to any vehicle already in an intersection and do not enter an intersection until all oncoming traffic has yielded the right-of-way and the intersection can be negotiated safely.



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- c. When entering the intersection, the vehicle must be under complete control and driven so it can be safely stopped to avoid a collision if another vehicle enters the intersection. The "right-of-way" must be granted by other drivers before proceeding through the intersection.
- 21. The driver must operate a vehicle under emergency conditions only when audible and visual warning devices are operating, and when dispatched by Public Safety Communications.
- 22. Drivers must be aware of the running routes of other companies and be alert for other responding apparatus. The right-of-way for two (2) responding pieces of apparatus is determined by the following sequences:
 - a. Apparatus having the right-of-way by traffic control devices (Green light over red).
 - b. Apparatus traveling through an intersection without negotiating any turns must have preference over vehicles having to turn (Straight over turn).
 - c. Apparatus negotiating a right-hand turn at an intersection must have preference over apparatus that must turn left (Right over left).
 - d. The first vehicle in the intersection must have the right-of-way subsequent to the above sequence.
- 23. Drivers responding behind another responding emergency vehicle must maintain a higher degree of vigilance.
 - a. Reduce the speed of the vehicle and/or regulate the travel distance between the two vehicles to come to a full stop and avoid a collision if the lead vehicle stops abruptly.
 - b. Be prepared to negotiate a full stop and avoid a collision if other vehicles pull into his/her path after yielding the right of way to the first vehicle.
 - c. Use contrasting siren patterns or sounds to distinguish your vehicle from the lead vehicle.
- 24. Do not pass other responding emergency vehicles unless the driver has signaled to do so by turning off all emergency lights and pulling over to the right.
- 25. Emergency vehicles must be driven on the right-hand side of the center line of roadways except when passing. This also applies when there is a median strip in the center of the road. Drivers must not travel on the left side of the median strip or center dividing line unless necessary due to congested traffic.
 - a. Vehicle speed must not exceed 20 miles per hour in these instances.
- 26. When passing motorists, drivers must pass on the motorists' left side, except when the motorists have stopped at an intersection, making a right turn, or when the motorists have pulled to the extreme left of the roadway and indicated by their actions that they are aware of the emergency vehicle's presence.



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

27. Emergency vehicle drivers may travel against traffic on one-way streets and lanes only when the emergency is in that section of that street or lane, not as a means of taking a shorter route.
 - a. Whenever it is necessary to travel the wrong way on a one-way thoroughfare, reduce the speed of the vehicle to negotiate a full stop to avoid a collision and proceed with extreme caution.
 - b. Vehicle speed must not exceed 20 miles per hour.
28. Drivers will not cross a railroad crossing if the rail crossing warning devices are operating or the gates are lowered.
 - a. The OIC can dismount from the vehicle to check for approaching train traffic.
 - b. The OIC will cross the tracks, and signal that it is safe for the vehicle to cross.
 - c. The OIC will not board the vehicle until it is completely across the tracks.
 - d. Trains take significant distances to stop. Do not attempt to cross when there is a blind corner or a train approaching.
29. Stop for all school buses displaying flashing lights and proceed only after the driver of the school bus signals that it is safe to do so, and all red school bus flashing lights are turned off; this includes during an emergency response.
30. When approaching the scene of any emergency, emergency vehicle drivers must slow down well in advance so as not to endanger personnel, equipment, or bystanders. Park apparatus according to the OIC's instructions. Every attempt must be made to avoid blocking roadways and impeding other apparatus.
31. When laying out, the unit driver must make verbal and visual contact with the layout crewmember. The driver must ensure the layout is completed properly, the layout crewmember is safe, and that the vehicle can safely continue to the emergency. Crewmember must not ride backstep.
32. Traffic Incident Management
 - a. Apparatus must be utilized as a barrier from oncoming traffic whenever possible.
 - b. When acting as a barrier, apparatus warning lights must remain on, and at least six (6) fluorescent and retro-reflective warning devices such as traffic cones, illuminated warning devices such as highway flares, or other appropriate warning devices must be used to warn oncoming traffic of the emergency operations.
33. Safety vests must be worn by all personnel while operating on a road or highway, except by those performing fire suppression or extrication activities.



