



<b>General Order Number:</b> 06-05	<b>Effective Date:</b> March 12, 2012
<b>Division:</b> Emergency Operations	
<b>Chapter:</b> Departmental Driving Regulations	
<b>By Order of the Fire Chief:</b> Marc S. Bashoor	<b>Revision Date:</b> March 28, 2012

**POLICY**

The purpose of this General Order is to reduce injuries and financial loss. It establishes minimum qualifications for drivers, drivers training procedures, driving rules, emergency response procedures, and addresses suspension of driving privileges.

It is Prince George's County Fire/EMS Department policy to adhere to the State of Maryland Certified Emergency Vehicle Operator Program policies.

**DEFINITIONS**

**Commercial or Non-Commercial Drivers License** – A license issued by the state of residence authorizing a person to operate a particular class of vehicle. Class “A” vehicles are combination (tractor-trailer) vehicles with a gross vehicle weight rating over 26,001pounds. Class “B” vehicles are non-combination vehicles having a GVWR over 26,001pounds.

**Driver** - Sworn, civilian, and volunteer personnel who drive vehicles or apparatus for the Prince George's County Fire/EMS Department. Emergency drivers are authorized to respond to emergency incidents using audible and visual warning devices.

**Driver Training** – process that a driver trainee must complete to be a driver.

**Endorsements** - the back of the State of Maryland Certified Emergency Vehicle Operator Card has an “A” or “B” specifying class of vehicle capable of being driven by the cardholder.

**Emergency Response Level (Respond)** – requires the use of all audible and visible emergency warning devices, to include lights and sirens. During an emergency response, a unit may exceed the posted speed limit or travel through a red traffic light; however, it must be done in accordance with this General Order.

**Emergency Vehicle Operator Course (EVOC)** - course approved by the Maryland Fire and Rescue Education and Training Commission to train, test, and certify emergency vehicle operators according to COMAR 11.17.20.02.B (5). The only approved course is the Maryland Fire and Rescue Institute's 39-hour Emergency Vehicle Operator's Course.

**Non-Emergency Response Level (Proceed)** – units continue to the dispatched or designated location at normal traffic flow, obeying all traffic laws, speed limits, signals, signs and devices. Emergency apparatus and vehicles do not utilize their emergency warning devices. A unit that is directed to “Proceed” is to yield to other traffic accordingly, and stop at all red lights and stop signs, obeying all traffic laws.



**Prior Emergency Vehicle Operators** – Personnel who were authorized to drive Class A or B apparatus prior to March 12, 2012. These individuals must meet the requirements outlined in Attachment # 8 in order to receive a State of Maryland Certified EVO card.

**Provisional EVO Card** – Issued to personnel who meet the requirements of this General Order to begin the drivers training process for Class A or Class B vehicles.

**Out of State Residents** - Department personnel (sworn, civilian or volunteer) who live outside the state of Maryland and do not possess a Maryland driver's license.

**State of Maryland Certified Emergency Vehicle Operator Card (EVO Card)** - a card authorized by the State and issued by the Department that allows personnel to operate emergency vehicles without a Commercial or Non-Commercial license. Personnel will not operate emergency vehicles unless they have a valid driver's license for the appropriate class of vehicle operated or a State of Maryland Certified Emergency Vehicle Operator card. Driver training on Class A or Class B vehicles cannot take place without a Provisional State of Maryland Certified Emergency Vehicle Operator Card.

**Station/Unit Supervisor** – Sworn, civilian, or volunteer personnel who are supervisors.

**Trainers** – Personnel who have the knowledge, skills and abilities to conduct training.

## **PROCEDURES / RESPONSIBILITIES**

### **1. Driver Qualifications**

Must understand and obey all local, state, and federal driving laws and regulations.

Must have the appropriate driver's license from their state or jurisdiction of residence classed for the particular type of vehicle to be driven. Please refer to Flow Charts, Attachments #1 and #2, for a diagram of the process. Personnel must comply with all requirements established by the issuing state/jurisdiction for the appropriate class of license.

Tiller persons must have, at a minimum, a valid Maryland Class B license or Class B EVO Card from Maryland, or an equivalent from their state or jurisdiction of residence.

Must comply with all requirements established by the Fire/EMS Department for the safe operation of motor vehicles regardless of vehicle ownership and/or insurance coverage.

Must be a sworn, civilian or volunteer member of the Prince George's County Fire/EMS Department, at least 18 years of age, and meet the minimum training requirements set forth in this Order.

Must successfully complete Department approved Emergency Vehicle Operators Course (EVOC).



## 2. State of Maryland Certified Emergency Vehicle Operator Card

These personnel must obtain a State of Maryland Certified Emergency Vehicle Operator Card:

- A. Maryland residents who do not have a Maryland CDL or Non CDL, Class A or B.
- B. Out of state residents must obtain an EVO card in order to drive Class A or B apparatus. Individuals who have a valid Maryland CDL or Non CDL, Class A or B and are moving out of state must contact the Fire/EMS Training Academy (FETA) prior to surrendering their Maryland license in order to obtain an EVO card.

To obtain a Provisional State of Maryland Certified EVO Card, drivers must provide the following to the Fire/EMS Training Academy:

- documentation of successful completion of approved EVOC course,
- a copy of current driver's license,
- copy of current driving record for out of state drivers from the licensing state (paid for by the individual),
- a copy of county Fire/EMS Department identification card,
- original, signed copy of the State of Maryland Certified Emergency Vehicle Operator Provisional Card Request Form (Attachment #3).

Once the Request Form is received, a provisional EVO card is issued. This provisional card will allow the individual to begin driver's training and is treated exactly like a learner's permit issued by the Maryland MVA. The individual must drive the vehicle under supervision at all times by a qualified driver.

In an agreement with the State of Maryland, the Director of the Fire/EMS Academy is the authorizing individual for all EVO cards issued by the Prince George's County Fire/EMS Department. This card only authorizes drivers to operate emergency vehicles that are owned/insured or maintained by the Prince George's County Fire/EMS Department. This also includes vehicles owned by volunteer corporations that operate under the authority of the Prince George's County Fire/EMS Department. EVO cards issued by Prince George's County do not authorize individuals to operate vehicles owned by other jurisdictions or corporations.

