

LAKWOOD FIRE DEPARTMENT STANDARD OPERATING GUIDELINES

SOG NUMBER: 101.11	RULE & REGULATION
DATE IMPLEMENTED: SEPTEMBER 12, 2017 DATE REVISED: APRIL 12, 2018 OCTOBER 16, 2018 JANUARY 1, 2024	TITLE: CHAUFFEUR TRAINING

PURPOSE:

This guideline was promulgated to establish procedures for members interested in becoming Department Chauffeurs.

SCOPE:

All Career & Volunteer Uniformed Personnel of the Lakewood Fire Department.

DEFINITIONS:

1. Chauffeur: Engineer/Driver of an Apparatus.
2. Inter-Department Chauffeur Transfers: For the purposes of this policy, Inter-Department Chauffeur Transfers shall mean a member transferring from another Fire District/Department and is/was in the previous twelve (12) months a Chauffeur/Operator in their previous Department. A letter from their Departments Fire Chief acknowledging the member is a certified and competent chauffeur is required.
3. Engine (Pumpers): An Engine is a fire apparatus whose primary purpose is fire suppression, is equipped with a water tank and pump, carries hose, hand tools, ground ladders and pumps water.
4. Truck (Ladder): A Truck is a fire apparatus that has a hydraulically operated ladder and/or platform (aerial), carries a full complement of ground ladders of various types and lengths, and carries specialized equipment for forcible entry, ventilation and search and rescue tasks. A truck may also carry extrication equipment.

GENERAL:

No member of the Lakewood Fire Department shall be permitted to drive any Fire District owned or leased vehicles and/or respond to any incident in EMERGENCY MODE (lights & sirens) in any Department Vehicle or Apparatus unless they have successfully completed the required Chauffeur Training for the assigned vehicle and are designated as Department Chauffeurs on the specific apparatus/ vehicle.

CHAUFFEUR TRAINING ELIGIBILITY:

A member seeking Chauffeur training must meet the minimum requirements as specified:

1. Valid New Jersey Driver's License in good standing.
2. Three (3) years driving experience with a Driver's License issued in the United States.
3. Be a member of the LFD in good standing for a period of One (1) Year (twelve (12) month rolling aggregate) after the date of successful completion of their probationary period (Excluding Career Personnel, Support Services, and Inter-Department Chauffeur Transfers).
4. Successfully complete probationary period (Career Personnel, and Inter-Department Chauffeur Transfers Only).
5. Be a member of the LFD in good standing for a period of One (1) Year (twelve (12) month rolling aggregate) (Support Services Only).
6. Successful completion of Emergency Vehicle Operator I; or an equivalent Coaching the Emergency Vehicle Operator (CEVO) Course.
7. Successfully demonstrated their ability in performing and understanding firefighting operations of the Lakewood Fire Department.
8. S-130 & S-190 Certified for a period of One (1) year (Brush Truck Only).
9. Completion of a Certified Training Course specific to the Apparatus being trained to drive:
 - a) Engine (including Brush) – Basic Pump Operations (meeting all requirements as set forth in NFPA 1002 Apparatus Driver/Operator Qualifications).
 - b) Truck - Aerial Operations (Basic Pump Operations if the truck is equipped with a pump).
10. No member of the Fire Department shall be eligible for Chauffeur Training or be eligible to drive any Vehicle/Apparatus owned or insured by the Fire District if during the driving abstract review process or at any other time it is discovered that the members five (5) year driving record notes the following:
 - a) Has one (1) or more DWI convictions
 - b) Has one (1) or more DUI convictions
 - c) Has eight (8) or more moving violations
 - d) Has six (6) or more current points
 - e) Has two (2) or more non-payment of insurance surcharges
 - f) Has two (2) or more non-payment of Parking Ticket Adjudication Act
 - g) Has a combination of two (2) or more no-payment of insurance surcharge and/or Parking Ticket Adjudication Act
 - h) Has one (1) or more convictions for driving while suspended.
 - i) Has failed to appear in court one (1) or more times.
 - j) Has one (1) or more convictions for reckless driving

CHAUFFEUR TRAINING REQUESTS:

1. Any member meeting the eligibility requirements shall submit a Chauffeur Training Request form along with copies of all pertinent documents attached to his/her Fire Company Captain (or highest-ranking officer). These documents as applicable shall include:
 - a. Valid New Jersey Driver's License.
 - b. Firefighter I Certification (Excluding Support Services).
 - c. S130 & S190 Certification (Brush Truck Only).
 - d. Certification of Completion of Emergency Vehicle Operator 1; or an equivalent Coaching the Emergency Vehicle Operator (CEVO) Course.
 - e. Pump Operation and/or Aerial Operation Certification (if applicable).
2. The Fire Company Captain (or highest-ranking officer) shall determine if the member is ready to perform chauffeur operator training and shall approve or deny and sign the request (if denied, the request shall note the explicit reasons).
3. The Company Officer will forward the Chauffeur Training Request form along with all pertinent documents as listed above to Fire Headquarters via the forms email address.
4. The Drivers Abstract will then be obtained by Fire Headquarters.
5. The completed Chauffeur training request package will be forwarded to the Chief of Department for Review and Approval.
6. Upon approval/denial of the Training Request, the Chief of Department (or designee) shall inform the Company Officer of same (if denied, the request shall note the explicit reasons and inform the Company Officer of the same).
7. The Company officer shall notify the Member of the Approval/ Denial of the request (if denied, the request shall note the explicit reasons).
8. Chauffeur training may commence immediately upon notification of Approval.
9. Copies of the Chauffeur Training Request form (approved as well as non-approved) shall be maintained in the members' personnel file at Fire Headquarters.