Attachment #9

**Title 11 DEPARTMENT OF TRANSPORTATION
Subtitle 17 MOTOR VEHICLE ADMINISTRATION — DRIVER LICENSING
AND IDENTIFICATION DOCUMENTS
Chapter 20 Emergency Vehicle — Requirements for Certain License
Exemptions**

Authority: Transportation Article, §§12-104(b) and 16-102, Annotated Code of Maryland

.01 Purpose.

The purpose of this chapter is to establish the training and testing requirements to qualify emergency vehicle drivers of Maryland fire department, rescue squad, emergency medical services unit or volunteer fire company emergency vehicles that are exempt from certain driver licensing requirements as authorized under Transportation Article §16-102(a)(12), Annotated Code of Maryland.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Administration" means the Motor Vehicle Administration.

(2) "Emergency vehicle" means a commercial motor vehicle that is:

(a) Owned or operated by a Maryland fire and rescue organization.

(b) Authorized and used for emergency or rescue purposes; and

(c) Exempt from the Class A and B licensing requirements as authorized under Transportation Article, §16-102(a)(12), Annotated Code of Maryland.

(3) "Emergency vehicle operator" is a member or employee of a Maryland fire and rescue organization that is authorized to operate an emergency vehicle in the performance of official duties.

(4) "Emergency vehicle operator card" means a card:

(a) Approved by the Administration.

(b) Issued by the designated officer having jurisdiction for the Maryland fire and rescue organization; and

(c) Certifying that an individual:

(i) Has successfully completed an approved emergency vehicle operator training course; and

(ii) Is qualified to operate an emergency vehicle.



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(5) "Emergency vehicle operator course" means an emergency vehicle training and testing course approved by the Maryland Fire and Rescue Education and Training Commission to train, test, and qualify individuals as emergency vehicle operators.

(6) "Fire and rescue organization" means a Maryland fire department, rescue squad, emergency medical services unit, or volunteer fire company that is authorized to operate emergency vehicles for fire and rescue purposes.

.03 Emergency Vehicle Operator.

A. To qualify for an emergency vehicle operator card and an exemption from the Class A and B licensing requirements as authorized under Transportation Article, §16-102(a)(12), Annotated Code of Maryland, an emergency vehicle operator must:

- (1) Possess a valid Maryland Class C driver's license or a valid equivalent driver's license from another jurisdiction.
- (2) Possess a certification of the successful completion of an approved emergency vehicle operator course; and
- (3) Obtain authorization from a designated officer having jurisdiction for the Maryland fire and rescue organization to operate an emergency vehicle in the performance of official duties.

B. For 1-year period beginning October 1, 2003, an emergency vehicle operator is eligible to receive an emergency vehicle operator card without complying with the requirements of §A (2) of this regulation if the emergency vehicle operator possesses a valid:

- (1) Maryland Class A or B driver's license; or
- (2) Equivalent driver's license from another jurisdiction that authorizes the operation of an emergency vehicle.

C. When operating an emergency vehicle, an emergency vehicle operator exempt under Transportation Article, §16-102(a)(12), Annotated Code of Maryland, must possess a valid:

- (1) Maryland Class C driver's license or a valid equivalent driver's license from another jurisdiction; and
- (2) Emergency vehicle operator card.

D. An emergency vehicle operator authorized by a designated officer having jurisdiction for the Maryland fire and rescue organization may operate an emergency vehicle in the performance of official duties if the emergency vehicle operator possesses a valid:

- (1) Maryland Class A or B driver's license; or
- (2) Equivalent driver's license from another jurisdiction.

.04 Emergency Vehicle Operator Training Course.