EVO cards issued by other jurisdictions do not authorize personnel to operate emergency vehicles that are owned/insured or maintained by the Prince George's County Fire/EMS Department. This also includes vehicles owned by volunteer corporations that operate in Prince George's County.

## 3. Drivers Training Process

Progress shall be documented on the Emergency Vehicle Driver/Operator Form, Attachment #4.

Refer to Attachment #5, Classification of Vehicle Types for further information on different types of vehicles and their classifications for the Drivers Training Process.



## **A. Initial Assessment**

All personnel will be assessed by the Station/Unit Supervisor regarding driving status. It is the supervisor's responsibility to research and evaluate the qualifications of the trainee to determine their driving status level. The assessment includes a review of all required licensing and training. A counseling session will be conducted, during which the trainee will be informed of their driving status and of the basic course of training they will receive. In addition, the Supervisor will discuss the training plan and explain measures that the trainee can use to reach various levels of certification.

## **B. Driving Status**

Driver trainees will be certified according to the following criteria:

### **Level I Trainee (Student)**

Trainee may not drive Fire/EMS Department vehicles.

- Required Training (Station/Unit Supervisor to ensure compliance)
  - Ensure individual meets the qualifications requirement and completes the Emergency Vehicle Operators Course (if the individual will be involved in emergency response).
  - Ensure thorough knowledge of driving courtesy, basic fire and EMS radio procedures, and responsibilities regarding motor vehicle operation as outlined in the Personnel Law (Career personnel and Civilians) and General Orders.
  - Ensure that the individual is familiar with Driving Regulations and Emergency Operations found in this order.

### **Level II Trainee (Non-Emergency Driver)**

Training can begin once Level I requirements are completed.

- Personnel who drive Departmental sedans or utilities for non-emergency purposes can complete their training at this point as long as they meet all Level I requirements.
- Authorized Driving Duties for those continuing training:
  - May drive non-emergency while supervised by Station/Unit Supervisor or an authorized emergency driver trainer (designated by station or unit).
- Required Training (Station/Unit Supervisor to ensure compliance)
  - Vehicle specifications and mechanics, including knowledge of operating systems and gauges.
  - Vehicle and equipment checks, including daily, weekly, and monthly checks.



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- Supervised behind-the-wheel driving.
  - Basic functions and duties of various vehicles (ambulance, engine, truck, and squad).
  - Response area.
  - Location and basic operation of tools/equipment carried on apparatus, including familiarity with fire and EMS communications equipment
- Evaluation via verbal/written/practical exam.
    - The individual will need to learn and be able to conduct a complete a Pre-Trip Inspection of the vehicle to include an Air Brake test following the Department of Transportation guidelines. Refer to Attachment #6, Pre-Trip Evaluation Score Sheet for scoring of the Pre-Trip Inspection Practical. This form should be used as a reference and will be used by the evaluators during the practical. For specific information on how the Pre-Trip is conducted and evaluated, please refer to the MVA Pre-Trip Inspection Guide DL-152 and [www.princegeorgescountymd.gov/pgfdtraining](http://www.princegeorgescountymd.gov/pgfdtraining) for more helpful links.

### **Level III Trainee (Advanced Non-Emergency Driver)**

Training can begin once Level II requirements are completed.

- Authorized Driving Duties
  - May drive vehicles under non-emergency conditions with appropriately licensed supervision.
- Training Required (items applicable to vehicle being trained on)
  - Medical Communication procedures
  - Response area
  - Hospital locations and permissible destinations
  - Basic pump operations and hydraulics
  - Operation of aerial ladder and/or functions of specific vehicles
  - Practical driving and backing (including backing into quarters)
  - Proper positioning of various vehicles on emergency incidents
  - Accident reporting procedures
  - Location and use of equipment carried
  - Vehicle check and maintenance procedures
  - Standpipe and sprinkler procedures
- Evaluation via verbal/written/practical exam. Refer to Attachment #7.
  - Practical evolutions shall include the following:
    - Alley Dock /Stall Parking Exercise
    - Diminishing lane
    - Serpentine Exercise



### **Level IV Trainee (Emergency Driver/Operator)**

Training can begin once Level III requirements are completed.

- Authorized Driving Duties
  - Personnel may respond with and operate vehicles under emergency conditions while under the supervision of an authorized emergency driver who is licensed/certified to operate that classification of vehicle.
  
- Required Training (Station/Unit Supervisor to ensure compliance)
  - Response area including target hazards and locations of buildings that have protection systems.
  - Specialty Referral Center locations.
  - Hydrant locations.
  - Advanced pump operations and hydraulic formulas.
  - Master stream operations.
  - Location and operation of tools and equipment carried on apparatus.
  - General Orders Division 2, Apparatus and Equipment, and procedures for completing apparatus check sheets.
  - Emergency scene procedures including fire and EMS radio operations, incident management system, triage procedures, etc.
  - Safe driving techniques.
  
- Evaluation via verbal/written/practical exam.

### **Emergency Vehicle Driver/Operator**

Upon successful completion of Level IV training, the individual will need to submit to the Fire/EMS Training Academy the completed original Emergency Vehicle Driver/Operator Form, Attachment #4. Once received and validated, the individual will then be able to schedule an appointment with the Fire/EMS Training Academy for an Emergency Vehicle Operator General Knowledge Test and Pre-Trip Inspection Practical. Information regarding source material may be found at [www.princegeorgescountymd.gov/pgfdtraining](http://www.princegeorgescountymd.gov/pgfdtraining).

The individual will receive their new State of Maryland Certified Emergency Vehicle Operator's Card from the Fire/EMS Training Academy for that class of vehicle upon completion of the following:

- Completed original Emergency Vehicle Driver/Operator Form, Attachment #4, with copies of their MFRI EVOC card, County ID, and current Driver's License.
- Successful completion of the Emergency Vehicle Operator General Knowledge Test with a passing score of at least 80%.
- Successful completion of the Pre-Trip Inspection Practical.

Drivers at this level who are transferred (career) or those who change membership or hold dual memberships (volunteer), will retain this status at the new duty station but will not drive until



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authorized to do so by the receiving Station/Unit Supervisor. It is the responsibility of the Supervisor to begin training of the reassigned employee on the specifics of the new area and apparatus. This training will be done in a timely manner in order to ensure that the driver is turned over properly.

### **4. General Driving Rules**

Vehicle drivers must operate apparatus in such a manner as to not discredit themselves or the Prince George's County Fire/EMS Department.