CHAUFFEUR TRAINING PROCEDURES:

1. The Chauffeur Trainee shall have 120 calendar days from receipt of notification from the Company Officer to complete no less than the minimum hours of Chauffeur Training as specified below:
 - a. New Chauffeur Trainee for an Engine or Truck: Forty (40) hours.
 - b. Certified Chauffeurs going from Engine to Truck (or Truck to Engine): Twenty (20) hours.
 - c. Inter-Department Chauffeur Transfers: Twenty (20) hours.
 - d. Support Service Units: Ten (10) hours. Familiarization for Certified Chauffeurs.
 - e. Brush Truck: Fifteen (15) hours. Familiarization for Certified Engine Chauffeurs.

2. Due to extenuating circumstances, requests to extend the 120-day period to complete training shall be submitted to the Chief of Department (or designee).
3. At the discretion of the Chief of Department (or designee), extensions may be granted in 60-day increments.
4. Any Certified Department Chauffeur with a minimum of one (1) year of experience as a Certified Chauffeur may train a Chauffeur Trainee on a similar apparatus for which they are a Certified Chauffeur.
5. It shall be the responsibility of the Chauffeur Trainee to record the training conducted on a Chauffeur Training Log and to maintain this form with the respective dates, times, mileage, and approval signatures noted as well as verification of training on pump and/or aerial operations as evidenced by the respective approval signatures.
6. Chauffeur Trainees may train on all similar apparatus (i.e.: pumper or ladder) in the department during the same 120-day period.
7. Members must first become Certified Engine Chauffeurs prior to becoming Certified Truck Chauffeurs. The Chief of Department (or designee) may waive this requirement in extenuating circumstances.
8. Certified Engine Chauffeurs seeking to become Certified Truck Chauffeurs must be Certified Engine Chauffeurs for a period of twelve (12) months prior to submitting their Chauffer Training Request for Truck Chauffer Training.

NOTE: At the discretion of the Chief of Department (or designee), a request may be made to have Chauffeur Training as well as the Chauffeur Operator Test provided by an approved vendor. Should an approved vendor be contracted to provide Chauffeur Training, the respective vendor will adhere to the department's requirements.

CHAUFFEUR OPERATOR TEST:

1. Once the Chauffeur Trainee has demonstrated his/her abilities and understanding of engine and/or aerial operator responsibilities, has completed the required training hours, and feels they are ready to take the Chauffeur Operator Test, he/she shall submit a Request to Take the Chauffeur Operator Test form to his/her Company Captain (or highest-ranking officer) with copies of all driver training logs attached.
2. Within one (1) week of receipt of the Request to Take Chauffeur Operator Test form, the Company Captain (or highest-ranking officer) shall notify and forward the respective Request to Take Chauffeur Operator Test to Fire Headquarters via the forms email address.
3. Upon receipt of the Request to Take Chauffeur Operator Test form, the Fire Chief (or designee) shall make every effort to arrange for administration of the Chauffeur Operator Test as soon as possible.
4. The Fire Chief (or designee) as well as the driver trainees highest ranking company officer, must be present for the Chauffeur Operator Test to be administered.
5. The Chauffeur Trainee must satisfactorily demonstrate competence regarding all aspects of the respective apparatus as indicated on the Chauffeur Operator Test form.
6. A separate test shall be administered for each apparatus type (i.e., Brush, Engine, Ladder, etc.) that the chauffeur trainee is requesting certification for.

7. Upon completion of the Chauffeur Operator Test, the Chauffeur Trainee shall be informed of a pass or fail result.
8. Copies of the completed Chauffeur Operator Test form shall be forwarded to the Chief of Department, respective Company Captain, and to Fire Headquarters by the Test Administrator.
9. Upon final approval by the Fire Chief, the driver trainee will be issued a certificate stating the name of the driver trainee and the type of apparatus the trainee is certified on.
10. Copies of the Chauffeur Operator Test form (approved as well as non-approved), along with a copy of the certificate, and all chauffeur training logs, shall be maintained in the members personnel file at Fire Headquarters.
11. Certified Chauffeurs may be requested to perform remedial training at any time deemed necessary by the Chief of Department (or designee), and/or their respective Company Officers.

LIST OF QUALIFIED CHAUFFEURS AND ANNUAL REQUIREMENTS:

1. At the first Board of Fire Commissioners Meeting of each calendar year, the Chief of Department shall provide the Board of Fire Commissioners with a list of qualified chauffeurs, as well as the type of apparatus for which they are qualified.
2. No members may be added to the List of Qualified Chauffeurs during the year unless they are approved by the Chief of Department.
3. Each year (Jan. – Dec.) following the first year of certification, certified chauffeurs shall perform and document twelve (12) hours of continued chauffer training, comprised of over the road and operational training. This continued training shall be documented on an LFD Company Training Report and submitted to Fire Headquarters via the forms email or other electronic communication. Career personnel shall log their training sessions directly with the Red Alert software.
4. To assist Fire Headquarters in recording and filing training logs in a timely manner, every effort shall be made to submit the Training Reports immediately following the training session. Should this not be possible, every effort should be made to submit the report as soon as practicable.
5. Upon submittal of the Training Report to Fire Headquarters, all training reports will be recorded in the Red Alert software under the “Chauffeur Training” tab, and copies of the logs will be placed in the member’s file for future reference.
6. Members that do not complete the required annual training shall be removed from the list of qualified drivers until such time that that training is completed.