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OPERATIONS MANUAL  
STANDARD INSTRUCTION 05, SECTION 06  
TRAINING: ENGINEER EXAMINATION ELIGIBILITY

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**I. PURPOSE**

To provide a framework, and define eligibility, for personnel seeking to participate in an SDFD Engineer Examination process.

**II. SCOPE**

This policy shall apply to all SDFD Personnel.

**III. AUTHORITY**

The Fire Chief authorizes the information within this policy.

**IV. POLICY**

A. Eligibility

1. Successful completion of Engineers Preparatory Course (EPC) and possess a valid Class B License and “N” Tanker endorsement.
  - a. The Engineer Prep Course is offered once or twice a year depending on need:
    - 1) Completion, in its entirety, of the Triple Combination Taskbook
    - 2) 25 hours of training documented in a Triple Combination Taskbook and/or FD-902.
      - a) Document additional hours of training on FD-902
      - b) The Taskbooks are also used to document each additional certification.
    - 3) All necessary taskbooks can be downloaded from the Department’s training website.
    - 4) Complete all three 8 hour E.P.C. classes and successfully demonstrate DMV pre-trip, driving skills, road course and the required hose lays.
2. Three years of full-time experience as a Fire Fighter with the San Diego Fire-Rescue Department. College level courses in Fire Science may be substituted for up to six months of the required experience. (Three semester units equal one month of experience).
3. Possess a Standard Training certification by Training on a Triple Combination Automatic.
4. Complete the following three required apparatus certifications:
  - a. Triple Combination Pumper
  - b. Service Aerial Ladder
  - c. Automatic Brush Apparatus with Off Road

B. Engineer Probation Requirements

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Within six months after appointment, a probationary fire engineer must obtain a certification on the Aerial Ladder Tractor Trailer.

C. Driver's License and Certification

1. All Personnel required to drive a Class "A" or "B" commercial vehicle must have an appropriate license of the same class, endorsement and restriction as that of the vehicle being driven. Any vehicle over 26,000 pounds GRVW is considered a commercial vehicle.
2. All engineers must have a valid Class B Driver's License with appropriate endorsements and restrictions. Required apparatus certifications are:
  - a. Triple Combination Automatic
  - b. 2 two Brush Apparatus with "Off Road" Certification (automatic and standard)
  - c. Tractor Trailer
  - d. Service Aerial Ladder

D. Medical Certificate

1. Procedure to obtain a Medical Examiner's Certificate (DL51A)
  - a. Call the Medical Certification Clerk in City Personnel (619) 236-6406. They schedule and pay for all DMV medical examinations required for authorized personnel. Members may schedule on-duty.
  - b. The current City provider will provide the necessary medical examination. The employee will receive three copies of the Medical Examination Report (DL51). It is the individual's responsibility to insure that the original is received by the DMV.
  - c. The proof of DMV Physical Completion form (FD-841) must be completed and signed by the physician. The three copies will be distributed as follows:
    - 1) One to City Personnel
    - 2) One to the Driver Training Officer
    - 3) One retained by the employee.
  - d. Medical examinations are valid for two years and must be current along with Class A and B commercial license to drive any fire apparatus. If the medical card has expired, the license is valid only as a basic Class C.
  - e. An employee with an expired license or medical examiner's certificate shall not drive any fire apparatus.
  - f. Every quarter, Battalion Chiefs are sent a roster of personnel who are due for license renewal. DMV provides mail renewal notification to the employee.

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*Administrative Manual (Standard Instruction 3, Section II, Page 6) clearly states that failure to maintain a valid license is a suspendable offense.*

2. Captains and Fire Fighters required by the Battalion Chief to operate vehicles where a Class B license is mandatory:
    - a. First, the Captain must request a waiver approval from Training with Battalion Chief approval.
    - b. With approval, Training will notify the Captain if the waiver is granted.
    - c. Member will call the Medical Clerk for an appointment.
    - d. Members who fail to follow these guidelines shall pay expenses for unauthorized medical certificate examinations.
  3. All members not listed above who want a Class B license must do so at their own expense.
- E. Class B Drivers License Procedure:
1. A D.M.V. Form DL-51 (Medical Certificate) will be filled out at the time of your medical exam and mailed to you. (Refer to D.2.b above) At this time, you should obtain from the D.M.V. a State of California commercial driver's supplement to the State of California Driver's handbook. (D.M.V. Form D.L. 650) study the information in this pamphlet. When you know the material, proceed to the next step.
  2. Request a driver's license application form (DL-44) from the D.M.V. Fill out the form and present it, along with your health certificate (DL-51) to the clerk. Request an instruction permit for a Class B license and be prepared to take the written portion of the driver's license examination at this time. You will need to take three tests: The General Knowledge, Air Brake, and Tanker tests. Upon successful completion of the tests, an instruction permit will be issued. This is not a license and is good for 12 months.
  3. You will now be instructed and trained on a vehicle requiring a Class B license. The instructor must be on the apparatus at all times during the driving portion of the instruction and possess a valid class license for that apparatus. Prior to training, you must show the officer in charge of the apparatus the following:
    - e. Instruction permit of the appropriate class, endorsement and restriction.
    - f. Medical certificate
    - g. Written approval of the Training Department if not eligible under the requirements listed in Section V.C. Under no circumstances will training take place if any of the above requirements are not met. The officer in charge of the apparatus will be responsible for insuring compliance.

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4. The captain in charge of the apparatus will approve the appropriate apparatus certification only after the employee has demonstrated the ability to operate the vehicle in a safe and efficient manner, and the student has completed the DMV Class B license procedure. No certification can be approved without the proper license. Under normal circumstances this will be accomplished through the Engineer's Prep course.
5. If you are under a waiver, notify Training as soon as you obtain an Instructional permit. Personnel may contact Training to schedule a DMV drive test.
6. Upon successful completion of your DMV driver's test, present to Training the following:
  - a. Instruction Permit (DL-44)
  - b. Medical Examination Report
  - c. Apparatus Task book
7. At this time, the Driver Training Office will issue a Certificate of Driver's Training (DL-170) to be taken to the DMV, along with your instruction permit (DL-44) and Medical Certificate (DL-51). Submit these documents to the DMV office for your Class B license. Check and verify that all information (Class and Endorsement) on your new license is correct.
8. After a permanent license is obtained, update the Driver Training Officer of the expiration dates of the new license.