Back/side step riding is prohibited on apparatus.

Drivers will not drive under the influence of alcohol or after taking any medicine, drug, or compound which may impair their senses or interfere with their ability to drive.

All personnel must be seated and wear seatbelts at all times while vehicle is in motion.

Drivers will move apparatus only after checking to make sure all personnel are seated and belted.

Protective equipment and hearing protection must be worn per General Order 08-13, Personal Protective Equipment. Vehicle drivers may dispense with the wearing of full protective gear, but must have such gear available on the apparatus.

Apparatus must not be positioned if it endangers other personnel or apparatus. Apparatus taken off road must be maneuvered with extreme caution. Drivers must carefully check the ground conditions prior to going off road and will do so only when necessary.

Apparatus drivers will back vehicles after the unit officer-in-charge (OIC) has dismounted and proceeded to the rear of the apparatus to provide backing directions. The unit OIC must maintain visual contact with the driver. All other personnel must remain on the apparatus until directed by the unit OIC to dismount. In the event the driver is alone, he/she should obtain backing assistance. If no assistance is available, the vehicle can be backed exercising extreme caution. Before backing, the driver must dismount the vehicle and check around the entire vehicle to ensure that the vehicle can be backed in a safe manner.

Drivers must place a wheel chock on the downhill side of tires after dismounting the vehicle, except when in quarters.

Vehicles emerging from an alley, driveway, or building must stop immediately prior to driving onto a sidewalk or roadway and must yield to pedestrians and other vehicles.

When a vehicle is driven using chains, the maximum speed must not exceed 30 MPH.

Drivers and officers will not drive, or knowingly permit a vehicle to be driven, which is in an unsafe condition.



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A driver involved in an accident will follow procedures in General Order 08-05, Vehicle Accident and Loss Damage Reporting. Drivers involved in accidents may be subject to drug and alcohol screening, according to General Order 08-20, Substance Abuse Policy.

Drivers will use extreme caution when operating apparatus in low overhead areas and narrow spaces. When safe passage of the apparatus is questionable, the driver will stop and allow the OIC to dismount and guide the driver through such spaces or choose an alternate route.

Vehicles will not park in fire lanes and posted no parking or designated handicap areas when on non-emergency business, such as preplans.

Smoking is prohibited on apparatus.

### **5. Emergency Response**

Drivers must exercise extreme due caution for the safety of all persons. Drivers who choose to disregard provisions in this section may be held personally liable for their actions.

Emergency vehicle drivers may exceed the posted speed limit under the following conditions:

- When exercising extreme due caution to ensure the safety of all persons and property.
- Weather and time of day permit the driver's ability to identify and avoid potential hazards.
- At night and during inclement weather, drivers will not exceed the posted speed limit.

Drivers must reduce speed at all intersections to come to a full stop when the intersection cannot be safely entered. Yield to any vehicle already in an intersection and do not enter an intersection until all oncoming traffic has yielded the right-of-way and the intersection can be negotiated safely. When entering the intersection, the vehicle must be under complete control and driven so it can be safely stopped to avoid a collision if another vehicle enters the intersection. The "right-of-way" must be granted by other drivers.

The driver will operate a vehicle under emergency conditions only when audible and visual warning devices are operating, and when properly dispatched by Public Safety Communications.

Drivers must be aware of running routes of other companies and be alert for other responding apparatus. The right-of-way for two (2) responding pieces of apparatus is determined by the following sequences:

- Apparatus having the right-of-way by traffic control devices (Green light over red).
- Apparatus traveling through an intersection without negotiating any turns will have preference over vehicles having to turn (Straight over turn).
- Apparatus negotiating a right hand turn at an intersection will have preference over apparatus that must turn left (Right over left).
- The first vehicle in the intersection will have the right-of-way.





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Drivers responding behind another responding emergency vehicle must use extreme caution. Reduce the speed of the vehicle and/or regulate the travel distance between the two vehicles to come to a full stop and avoid a collision if the lead vehicle stops abruptly. Be prepared to negotiate a full stop and avoid a collision if other vehicles pull into his/her path after yielding the right of way to the first vehicle.

Do not pass other responding emergency vehicles.

Emergency vehicles must be driven on the right hand side of the center line of roadways except when passing. This also applies when there is a median strip in the center of the road. Drivers shall not travel on the left side of the median strip or center dividing line unless necessary due to congested traffic. Vehicle speed will not exceed 20 miles per hour in these instances.

When passing motorists, drivers must pass on the motorists' left side except when the motorists have stopped at an intersection making a left turn, or when the motorists have pulled to the extreme left of the roadway and indicated by their actions that they are aware of the emergency vehicle's presence. Drivers may then pass on the motorists' right side.

Emergency vehicle drivers may travel against traffic on one-way streets and lanes only when the emergency is in that section of that street or lane, not as a means of taking a shorter route. Whenever it is necessary to travel the wrong way on a one-way thoroughfare, reduce the speed of the vehicle to negotiate a full stop to avoid a collision and proceed with extreme caution. Do not exceed 20 miles per hour.

Audible and visual emergency warning signals will not be utilized while involved in non-emergency activity.

Drivers will not cross a railroad crossing if the warning devices are operating or the gates are lowered unless the OIC dismounts from the vehicle, checks to see that a train is not approaching, crosses the tracks, and signals that it is safe for the vehicle to cross. The OIC will not board the vehicle until it is completely across the tracks.

Stop for all school buses displaying flashing lights, and proceed only after the driver of the school bus signals that it is safe to do so and all flashing lights are turned off.

When approaching the scene of any emergency, emergency vehicle drivers must slow down well in advance so as not to endanger personnel, equipment, or spectators. Park apparatus according to the OIC's instructions. Every attempt must be made to avoid blocking roadways and impeding other apparatus.

When laying out, the unit OIC will make verbal and visual contact with the layout crewmember. The OIC will ensure the layout is completed properly, the layout crewmember is safe and that the vehicle can safely continue to the emergency.

Apparatus will be utilized as a barrier from oncoming traffic whenever possible. When acting as a barrier, apparatus warning lights will remain on, and at least three (3) fluorescent and retro-



reflective warning devices such as traffic cones, illuminated warning devices such as highway flares, or other appropriate warning devices will be used to warn oncoming traffic of the emergency operations.

