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SECTION 05 CERTIFICATION PROCEDURES

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I. PURPOSE

The purpose of the Driver Training Program is to provide employees with a training and evaluating procedure in which the proper operation of all apparatus within the department can be attained. At no time shall an individual operate an apparatus without possessing the appropriate license, endorsement, restriction, and medical card.

II. SCOPE

This policy shall apply to all San Diego Fire-Rescue Department (SDFD) personnel.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

All apparatus certifications obtained by SDFD employees will be documented on an apparatus certification record maintained by the driver training officer. This will be filed in the driver training office and also available in Target Solutions under the user profile.

A. Apparatus Certification Procedures

All employees requesting training/certification on an apparatus must comply with the following:

1. All personnel must possess a valid California Driver License or permit of the appropriate class, endorsement and restriction (see 'Procedures for Obtaining Class B License', Standard Instruction 05 Training, Section 06 Engineer Exam Eligibility). Additionally, commercial vehicle operators are required to obtain a DMV physical and possess a DMV medical examiners certificate.
2. All personnel shall receive appropriate training, on SDFD apparatus, at his/her assigned station or shall have their supervisor request temporary assignment to the necessary station from the respective battalion chief responsible for the particular apparatus.
3. Prior to apparatus training, a visual inspection shall be made of the trainee's license or permit to determine its validity. The following information shall be entered in the apparatus task book:
 - a. California license or permit number
 - b. Expiration date
 - c. Class of license (A, B or C)
 - d. Correct endorsements (N-tank, H-hazmat, X-tank/hazmat)
 - e. Restrictions (i.e. 64 automatic only - cannot drive manual transmission apparatus)
 - f. Medical card

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- 1) Medical cards are valid for two years from date of issue and must be in possession when operating commercial Class A or B apparatus.
 - 2) If the medical card has expired, the license is valid only as a basic Class C.
 - 3) All vehicles over 26,000 lbs. gross vehicle weight (GVW) require a Class A or B commercial license.
4. BEFORE a company officer will permit apparatus training, an employee must possess the appropriate class driver license or an instruction permit, as well as a current medical card (where applicable).
 5. Any person functioning as an instructor for apparatus training shall meet the following requirements:
 - a. Must be a fire engineer or fire captain

Exception: A person holding the rank of firefighter and meeting the below applicable requirements may function as an instructor on certain Class C apparatus listed below.
 - b. Must have approval of the officer in charge of apparatus
 - c. Possess proper class driver license for vehicle
 - d. Possess valid medical card when apparatus used for training is a Class A or B vehicle
 - e. Successfully completed training (documented) on the same type of apparatus that will be used as the training vehicle
 - f. The instructor must complete and sign apparatus task book upon successful completion of training
 6. Within 30 days after successful completion of apparatus training, the applicant shall submit to the Training and Education Division:
 - a. A completed and signed apparatus task book
 - b. A request authorization for the Department of Motor Vehicles (DMV) drive test (if applying for a DMV Class A or B license)
 7. The Training and Education Division will maintain records including the apparatus number, hours of training, date and name of officer providing instruction in the individual's permanent training record.

B. Engineer Preparatory Course

1. The Engineer Preparatory Course (EPC) consists of classroom lectures, hands on training, a driving and pumping manipulative, and a DMV Class A or B manipulative portion.
 - a. Firefighters who have completed the EPC in its entirety and possess a valid Class A or B driver license are eligible for additional training on any and all apparatus.

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- b. Firefighter IIs and Firefighter IIIs that have not already completed an EPC are eligible to sign-up for the course that is generally run once per year.

C. Class C Certifications

Some vehicles and certifications require only a Class C license and the completion of the appropriate task book. Firefighters that are certified may train and certify each other on vehicles that only require a Class C license.

- 1. Class C vehicle certifications are:
 - a. Chemical pickup
 - b. Ambulance
 - c. Battalion chief (BC) vehicle
 - d. Tiller
 - e. Trailer towing
- 2. BC vehicle, chemical pickup, and ambulance certifications must be obtained by the end of the Firefighter I probationary period.

D. Class A and B Certifications

- 1. Personnel eligible for Class A and B apparatus training include the following:
 - a. Fire engineers
 - b. Firefighters who have successfully completed the EPC and have a Class A or B license
 - c. Firefighters with a minimum of one year of full-time experience with San Diego Fire-Rescue and who have requested, and been issued, a certification waiver by the training officer (see waiver procedure below)
- 2. Class A and B certifications will be issued by the Training and Education Division to eligible personnel that have completed a task book on the following apparatus:
 - a. Aerial ladder tractor/trailer
 - b. Tractor trailer Class A
 - c. Service aerial ladder
 - d. Water tender
 - e. Triple combination pumper (TCP)
 - f. Fuel tender
 - g. Environmental response team (ERT) vehicle
 - h. Light and air
 - i. Airport apparatus
 - j. Airport snozzle apparatus
 - k. Aircraft rescue and firefighting (ARFF) P 19
 - l. Brush apparatus
 - m. Off-road
 - n. Foam rig
 - o. Heavy rescue/hazmat

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3. Information on these units can be found in both the SDFD Drill Manual and the appropriate task book.
4. Eligible personnel will have his/her captain contact the respective battalion chief for that station to make arrangements for appropriate drill and/or temporary assignment to receive the necessary training.

E. Waiver Procedures

1. In those special circumstances where, for the good of the Department, a Firefighter II or III who has not completed Engineer Preparatory Course is needed to drive an apparatus and is not certified on the apparatus, the following steps must be taken:
 - a. The firefighter's captain shall request, in writing (FD-7), a waiver of Engineer Prep Course requirement from the driver training officer, citing needs and circumstances. The waiver must include or cover the following requirements:
 - 1) The waiver is for the good of the Department
 - 2) The firefighter is permanently assigned to the station and expects to be there approximately one year
 - 3) The apparatus is usually driven by a firefighter or could be expected to be driven by a firefighter under normal response or emergency response conditions
 - 4) The waiver is for a specific apparatus. Each apparatus requires a separate waiver.
2. Probationary firefighters are not permitted to obtain a waiver.
3. This request must be reviewed and approved by the respective battalion chief for that station. Also, the Training and Education Division will review, and the training chief approves. Each individual driver will follow waiver instructions provided in the waiver approval memorandum provided by the driver training officer.
4. Personnel obtaining a license under a waiver may submit DMV receipts for reimbursement. However, prior approval for reimbursement must be obtained in writing from the personnel's appropriate deputy chief and petty cash reimbursement procedures apply.