

Brooklin Fire Department

25 Bay Road
Brooklin, ME 04616

Standard Operating Guidelines Fleet Safety Program

I. Purpose

The operation of fire apparatus is a necessary part of our operations. How each apparatus is operated and maintained directly impacts the effectiveness and efficiency of our operations. The operation of fire apparatus exposes our municipality to financial loss through damaged property, injury to employees and/or injuries to members of the general public, not to mention potential public relation problems. As a result, the following policies have been adopted and are endorsed by our membership as a part of our commitment to operate all aspects of our department in a safe and responsible manner.

This policy applies to all fire apparatus and personnel that operated the apparatus. This includes all fire department members.

II. Program Administration

The Fire Chief is responsible for the administration of the fleet safety program. The fire Chief is also responsible for the consistent and fair application of all rules, policies, and procedures.

III. Roles and Responsibilities

Authorized drivers (those that meet the specifications contained in this policy and are specifically authorized to operate fire department vehicles) are responsible for:

- A. Safe operation of all apparatus
- B. Adhering to all policies and procedures
- C. Submitting any accident reports
- D. Submitting a copy of current drivers licenses and granting permission to obtain motor vehicle records as requested
- E. Keeping the fire Chief advised of any convictions for moving violations and/or other changes in driving status
- F. Prohibiting the use of apparatus by anyone not authorized to operate it
- G. Authorized drivers will be held accountable for vehicle abuse
- H. All authorized drivers will complete a Municipal Driver Commitment Form

IV. Driver Authorization, Selection, and Review

Only authorized drivers are permitted to operate any fire department vehicle. The authorization process includes initial and periodic review of each person's qualifications, operating patterns, as well as skills and driving ability. Drivers authorized to operate department apparatus prior to the effective date of this

program shall remain authorized to drive and will be subject to periodic review. The authorization process applies to all employees. Authorized drivers shall possess a valid driver's license and has passed the BVFD driving test. Evaluation of driver qualifications shall include the following:

- A. Obtaining motor vehicle records annually on all drivers of fire department apparatus
- B. Obtain the person's written authorization to obtain their MVR
- C. Establish an acceptable driving record as a condition of employment up front
- D. The Brooklin Fire Department shall maintain a copy of the MVR's in a confidential file
- E. MVR's shall be obtained for all new employee's applicants prior to hiring
- F. Drivers with unacceptable MVR's shall be prohibited from operating fire department apparatus
- G. Unacceptable MVR's are those that meet the criteria below. They apply to all authorized drivers and will be enforced consistently
 - 1. Three or more moving violations in a 36 month period
 - 2. Driving under the influence of alcohol or drugs in the last three years
 - 3. Hit and Run accident in the past year
 - 4. Operating a vehicle under a suspended or revoked license in the last three years
 - 5. Homicide, assault, or a felony arising from a motor vehicle operation
 - 6. Reckless driving or racing in the last three years
 - 7. Manslaughter in the last five years
- H. Personnel with unacceptable MVR's Shall complete "Coaching", the Emergency Vehicle Operator (CEVO), or Emergency Vehicle Operations Course (EVOC) before reinstatement as a fire apparatus operator
- I. All authorized drivers should be capable of demonstrating proficiency with the apparatus and pass a driving test prior to assignment
- J. The Municipal Driver Road Test will be used for this purpose. The fire Chief shall be responsible for its administration
- K. Any minor shortcomings observed shall be discussed and become topics for future training
- L. Authorized drivers should be capable of passing a written test on driving regulations when requested
- M. All authorized drivers must notify the fire Chief in those cases where their license has expired, been suspended, or revoked. Failure to report shall be cause for suspension of driving duties

V. Driver Discipline

All parties involved with the operation of vehicles and administration of this policy will be held accountable for their actions. Adherence to this Fleet Safety Policy and driving record will be considered in performance reviews and other personnel decisions.

VI. Drug and Alcohol Policy

Any personnel that have consumed alcohol within the previous four hours of a call or are under the influence of alcohol or prescription/over the counter medications that alter that person's ability to operate a motor vehicle shall not respond to an incident. Suffice to say, the operation of a vehicle (on or off the

job) under the influence of prescription/over the counter medications or alcohol is a very serious violation, and shall be the source of disciplinary action. Regarding the use of illegal drugs see appropriate SOG.

VII. Vehicle, Equipment Inspection, and Maintenance

Lack of proper vehicle maintenance can cause and/or contribute to serious accidents, and is a critical component of this policy. Scheduled preventative maintenance ensures dependability, peak performance, safe operation, and maximizes equipment life.

VIII. Preventative Maintenance Program

This program applies to all vehicles, is based on manufacturer's recommendations, and shall be completed by competent persons. Records shall be kept for all service and repairs performed. Complete scheduled inspections shall be performed and documented for all vehicles. Inspections shall include a review of all safety equipment as well as the following aspects of this policy:

- A. Monthly apparatus checks shall be performed by the Brooklin Fire Department
- B. These checks shall be specific to the individual piece of apparatus
- C. These checks shall be documented on the monthly check list, and shall include mechanical checks, equipment checks, and safety checks
- D. These checks shall be the responsibility of the engine company officer assigned to the engine
- E. Any deficiencies shall be documented and reported to the fire Chief as soon as possible
- F. Any problems that arise during training operations, emergency operations, or any other use shall be reported to the officer in charge. Who then will notify the fire Chief.
- G. The fire Chief will correct any problems in a timely manner.
- H. If the deficiency creates a safety problem, the engine shall be removed from service until the problem is corrected.
- I. Annual pump test and service shall be done by a certified pump service.
- J. Periodic chassis maintenance and annual inspections shall be done by a certified fire apparatus mechanic service.

IX. Driver Training

Initial and periodic ongoing training is a critical part of the Brooklin Fire Department Fleet Safety Program. Initial training is the responsibility of the fire Chief and shall include a discussion of all pertinent department policies, procedures, and rules. Including:

- A. Disciplinary procedures
- B. Use of safety devices
- C. Equipment familiarization
- D. Emergency procedures
- E. Defensive driving techniques
- F. Applicable local, state, and federal regulations

Initial training shall include discussion any deficiencies noted in the road test, and common driver errors. Noted below:

- A. Speeding
- B. Intersections
- C. Improper lane use
- D. Backing
- E. Turning
- F. Passing
- G. Following distance
- H. Stopping
- I. Parking
- J. Signaling
- K. Proper use of all equipment, including safety and emergency devices
- L. All pertinent department policies, procedures, and rules

Whenever possible all drivers should complete a defensive driving type program within the first two years of employment and approximately every 5 years thereafter. The appropriate program is the BVFD driving test.

The Brooklin Fire Department Fire Chief shall maintain written records of each driver's participation in all training, as well as testing activity

X. Accident Reporting and Investigation

Despite the best efforts of all involved, accidents can occur. If and when they do, we should learn from them. This can be accomplished with a good investigation and analysis. In the event of an accident, all representatives of the department should be guided by the following:

- A. All employees and others involved in a collision should obtain appropriate medical attention
- B. The involved employee, if physically able, should call for a police officer. The employee should also request that all parties and property concerned remain at the scene. If possible, until a law enforcement representative has released them
- C. The involved employee, if possible, should contact a fire department officer by radio to inform them of the accident and their status. If a particular piece of equipment on the involved engine is needed at the scene, another engine should respond to the accident scene, and pick up that piece of equipment, and transport it to the scene

Adopted by the Brooklin Volunteer Fire Company at the monthly meeting on March 2, 2010