## 6. Response Level Procedures

On every emergency incident, the Incident Commander must conduct a size-up including building size, occupancy, access, etc., to determine if a continuation of emergency response by other units is necessary. Based on the initial size up, the Incident Commander will provide a radio report of the conditions found and the level of response for the remaining units. The Initial Incident Commander should consider weather conditions and traffic patterns when reducing the response of other units.

The Incident Commander may direct specific units to continue responding if their services are needed (i.e., the closest special service to assist with checking several floors of the building or the roof). Any unit that is directed to proceed will continue to the scene using the most direct route of travel. However, the unit will immediately discontinue the emergency response.

### **Example:**

Engine 8XX - "On the scene with nothing evident. Have the remaining units proceed."

Public Safety Communications – "Communications to the units responding to 1234 Easy Drive by authority of Engine 8XX on the scene, *all units are to proceed.*"

Public Safety Communications will not dispatch or redirect any unit to another emergency call or incident while the unit is proceeding in the non-emergency response level, without approval of the Incident Commander.

The above listed policies and procedures and the laws of the State of Maryland must be adhered to by all personnel. All officers/supervisors operating under the laws of Prince George's County, the State of Maryland, and the authority granted via the chain-of-command will be held accountable and are responsible to enforce this General Order.

## 7. Administration

The Fire/EMS Department will participate in the Maryland Motor Vehicle Administration (MVA) Driver's License Flag Program to keep track of the driving activity of all career employees and volunteer members. This program notes any positive and negative actions applicable to an individual's driver's license, such as the accumulation of moving violation points, suspended and/or revoked licenses.

The Risk Management and Safety office will maintain a complete record of the driving status of all employees and members by receiving regular activity reports from the Maryland MVA. Drivers residing out-of-state shall present a certified copy of their driving record by March 31 of each calendar year to Risk Management and Safety office and FETA. Failure to submit will result in suspension of driving privileges until proper documentation is submitted. The Maryland MVA point system will be used for all violations. Points will be cleared after two (2) years.



Administrative Procedure 621, issued by the Chief Administrative Officer, establishes the following point standards:

- The Risk Management and Safety office will notify the appropriate Command(s) of all Flag Program issues affecting personnel.
- The Command will take listed action on the individual drivers as specified in this General Order.
- Personnel who accumulate four (4) points will be counseled by their immediate supervisor. The counseling form (Step 1) will be completed and copies sent to Risk Management and Safety office and the Office of Professional Standards.
- Personnel who accumulate six (6) points will not be allowed to drive until the points return to four (4) or less. Appropriate disciplinary action will be initiated by the Office of Professional Standards. The individual must attend a Driver Improvement Course approved by the Fire/EMS Department.
- Personnel with eight (8) or more points, or a suspended/revoked license, are not permitted to drive any Fire/EMS Department vehicle. Appropriate Disciplinary action will be initiated by the Office of Professional Standards. The individual must attend a complete Fire/EMS Department or equivalent EVOC. The loss of driving privileges may result in additional Departmental action due to the inability of the employee/member to perform his/her job requirements.
- Career employees shall be placed on their own leave. After thirty (30) days, if they fail to regain a valid license, career employees are subject to dismissal and volunteer members can be permanently removed from driving operations.
- If an employee or member fails to notify the Office of the Fire Chief (OFC) about a suspension/revocation, they will be subject to disciplinary action up to and including dismissal. The appropriate Command(s) and supervisors will be notified by OFC.
- Career employees and volunteer members who have their license reinstated will receive a letter from Risk Management and Safety office advising them of their reinstated driving license. The appropriate Command will be notified.

## **8. Responsibilities**

All sworn, civilian and volunteer drivers are responsible to drive with due regard for the safety of all persons.

All sworn, civilian and volunteer personnel must comply with this General Order.

All sworn, civilian and volunteer supervisors are responsible to ensure that personnel under their supervision are aware of and comply with this General Order.

The County Fire Chief, or his/her designee, is responsible for providing authorization to all sworn, civilian and volunteer members to drive vehicles owned/operated/insured or maintained by the Prince George's County Government.



**REFERENCES**

Annotated Code of Maryland 11.17.20 Emergency Vehicle – Requirements for Certain License Exemptions

Annotated Code of Maryland Transportation Article 16-102

MVA Pre-Trip Inspection Guide DL-152

Administrative Procedure 610

Administrative Procedure 621

**FORMS / ATTACHMENTS**

Attachment #1 State of Maryland Certified Emergency Vehicle Operator's Flow Chart Class A & B Apparatus

Attachment #2 Emergency Vehicle Operator's Flow Chart Class C Apparatus

Attachment #3 State of Maryland Certified Emergency Vehicle Operator's Provisional Card Request Form