The designated officer of an approved emergency vehicle operator training course must:



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A. Issue a written certification to individuals who successfully complete an approved emergency vehicle operator training course; and

B. Maintain records of all individuals who successfully complete an approved emergency vehicle operator's training course.

.05 Requirements of Emergency Fire and Rescue Organization.

The designated officer having jurisdiction for the Maryland fire and rescue organization that operates emergency vehicles under that organization's jurisdiction must:

A. Issue emergency vehicle operator cards to individuals qualified to operate emergency vehicles under Regulation .03 of this chapter; and

B. Maintain the records of:

(1) All emergency vehicle operators authorized to operate vehicles under the organization's jurisdiction; and

(2) The types of emergency vehicle they are authorized to drive.

.06 Penalties for Noncompliance.

Failure to comply with this chapter is a misdemeanor under the Transportation Article, §16-102, Annotated Code of Maryland.



Apparatus Written and Practical Exam

Driver/Operator candidates are required to pass a written exam. The written examination for all apparatus types may contain multiple choice, fill-in-the-blank and essay questions. The candidate must obtain a grade of 75% or higher to pass. Some of the questions have several parts and may be worth more than one point. The candidate must wait a minimum of 30 days to schedule a re-test of the written exam. Written exams will be assigned to the candidate via Target Solutions. The exams include, but are not limited to:

EMS Unit Written Exam

- Capacities and specifications for that particular unit (height, weight, fluids, etc.)
- Equipment inventory
- Maryland Institute for Emergency Medical Services Systems EMS Clinician Protocols
- General Order 08-05 Vehicle Accident and Loss Damage Reporting*
- Procedures for daily/weekly/monthly apparatus checks and documentation
- Knowledge of emergency vehicle laws for the State of Maryland
- PGFD Policies and Procedures pertaining to EMS
- PGFD Policies and Procedures pertaining to emergency vehicle operations

Engine/Tanker Written Exams

- Apparatus Positioning
- Capacities and specifications for that particular unit (height, weight, fluids, etc.)
- Equipment inventory
- General Order 08-05 Vehicle Accident and Loss Damage Reporting*
- Procedures for daily/weekly/monthly apparatus checks and documentation
- Knowledge of the vehicle braking system. Inspecting, checking and reporting
- Hosebed configurations including diameters, lengths, and rated flows
- Firefighter rescue and Rapid Intervention Team operations
- General Order 06-01 Standard Operating Procedures for Structural Fires*
- Knowledge of the pump panel, nozzle reaction, drafting and foam operations
- General Order 06-35 Alternative Water Supply Operations*
- MFRI Pumping Apparatus Driver/Operator
- Knowledge of emergency vehicle laws for the State of Maryland
- PGFD Policies and Procedures pertaining to emergency vehicle operations

Truck/Tower Written Exam

- Apparatus Positioning
- Capacities and specifications for that particular unit (height, weight, fluids, etc.)
- Equipment inventory
- General Order 08-05 Vehicle Accident and Loss Damage Reporting*
- Procedures for daily/weekly/monthly apparatus checks and documentation
- Knowledge of the vehicle braking system. Inspecting, checking and reporting
- Types of ladders and sizes



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

Manufacturer recommended capabilities/maintenance of all tools and equipment
General Order 06-01 Standard Operating Procedures for Structural Fires
Knowledge of position for minimum and maximum stability
Safety factors depending on terrain
Placing aerial into operation
Emergency procedures or manual operation of the aerial
Maximum flow capacities for the aerial
Types of roofs
Firefighter rescue and Rapid Intervention Team operations
Knowledge of ventilation types and appropriate uses
Procedures to safely control utilities
Procedures for interior and exterior scene lighting
MFRI Aerial Apparatus Driver/Operator
Knowledge of emergency vehicle laws for the State of Maryland
PGFD Policies and Procedures pertaining to emergency vehicle operations

