



# Monroe Fire Department

## Standard Operating Guidelines

### Drivers Clearance & Training Policy

**Purpose:** This department places great importance on proper driver operator training and certification. We will ensure that each and every person who operates apparatus has been properly trained and certified on each type of vehicle before that person is allowed to operate that equipment in conjunction with emergency incident response. This policy will be strictly adhered to, and all required training and certification will be documented.

**Level of Performance:** Every member operating department apparatus will provide annually, proof of a valid Wisconsin driver's license. This will be accomplished by showing the Apparatus Division Chief (or his representative) your license each year between January 1 and February 1.

Any Driver Operator charged with a moving traffic violation or OWI must notify the Fire Chief, Deputy Fire Chief or Apparatus Division Chief or officer on call with 72 hours. Persons charged with OWI or other serious traffic violation will be immediately suspended from driving department vehicles until disposition of the charges. Persons convicted of OWI or other serious violations will have their driving privileges revoked for a period of at least 12 months, and until the City's insurance carrier deems them insurable. Any person having their driver's license revoked for any reason will be removed from driver status. Work permits will not be accepted as a valid license to drive department vehicles. Any person having their department driving privileges revoked will revert to Firefighter 2 pay grade for the duration of the revocation.

Each operator will clear on each vehicle at least once every two years. Even helmet numbers shall re-clear in even years and odd helmet numbers in odd years. Members failing to recertify every other year as required will be removed from driver status and revert to Firefighter 2 pay rate.

No member will be allowed to operate department vehicles while on probationary status or until they have obtained Firefighter 1 certification.

Members must be at least 21 years of age to operate ANY department vehicles.

Members may clear on Utility (U13, B4, ATV or T8) vehicles as soon as they have completed the 12-month probationary requirement.

Members must have been department members for a minimum of 3 years before clearing on Engines (E1, E2 or E3), T9 or Squads (S5 & S6). *Membership as an operator in another department will also satisfy this requirement.*

No member shall clear on any of the engines until they have completed and passed Wisconsin or IFSAC Driver /Operator - Pumper certification.

No member may begin Driver/Operator-Pumper certification class until they have been a certified Firefighter 2 for at least 12 months.

No member shall clear on L7 until they have taken and obtained Wisconsin or IFSAC Driver Operator- Aerial certification.

No member shall receive MPO pay rate until they have been cleared on at least one engine.

Members must remain cleared on at least one engine and continue to clear on consecutive vehicles to continue to receive MPO pay rate. Members receiving MPO pay should be cleared on all Engines and Squads within 3 years of clearance on first Engine.

All members will initially clear on the vehicles in order as specified in MFD 5.003. Personnel may recertify bi-annually on apparatus in any order.

Operators may clear on the ATV-7500 irrespective of other vehicle clearance upon approval of the Apparatus Division Chief.

Each Operator must complete the requirements as listed in The Monroe Fire Department Driver Operator Training Program SOG MFD 5.003

Each qualified driver must complete a check off sheet for each vehicle and be approved by the Apparatus Division Chief before moving onto the next vehicle.

**Implementation:** This policy has been approved by the Officers of the Monroe Fire Department and the Monroe Common Council. This policy, and all adopted procedures, provide a guideline for operations within the Monroe Fire Department. Adoption of these guidelines in no way restricts the incident commander, department administration or the Monroe Common Council from modifying operations or implementing exceptions to policy in the interest of safety, efficiency and harmony within the organization. It shall remain in effect until withdrawn or modified by the department.

**Effective Date:** December 2, 2014