Attachment #4 Emergency Vehicle Driver/Operator Form

Attachment #5 Classification of Vehicle Types

Attachment #6 Pre-Trip Evaluation Score Sheet

Attachment #7 Practical Evolutions

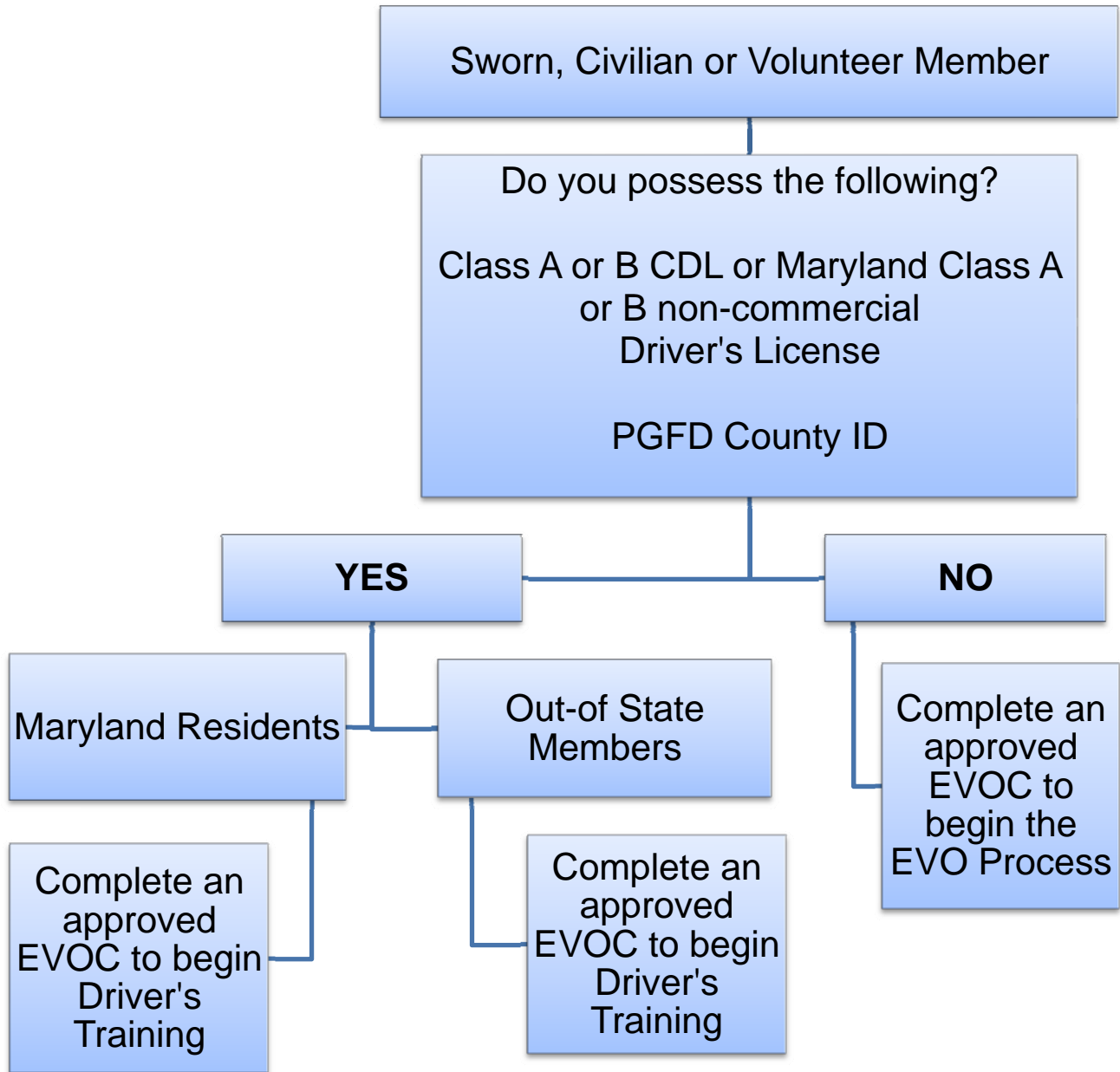
Attachment #8 Prior Driver EVO Request Form

Attachment #9 Annotated Code of Maryland, Title 11, Subtitle 17, Chapter 20 Emergency Vehicle - Requirements for Certain License Exemptions



Attachment #1

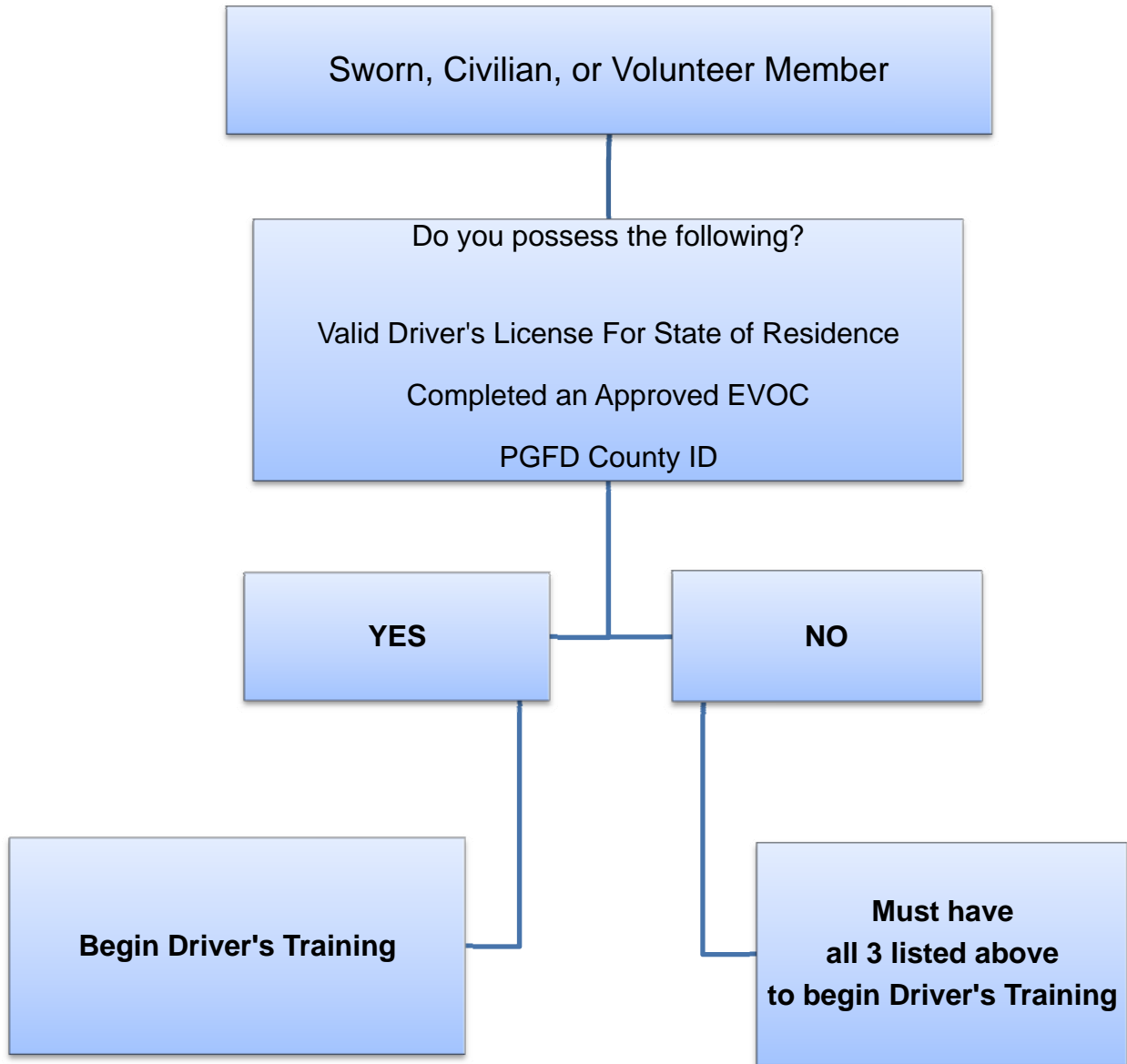
## State of Maryland Certified Emergency Vehicle Operators Flow Chart Class A and B Apparatus