Rescue Squad/Rescue Engine Written Exam

Apparatus Positioning
Capacities and specifications for that particular unit (height, weight, fluids, etc.)
Equipment inventory
General Order 08-05 Vehicle Accident and Loss Damage Reporting
Procedures for daily/weekly/monthly apparatus checks and documentation
Knowledge of the vehicle braking system. Inspecting, checking and reporting
Types of ladders and sizes
Manufacturer recommended capabilities/maintenance of all tools and equipment
General Order 06-01 Standard Operating Procedures for Structural Fires
Effective search techniques
Firefighter rescue and Rapid Intervention Team operations
Knowledge of position for effective operation
Placing rescue squad into operation
Hydraulic and pneumatic equipment specifications
Winch and rigging operation
Knowledge of METRO, trench and vehicle collision policies
MFRI Technical Rescue: Common Passenger Vehicle Rescue
Knowledge of emergency vehicle laws for the State of Maryland
PGFD Policies and Procedures pertaining to emergency vehicle operations

Specialty Apparatus Practical Exams

Apparatus positioning
Capacities and specifications for that particular unit (height, weight, fluids, etc.)
Equipment inventory
General Order 08-05 Vehicle Accident and Loss Damage Reporting
Procedures for daily/weekly/monthly apparatus checks and documentation
Knowledge of the vehicle braking system. Inspecting, checking and reporting
Any applicable General Orders



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

Any further requirements outlined by the Station Commander

Driver/Operator candidates are required to pass a practical exam. Practical exams will be administered at the TLA while on duty. The examinations will be scheduled by appointment only. Scheduling will be coordinated by the TLA and the Operational Performance Office. The candidate must obtain a grade of 75% or higher on all evolutions to pass. The candidate must wait a minimum of 30 days to schedule a re-test for practical evolutions.

EMS Unit Practical Exam

- Weekly apparatus check including proper documentation
- Stryker Cot inspection
- Onboard O2 system inspection
- Maneuvering and operating the apparatus

Engine/Tanker Practical Exam

- Weekly apparatus check including proper documentation
- Place apparatus into pump gear
- Place apparatus into pump gear utilizing manual pump shift
- Spotting hydrants and connecting front and side intakes to hydrant
- Laying supply lines and replacing burst sections. (LDH vs 3")
- Placing single and multiple attack lines into service
- Switching from tank water to a continuous water supply
- Operating as a supply pumper
- Operating as a relay pumper
- Supply a master stream
- Draft from a static water supply source
- Demonstrate the proper method to back flush a pump
- Properly "prime" a dry pump
- Supply a standpipe and/ or sprinkler system
- Operate a foam eductor and place a foam handline in service
- Demonstrate knowledge of Rapid Intervention Pack, including roles and responsibilities of the Rapid Intervention Company
- Drive the apparatus on a predetermined road course that has been designed to meet or exceed the current year NFPA 1002 *Standard for Fire Apparatus Driver/ Operator Professional Qualifications*

Truck/Tower Practical Exam

- Weekly apparatus check including proper documentation
- Engage apparatus PTO and generator
- Demonstrate use and maintenance of all equipment carried on truck
- Demonstrate effective placement of aerial/ bucket to building
- Demonstrate proper set-up for aerial operations
- Demonstrate proper set-up for ladder pipe or water tower operations
- Demonstrate proper use of manual overrides
- Demonstrate practical knowledge of ventilation techniques



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

Stokes basket operations
Proper placement of ground ladders
Ability to secure utilities, including water, electric & gas
Demonstrate knowledge of Rapid Intervention Pack, including roles and responsibilities of the Rapid Intervention Company
Drive the apparatus on a predetermined road course that has been designed to meet or exceed the current year NFPA 1002 *Standard for Fire Apparatus Driver/ Operator Professional Qualifications*

Rescue Squad/Rescue Engine Practical Exams

Weekly apparatus check including proper documentation
Engage apparatus PTO and generator
Demonstrate use and maintenance of all equipment carried on squad
Proper set up of tool staging area
Proper method for winch set-up and operation
Proper set-up and methods for shoring/ stabilizing vehicles
Demonstrate practical knowledge of ventilation techniques
Ability to secure utilities, including water, electric & gas
Demonstrate knowledge of Rapid Intervention Pack, including roles and responsibilities of the Rapid Intervention Company
Drive the apparatus on a predetermined road course that has been designed to meet or exceed the current year NFPA 1002 *Standard for Fire Apparatus Driver/ Operator Professional Qualifications*

