

Hiawatha Fire & Rescue

Policy 412
Occupational Health and Safety
Drivers of Vehicles
02/11/04

Scope

This standard applies to all members who drive or operate a motorized vehicle owned or used by the department. It was promulgated to:

- A. Establish minimum standards for members who are to drive or operate a motorized vehicle.
- B. Establish minimum safety regulations for the operation of a motorize vehicle.

I. General

- A. Driver's license:
 1. All members of the department shall have a valid driver's license.
 2. All members shall furnish proof of their possession of a valid driver's license anytime that they are requested by a supervisor to do so.
 3. The Safety Officer shall check the driver's license of each member during the first meeting in January.
 - a. Photocopies of all licenses shall be made and kept in the member's personnel file for each year.
 4. Members shall report any change in the status of their driver's license to a chief officer.
 5. Any member who has his / her license suspended shall notify a chief officer immediately and shall not be allowed to drive or operate a vehicle until his / her license has been restored. Failure to possess a valid driver's license shall be grounds for suspension.
- B. For the purposes of this standard, motorized vehicles shall be divided into 4 categories.
 1. Category One vehicles are primarily used for EMS and support services. Personal vehicles with blue lights and City Truck 610 belong to this category.
 2. Category Two vehicles include Tanker 280 and S-289. These are the smaller of the large vehicles operated by Hiawatha Fire & Rescue.
 3. Category Three vehicles are used primarily for fire suppression purposes. All Hiawatha Fire & Rescue engines belong to category three.
 4. Category Four vehicles include Truck-1 and R-281.
- C. No member shall operate any category of vehicle unless the member has successfully completed the driver's training program for that vehicle, including 2 hours of in district driving.
- D. All vehicles shall be operated in a safe and prudent manner, and all drivers shall comply with all traffic laws and the applicable rules and regulations of the department.
- E. No driver shall move a vehicle until all persons in it are in an approved riding position and properly secured.
- F. Drivers responding to emergencies shall comply with the provisions of SOP 409 *Emergency Response Driving*.
- G. A driver shall not back a vehicle unless his / her view is unobstructed. Apparatus shall not be backed unless there is at least one spotter to the rear of the apparatus to assist in the operation.

II. Responsibilities

- A. Drivers shall be directly responsible for the safe and prudent operation of their vehicle in all situations.
- B. When a driver is under the direct supervision of an officer or senior firefighter, the officer or senior firefighter shall be responsible for the actions of the driver.
- C. The fire department training officer shall monitor the status of all the members of the department to ensure that all those who drive and operate have had the proper training, possess valid driver's license, and are insurable.
- D. Drivers shall be responsible for ensuring that all of their vehicles' safety equipment is functioning properly and that their vehicles are safe to drive after each call.

III. Accidents

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- A. The driver of a vehicle shall immediately notify his supervisor and the appropriate law enforcement agency if he / she is involved in an accident. All reports and information concerning the accident shall be forwarded to the Safety Officer for review by the Safety Committee.
- B. Drivers and supervisors shall be familiar with the provisions of the department's substance abuse policy.
- C. All Chief Officer's shall be notified whenever an accident occurs.