Attachment #2

## Emergency Vehicle Operator's Flow Chart Class C Apparatus





Attachment #3

## State of Maryland Certified Emergency Vehicle Operator's Provisional Card Request Form

Date: \_\_\_\_\_

Fire/EMS Training Academy  
c/o Director  
9190 Commo Road  
Cheltenham, Maryland 20623

This is to certify that \_\_\_\_\_, ID# \_\_\_\_\_ is a  
member of the \_\_\_\_\_ (Fire/EMS affiliation)

Company # \_\_\_\_\_. We are requesting that the individual listed above be given a provisional  
State of Maryland Certified Emergency Vehicle Operator for [ Class A ] [ Class B ] Card (circle  
the Class that the individual is to receive) so they may start the Driver's Training process.

Sincerely,

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed name)  
\_\_\_\_\_  
(Rank / position)  
\_\_\_\_\_  
(Fire/EMS Department affiliation)  
\_\_\_\_\_  
(Contact phone number)

Attached:

- Copy of an approved EVOC course completion card/certificate
- Copy of the current driver's license
- Copy of the county identification card
- Out-of-State Civilian/Sworn/Volunteer members must submit a copy of their driving record from their licensing state.



Attachment #4

### Emergency Vehicle Driver/Operator Form

Name: \_\_\_\_\_ County ID #: \_\_\_\_\_

**Initial Assessment:**

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_

EVOC Course Completion Date: \_\_\_\_\_

Provisional EVO Card Issue Date: \_\_\_\_\_ Class A/Class B

*Attach copies of their EVOC, EVO Card, County ID and current Driver's License to this form.*

**Type of Vehicle Training:** (One type per form)

Class A \_\_\_\_\_ Class B \_\_\_\_\_

**Driving Status:**

Level I Trainee (Student)

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Station/Unit Supervisor Signature: \_\_\_\_\_ ID #: \_\_\_\_\_

Level II Trainee (Non-Emergency Driver) Includes Pre-Trip Inspection

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Station/Unit Supervisor Signature: \_\_\_\_\_ ID #: \_\_\_\_\_

Level III Trainee (Advanced Non-Emergency Driver) Includes Practical Evolutions

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Station/Unit Supervisor Signature: \_\_\_\_\_ ID #: \_\_\_\_\_

Level IV Trainee (Emergency Driver/Operator)

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Station/Unit Supervisor Signature: \_\_\_\_\_ ID #: \_\_\_\_\_

Emergency Vehicle Driver/Operator

Date: \_\_\_\_\_

Station/Unit Supervisor Signature: \_\_\_\_\_ ID #: \_\_\_\_\_

I certify that the individual listed above has successfully completed the Emergency Vehicle Driver/Operator Program.

\_\_\_\_\_  
Signature of Battalion Chief / Volunteer Chief      Printed Last Name      County ID #      Date

**Submit the original signed copy of this Form to the Fire/EMS Training Academy.**





Attachment #5

## Classification of Vehicle Types

### Class A Vehicles

Vehicles that are considered combination vehicles with a gross vehicle weight of 26,001 lbs. or more.

Examples: Tiller Trucks

### Class B Vehicles

Vehicles that are non-combination vehicles having a gross vehicle weight of 26,001 lbs or more.

Examples: Rear or Mid-Mount Ladder Trucks/Towers  
Rescue Squads  
Engines  
Tankers  
Breathing Air Units  
Mass Casualty Support Units

### Class C Vehicles

Motor vehicles having a gross vehicle weight of under 26,001 pounds.

Examples: Ambulances  
Brush Trucks  
Mini Pumpers  
Utility Vehicles such as pick-ups and sedans



Attachment #6

## **Pre-Trip Inspection Testing Directions**

### **Instructions for the Evaluator:**

The Evaluator will be following the student as they complete the entire Pre-Trip of the vehicle. The student may cover several different sections of the Pre-Trip at one time. It does not matter in what order the student completes the Pre-Trip of the vehicle.

### **Instructions to the Student:**

You are going to perform a complete Pre-Trip Inspection on your vehicle. You must complete all four parts of this inspection to include the Engine Compartment, In-Cab, Outside of Vehicle checks and the Air Brake Test. You must identify the parts of the vehicle you are inspecting as well as how the parts function. You have 45 minutes to complete this section. Do you have any questions?



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FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

PGFD / FETA  
Pre-Trip Evaluation  
Score Sheet

Date \_\_\_\_\_ Test Location \_\_\_\_\_  
 Vehicle License No./Trailer/ID Plate No. \_\_\_\_\_  
 Driver's Name \_\_\_\_\_  
 Driver's License Number \_\_\_\_\_