Specialty Apparatus Practical Exams

Weekly apparatus check including proper documentation
Any further requirements outlined by the Station Commander



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

Attachment #12



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT



MEMORANDUM

DATE: [INSERT DATE ISSUED]
TO: [INSERT NAME, RANK, ASSIGNMENT]
FROM: [INSERT NAME, RANK, ASSIGNMENT]
RE: Performance Improvement Plan (PIP)

[INSERT DETAILED DESCRIPTION OF WHY THE PIP IS BEING ISSUED, usually a paragraph or more. Include specific examples. May use bullet points]

The following operational deficiencies related to a Fire Fighter II/Y02 Job Description (544) were identified to make this Performance Improvement Plan (PIP) necessary.

[INSERT CATAGORIES AND SUB-CATAGORIES DIRECTLY FROM 544 WHERE DEFICIENCIES EXIST, below is an example]

A. Emergency Operations

- A2. Demonstrates practical skills consistent with Departmental orders, Prince George's County Fire Department Training Manual, and IFSTA Essential Manual while driving and operating apparatus.
- A4. Locates and learns the location of all tools and equipment on the apparatus assigned to their station.

E. Dependability and Control

- E1. Demonstrates ability to complete tasks with little or no supervision.
- E2. Complies with all Departmental orders, rules, and procedures when working unsupervised.

The following operational deficiencies related to a department policy were identified to make this Performance Improvement Plan (PIP) necessary.

[INSERT ANY POLICY REQUIREMENTS WHERE DEFICIENCIES EXIST, below is an example]

General Order 06-01, Standard Operating Procedures for Structural Fires

I. General Provisions

A. Organizational

- 1. Strategic objectives, unit level objectives, and tactical benchmarks must be achieved by each unit within their assigned area of responsibility. Each unit and each objective are required for the safe and effective management of the structural fire incident.
- 2. Tactics and practices used during structure fire incidents require a collaborative approach to the overall management of the structure fire incident. The task assignments described for each unit should be



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT



accomplished in support of other units and without interfering or interrupting task assignments of other units.

3. Operational discipline and execution of tactical skills is critical to the safe and effective completion of our tasks and responsibilities on incident scenes.

III. Unit Objectives

- A. The primary objective for all units and all personnel is to operate safely, thereby managing risk and minimizing hazards during all operations.

The following plan outlines the expectations:

[INSERT TASKS TO BE COMPLETE TO CORRECT DEFICIENCIES, use bullet points]

This PIP will begin on the date signed with the above expectations completed within [INSERT DAYS, usually 30]. Upon successful completion and accepted performance expectations by [NAME AND RANK OF SUPERVISOR], your Performance Improvement Plan will be completed and closed. Suppose you do not satisfactorily meet the above expectations, appropriate action(s) will be taken.

Should you have any questions or concerns regarding this Performance Improvement Plan (PIP), utilize your chain-of-command.

Your signature below acknowledges receipt of this Performance Improvement Plan.

[INSERT NAME]

DATE



Prince George's County Fire/EMS Department Mileage Log

Station Assignment: _____ **Shift:** _____

[illegible]

Trainee Signature: _____ Date: _____

Supervisor Signature/ID#: _____ Date: _____



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

Attachment #14
Prince George's County Fire/EMS Department
Emergency Response Log

Trainee Name: _____ **ID#:** _____
Station Assignment: _____ **Shift:** _____

	Incident#	Comments	Supervisor Signature/ID#
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

The trainee and supervisor must sign to affirm that the above information is correct and accurate.

Trainee Signature: _____ **Date:** _____

Supervisor Signature/ID#: _____ **Date:** _____