

Miami Township Fire and EMS Operating Procedures



TITLE:	VEHICLE OPERATIONS OPERATING PROCEDURE	#404
EFFECTIVE DATE:	06/15/2014	DATE AMENDED: 09/23/2015
REVIEW DATE:	03/23/2016	APPROVED BY: Chief Steve Kelly

This Operating Procedure shall take effect immediately and shall remain in effect until superseded.

PURPOSE

Establish an Operating Procedure (OP) for safe vehicle operations.

These are not rules, but Procedures to be used under the best of conditions with the optimum resources available. It is important to note that judgment and discretion must be used on all functions, activities and operations of the department.

SCOPE

This Procedure is designed to provide a framework for the safe operation of all department vehicles.

This Procedure shall apply to any and all fire department personnel operating in any and all capacities of their duties in day-to-day activities and emergency operations.

This Procedure is intended to reduce the risk of property damage and prevent injuries to the public and emergency responders, alike. In addition, these Procedures are intended to assure the timely arrival of response units based on the type of services needed.

RESPONSIBILITY

Unsafe operation of an emergency vehicle creates an unacceptable risk to fire department personnel, to the public, and to the individuals who are need of assistance.

Driver Responsibility – The driver of a fire department vehicle is responsible for the safe operation of the vehicle at all times, including compliance with all traffic laws as well as fire department Operating Procedures.

Officer Responsibility – The officer in charge of a fire department vehicle is responsible for supervising the driver and all other assigned personnel; this includes assuring that the driver complies with all traffic laws as well as fire department Operating Procedures.

Member Responsibility – All fire department personnel are required to comply with all safety Procedures while driving, operating, riding in, or performing any function that involves a fire department vehicle.

PROCEDURES

A. General

Only department personnel or as noted in this section shall ride in or on any department vehicles without the permission of the District 26 supervisor or other department officer. Response crews shall not be reduced in number or their ability to perform duties compromised to accommodate riders.

1. EMS apparatus riders may include the following:
 - a. The patient being transported.
 - b. Relative(s) of the patient, usually in the cab.



Miami Township Fire and EMS Operating Procedures

TITLE:

VEHICLE OPERATIONS OPERATING PROCEDURE

#404

- c. Other civilian riders deemed necessary for patient care, as determined by the attending crew.
 - d. A physician, nurse or other medically trained person, as deemed necessary by the attending crew.
 - e. Police officers, as deemed necessary by the attending crew.
 - f. Observers, as approved by the District 26 supervisor or other department officer and after filing a completed release form.
2. Fire apparatus riders may include the following:
- a. Emergency service personnel as necessary for emergency situations (mutual-aid personnel, aero-medical transport personnel, police officers, etc.).
 - b. Observers, as approved by the District 26 supervisor or other department officer and after filing a completed release form.
3. Civilian riders may ride in enclosed positions on department vehicles during special details (parades, matters of safety, public relations, etc.) as approved by the District 26 supervisor or other department officer and after filing a completed release form. Vehicles on such details with civilian riders shall not make emergency responses.
4. At no time shall any personnel, while under the influence of alcohol, drugs, or other impairing substances, or while not in complete physical and mental control, make an attempt to operate any department vehicle.
5. Smoking and/or the use of any tobacco product is prohibited in or on all department vehicles.

B. Driver Qualification

1. All drivers must possess a valid Driver's License that is not under suspension or revocation.
2. Driving privileges will be maintained in accordance to the *Miami Township Personal Policies and Procedures Manual*, Section Operation of *Township and Personal Vehicles*.
 - a. The Department may, at its discretion, request reports from the Bureau of Motor Vehicles to verify driving records.
 - b. Personnel whose driving privileges have been suspended by the department may, with permission of Senior Staff Officers, participate in supervised driver training activities.
3. Personnel shall only operate department vehicles for which they have taken and passed the appropriate level of training as provided by the Training Division of Miami Township Fire and EMS (MTF&EMS).
 - a. Personnel may forward evidence of equivalent driver/operator training for consideration of the Training Division.