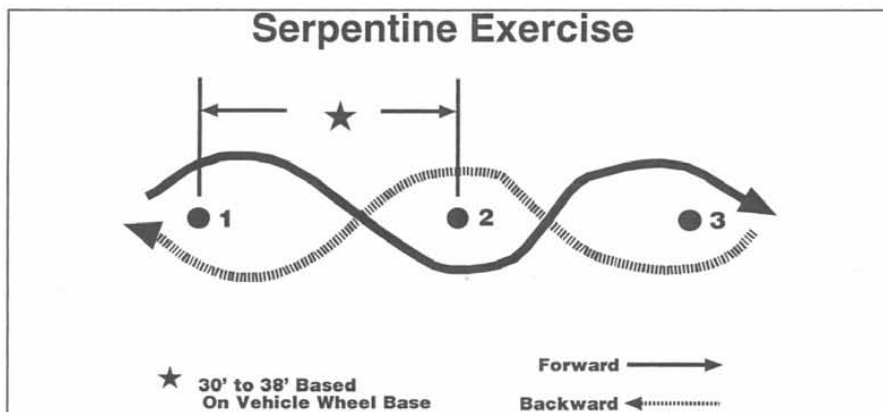
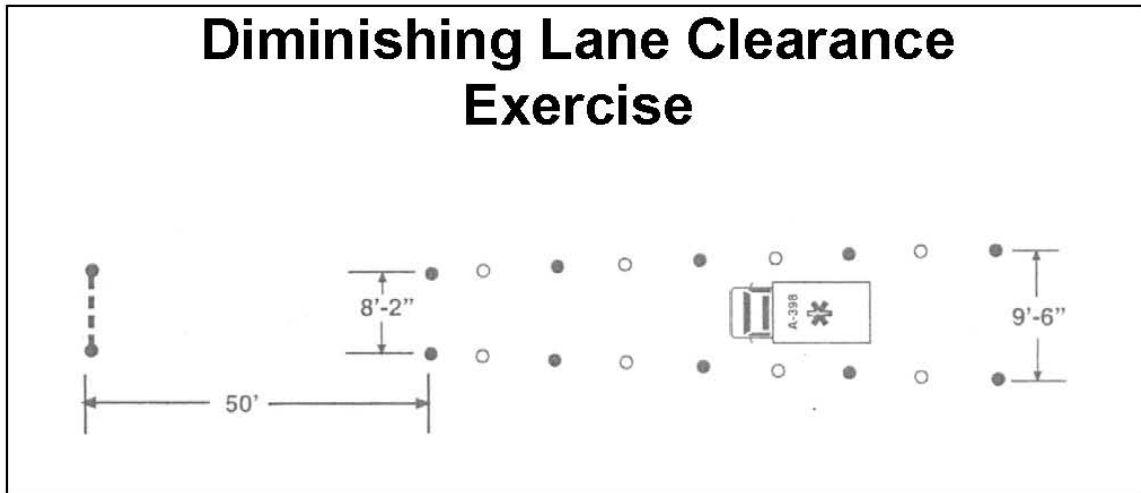
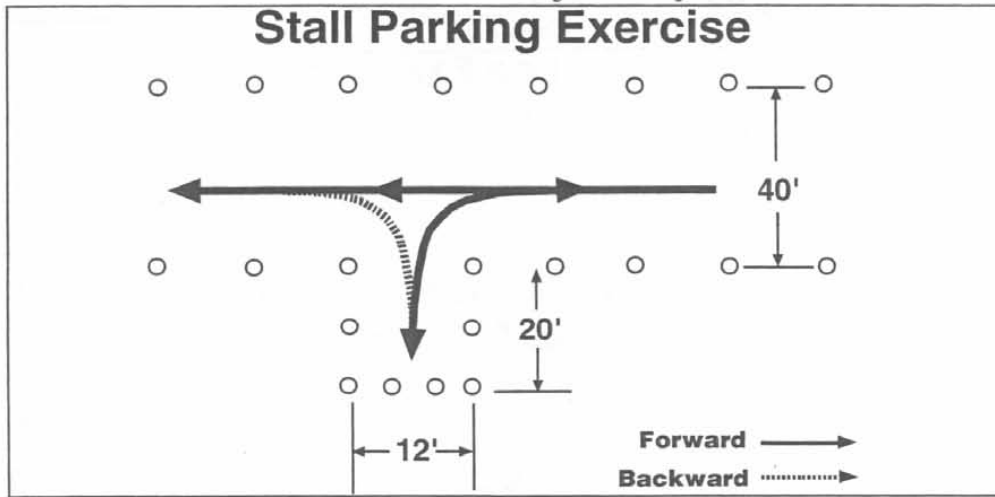
Type of Vehicle	Engine Compartment	All Vehicles	Engine Start	Start Time:
( ) Class A ( ) Class B Vehicle Axles: 2 Trailer Axles: 1 Air Brakes: Yes	Oil Level: 0 Coolant Level: 0 Power Steering Fluid (Belt): 0 Water Pump (Belt): 0 Alternator (Belt): 0 Air Compressor (Belt): 0 Leaks/Hoses: 0	Clutch/Gearshift: 0 Temperature: 0 Ammeter/Voltsmeter: 0 Air Brake Check (C-O-L-A): 0 Steering Play: 0 Parking Brakes/Hydraulics: 0	Mirrors/Windshield: 0 Wiper/Washers: 0 Lighting Indicators (L-R-4-H): 0 Horn (\$): 0 Hazard/Da/Poster: 0 Safety Belt/Emerg. (F-E-T): 0	Start Time: _____ End Time: _____ Total Time: _____
<b>Truck/Tractor</b>	<b>Rear Wheels</b> F R Rims: 0 0 Hub Oil Seal: 0 0 Tires (I-C-D): 0 0 Lug Nuts: 0 0 Spacers: 0 0 <b>Rear Suspension</b> Springs/Air/Torque: 0 0 Spring Mounts: 0 0 Shock Absorbers: 0 0 <b>Rear Brakes</b> Slack Adjuster: 0 0 Brake Chamber: 0 0 Brake Hoses/Lines: 0 0 Brake Drum/Linings: 0 0 <b>Rear of Vehicle</b> Lights/Reflectors: 0 0 Doors/Ties/Lift: 0 0 Splash Guards: 0 0 <b>Coupling System</b> Catwalk: 0 0 Air/Electric Lines: 0 0 Mounting Bolts: 0 0 <b>Under Vehicle</b> Drive Shaft: 0 0 Exhaust System: 0 0 Frame: 0 0	<b>Trailer Front</b> Air/Electric Connect: 0 Header Board: 0 Lights/Reflectors: 0 <b>Side of Trailer</b> Landng Gear: 0 Frame/Tandem Releases: 0 Lights/Reflectors: 0 Doors/Ties/Lifts: 0 <b>Wheels</b> Rims: 0 Hub Oil Seal: 0 Tires (I-C-D): 0 Lug Nuts: 0 Spacers: 0 <b>Suspension</b> Springs/Air/Torque: 0 Spring Mounts: 0 <b>Brakes</b> Slack Adjuster: 0 Brake Chamber: 0 Brake Hoses/Lines: 0 Brake Drum / Linings: 0 <b>Rear of Trailer</b> Lights/R/Reflectors: 0 Doors/Ties/Lift: 0 Splash Guards: 0	Enging Compartment: / 7 Engine Start: / 12 Truck/Tractor (1 Axle Rear): / 38 Truck/Tractor (2 Axle Rear): / 50 Trailer: P Air Brake Check: F <b>Score</b> Critical Failure Items Air Brake Check: _____ Time, more than 45 minutes: _____ <b>Points Needed to Pass</b> <b>Class A</b> : 63/78 <b>Class B</b> : 46/57 <b>Points Needed to Pass</b> (1 Axle Rear): 46/57 (2 Axle Rear): 48/69 <b>Final Score</b> : _____ ( ) Pass ( ) Fail <b>Result</b> : _____ <b>Signatures:</b> Evaluator: _____ Date: _____ Student: _____ Date: _____	

