

STANDARD OPERATING GUIDELINES

DELTA-CARDIFF
VOLUNTEER
FIRE COMPANY

S.O.G. E57-14 Revision: 2

SUBJECT: Drivers

DIVISION: Ambulance

INITIAL DATE: 1 October 1978

EFFECTIVE DATE: 23 February 2004

PURPOSE: To outline the qualifications and duties of the ambulance driver.

APPLICABLE TO: All Personnel

AUTHORITY: DCVFC Ambulance Committee

Reference: Pennsylvania Code, Title 28 §1005.10

1. This procedure outlines the duties and responsibilities of the ambulance driver. This position carries with it enormous responsibility to the patient, fellow crewmembers, the general public, and to the driver himself. Good judgment and conscientiousness are imperative for safe operation.
2. Driver Qualifications:
 - A. Shall be at least twenty-one years of age; trainees may be twenty years of age.
 - B. Shall have a valid driver's license.
 - C. Shall be an active member of the DCVFC.
 - D. Is not addicted to nor will drive under the influence of drugs or alcohol.
 - E. Is free from any physical/mental defect/disease that may impair his/her ability to drive an ambulance.
 - * This may be subject to a periodic medical examination.
 - F. Has not been convicted within the last four years of driving under the influence of alcohol/drugs.*
 - G. Has not been convicted within the last two years of reckless driving or had his/her driver's license suspended under the point system.
 - H. Shall be certified at a minimum training level of First Responder.
 - I. Shall successfully complete an Emergency Vehicle Driver's Training Program of instruction approved by the PA Department of Health.
 - J. Transfer members or those members with prior fire/EMS experience are required to meet the above qualifications. They should obtain letters of recommendation verifying their qualifications and experience. The ambulance captain will determine whether or

not to modify the driver's training program based on their experience. The Ambulance Committee will make final determination of driving status.

- K. Shall be able to lift at least 25 pounds.
- L. Shall be approved by the ambulance committee.
- M. Shall meet or exceed provisions of Section 5, below.

3. Driver Responsibilities:

- A. Is responsible for safe transportation of the sick and injured, preventing injury to the general public, and the protection of the ambulance and its equipment. The driver must be extremely alert to the safety of others.
- B. Shall be proficient in/have knowledge of the following:
 - 1. Driving controls (including battery and master switches, siren, gauges, computer control panel, etc.)
 - 2. Applicable state motor vehicle laws regarding the operation of emergency vehicles.
 - 3. Radio operations and communication center(s) policies.
 - 4. Running procedures.
 - 5. Equipment location.
 - 6. Road locations and use of map books.
 - 7. Hospital locations.
 - 8. Special operations (i.e., helicopter operations, etc.)
 - 9. Documentation.
 - 10. Routine maintenance procedures.
- C. Any member who has their driving privileges suspended by the ambulance captain/ambulance committee shall complete the driver's training program again at the committee's discretion.
- D. Shall inform the ambulance officers if they meet any of the criteria in Section 2.E, 2.F, or 2.G above.
- E. Will successfully complete an EVOC training class if convicted of any of the criteria in section 2.E, 2.F, or 2.G.
- F. Shall assist other crewmembers with patient care as necessary; be responsive to commands of the crew chief regarding total operation of the call.
- G. Shall be responsible for the exterior appearance of the ambulance and refueling as necessary.
- H. Shall assist in restocking of supplies to ready the unit for calls.
- I. Shall provide driver training for approved driver trainees.

4. Driver Trainees:

- A. Shall be appointed by the Ambulance Captain.
- B. Shall complete the Application for Driver's Training (see attachment #1).
- C. Shall meet the above driver qualifications.
- D. Shall meet the following minimum training standards:
 - 1. One hour ambulance/SOP familiarization with the Ambulance Captain or designee.
 - 2. Ten ambulance calls riding in the patient compartment to become familiar with the aide person's functions and concerns.

3. Ten hours of actual driving time (1 return trip = 1 hour):
 - a. Eight hours shall be on return trips from the hospital.
 - b. Up to two hours can be on the road time for familiarization with first due response area.
 - c. One hour shall be night driving experience.
 - d. Driving shall be done under non-emergency conditions.
 - e. Driver's training shall not take place under inclement weather conditions (i.e., snow, ice, heavy rain, flooding, heavy fog).
 - E. Records of each individual's training shall be kept in the Driver Training Log Book by the driver trainee. After completing the above requirements, the ambulance captain may approve the driver trainee as a probationary driver or require him/her to complete more calls. Records may be moved to the individuals personnel file.
 - F. A probationary driver can drive on any emergency call without another driver on board. The purpose of a probationary period is to allow a longer time frame for driver evaluation. The probationary period will be for a minimum of three months. After three months, the ambulance officers will review the driver's performance and recommend action to the ambulance committee.
5. Department of Motor Vehicles Driving Record Checks:**
- A. Shall be done annually for trainees ages 20-21.
 - B. Shall be done every three years for all other drivers and trainees. The record check shall be requested by the driver at the direction of the Ambulance Captain.
 - C. Drivers and trainees shall report in writing any personal motor vehicle convictions received to the ambulance captain.
 - D. This report should reflect no more than 2 "Class B" violations and no "Class A" violations in a 3 year period.
 1. Class A violations:
 - a. Driving while intoxicated
 - b. Driving under the influence of drugs/alcohol
 - c. Negligent homicide arising out of the use of a motor vehicle (gross negligence)
 - d. Operating under a period of suspension/revocation
 - e. Using a motor vehicle for the commission of a felony
 - f. Aggravated assault with a motor vehicle
 - g. Operating a motor vehicle without owner's authority
 - h. Permitting an unlicensed person to drive
 - i. Reckless driving
 - j. Hit and run driving
 2. Class B violations: All moving violations not listed above (i.e., exceeding posted speed limit).

** Includes insurance carrier mandates

Approved: /s/ Anthony Hall
 Title: Vice President