NOTES:



Attachment #7

### Practical Evolutions





Attachment #8

## State of Maryland Certified Emergency Vehicle Operator's Card Request Form

Prior Approved Emergency Vehicle Operator's

Date: \_\_\_\_\_

Fire/EMS Training Academy  
c/o Director  
9190 Commo Road  
Cheltenham, Maryland 20623

This is to certify that \_\_\_\_\_, ID# \_\_\_\_\_ is a member of the \_\_\_\_\_ (Fire/EMS affiliation) Company # \_\_\_\_\_. The individual listed above has previously completed the entire driver training process as directed by the Prince George's County Fire/EMS Department's General Order on Departmental Driving Regulations. We are requesting that the individual listed above be given a State of Maryland Certified Emergency Vehicle Operator for [ Class A ] [ Class B ] Card (circle the Class that the individual is to receive).

Sincerely,

**Supervisor**

**Battalion Chief/Volunteer Chief**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Rank / position

\_\_\_\_\_  
Rank / position

\_\_\_\_\_  
Fire/EMS Department affiliation

\_\_\_\_\_  
Fire/EMS Department affiliation

\_\_\_\_\_  
Contact phone number

\_\_\_\_\_  
Contact phone number

Attached:

- Copy of an approved EVOC completion card/certificate and/or FADO Certification
- Copy of the current driver's license
- Copy of the Prince George's County Fire/EMS Department identification card
- Copy of driving record (out of state drivers)



Attachment #9

**Title 11 DEPARTMENT OF TRANSPORTATION**  
**Subtitle 17 MOTOR VEHICLE ADMINISTRATION — DRIVER LICENSING**  
**AND IDENTIFICATION DOCUMENTS**  
**Chapter 20 Emergency Vehicle — Requirements for Certain License**  
**Exemptions**

*Authority: Transportation Article, §§12-104(b) and 16-102, Annotated Code of Maryland*

**.01 Purpose.**

The purpose of this chapter is to establish the training and testing requirements to qualify emergency vehicle drivers of Maryland fire department, rescue squad, emergency medical services unit or volunteer fire company emergency vehicles that are exempt from certain driver licensing requirements as authorized under Transportation Article §16-102(a)(12), Annotated Code of Maryland.

**.02 Definitions.**

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Administration" means the Motor Vehicle Administration.

(2) "Emergency vehicle" means a commercial motor vehicle that is:

(a) Owned or operated by a Maryland fire and rescue organization;

(b) Authorized and used for emergency or rescue purposes; and

(c) Exempt from the Class A and B licensing requirements as authorized under Transportation Article, §16-102(a)(12), Annotated Code of Maryland.

(3) "Emergency vehicle operator" is a member or employee of a Maryland fire and rescue organization that is authorized to operate an emergency vehicle in the performance of official duties.

(4) "Emergency vehicle operator card" means a card:

(a) Approved by the Administration;

(b) Issued by the designated officer having jurisdiction for the Maryland fire and rescue organization; and

(c) Certifying that an individual:

(i) Has successfully completed an approved emergency vehicle operator training course; and



(ii) Is qualified to operate an emergency vehicle.

(5) "Emergency vehicle operator course" means an emergency vehicle training and testing course approved by the Maryland Fire and Rescue Education and Training Commission to train, test, and qualify individuals as emergency vehicle operators.

(6) "Fire and rescue organization" means a Maryland fire department, rescue squad, emergency medical services unit, or volunteer fire company that is authorized to operate emergency vehicles for fire and rescue purposes.

### **.03 Emergency Vehicle Operator.**

A. To qualify for an emergency vehicle operator card and an exemption from the Class A and B licensing requirements as authorized under Transportation Article, §16-102(a)(12), Annotated Code of Maryland, an emergency vehicle operator shall:

- (1) Possess a valid Maryland Class C driver's license or a valid equivalent driver's license from another jurisdiction;
- (2) Possess a certification of the successful completion of an approved emergency vehicle operator course; and
- (3) Obtain authorization from a designated officer having jurisdiction for the Maryland fire and rescue organization to operate an emergency vehicle in the performance of official duties.

B. For 1-year period beginning October 1, 2003, an emergency vehicle operator is eligible to receive an emergency vehicle operator card without complying with the requirements of §A(2) of this regulation if the emergency vehicle operator possesses a valid:

- (1) Maryland Class A or B driver's license; or
- (2) Equivalent driver's license from another jurisdiction that authorizes the operation of an emergency vehicle.

C. When operating an emergency vehicle, an emergency vehicle operator exempt under Transportation Article, §16-102(a)(12), Annotated Code of Maryland, shall possess a valid:

- (1) Maryland Class C driver's license or a valid equivalent driver's license from another jurisdiction; and
- (2) Emergency vehicle operator card.

D. An emergency vehicle operator authorized by a designated officer having jurisdiction for the Maryland fire and rescue organization may operate an emergency vehicle in the performance of official duties if the emergency vehicle operator possesses a valid:

- (1) Maryland Class A or B driver's license; or
- (2) Equivalent driver's license from another jurisdiction.

### **.04 Emergency Vehicle Operator Training Course.**

The designated officer of an approved emergency vehicle operator training course shall:



## PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

A. Issue a written certification to individuals who successfully complete an approved emergency vehicle operator training course; and

B. Maintain records of all individuals who successfully complete an approved emergency vehicle operator's training course.

### **.05 Requirements of Emergency Fire and Rescue Organization.**

The designated officer having jurisdiction for the Maryland fire and rescue organization that operates emergency vehicles under that organization's jurisdiction shall:

A. Issue emergency vehicle operator cards to individuals qualified to operate emergency vehicles under Regulation .03 of this chapter; and

B. Maintain the records of:

(1) All emergency vehicle operators authorized to operate vehicles under the organization's jurisdiction; and

(2) The types of emergency vehicle they are authorized to drive.

### **.06 Penalties for Noncompliance.**

Failure to comply with this chapter is a misdemeanor under the Transportation Article, §16-102, Annotated Code of Maryland.