Miami Township Fire and EMS Operating Procedures

TITLE:

VEHICLE OPERATIONS OPERATING PROCEDURE

#404

4. Current levels of driver/operator classification are Driver/Operator I, Driver/Operator II, Aerial Driver/Operator and Special Classifications.
 - a. Driver/Operator I
 - Vehicle Class – staff vehicles, EMS units, support/utility vehicles.
 - Required – all full-time, part-time and volunteer personnel within one year of date of appointment.
 - b. Driver/Operator II
 - Vehicle Class – engines
 - Required – all full-time personnel within 18 months of date of appointment. Any part-time personnel wishing to become a driver/operator.
 - c. Aerial Driver/Operator
 - Vehicle Class – aerial apparatus
 - Required – select full-time and part-time personnel as deemed necessary by the District 26 supervisor and Training Division.
 - d. Special Classifications
 - Vehicle Class – MCI tractor, trailers (MCI, LSEC, Bariatric, Boat, other utility trailers).
 - Required - select full-time and part-time personnel as deemed necessary by the District 26 supervisor and Training Division.
 - e. The Training Division shall maintain and provide an approved driver/training curriculum.
 - f. All personnel who operate or may operate department vehicles, including administrative staff positions, shall be trained to a D/O I level.

C. Seat Belts

1. Seat belts shall be worn in accordance to the *Miami Township Personal Policies and Procedures Manual, Section Mandatory Seat Belt Policy*. In addition, the following Procedures shall be followed by department personnel:
 - a. No person shall stand in the cab or don personnel protective equipment (PPE) while the apparatus/vehicle is in motion.
 - b. The driver/operator shall not move any apparatus/vehicle until all personnel are properly seat belted.
 - c. If an alarm is received while the apparatus is in motion, at no time shall any personnel unbuckle or loosen their seat belt to don PPE.
 - d. EMS crew members in the rear of transport vehicles are exempt from this provision only as necessary to provide patient care.



Miami Township Fire and EMS Operating Procedures

TITLE:

VEHICLE OPERATIONS OPERATING PROCEDURE

#404

D. Cell Phones

1. Cellular telephone usage, when operating a vehicle shall be done in accordance to *Miami Township Personal Policies and Procedures Manual, Section Communications Policy*.

E. Emergency Response

1. The driver of an emergency vehicle shall operate said vehicle with due regard to public safety when proceeding through an intersection governed by a traffic control device indicating a "GO" condition.
 - a. The driver of an emergency vehicle shall operate said vehicle with due regard to public safety when proceeding through an intersection governed by a traffic control device indicating a "STOP" condition.
 - b. The driver of an emergency vehicle should only exceed the posted speed limit with due regard to public safety.
 - c. The driver of an emergency vehicle shall not pass a school bus displaying flashing red lights. The driver of the emergency vehicle shall stop, wait for the bus driver to deactivate flashing lights and motion when safe to proceed.

F. Emergency Fire and EMS Response Criteria

1. Personnel will respond with active emergency lights and siren to an emergency scene to include:
 - Structure fires
 - Vehicle fires
 - Fire alarm (only those units in whose district the alarm occurs)
 - Auto accident with injury and/or entrapment
 - Entrapment/Rescue
 - Grass/Trash fire with exposure or crop value
 - Hazardous Materials incident/spill/release
 - Gas leak within a structure
 - Smoke in a structure
 - Carbon monoxide alarm with symptomatic patient
 - Fumes/odors with sick persons
 - Mutual-aid response to the scene
 - Emergency to property – impinging on utilities
 - Serious medical/trauma emergency (to the scene)
 - Medical/traumatic emergency – unstable patient (to the hospital)
 - Medical/traumatic emergency – stable patient



Miami Township Fire and EMS Operating Procedures

TITLE:

VEHICLE OPERATIONS OPERATING PROCEDURE

#404

- Minor traumatic injury
 - EMS request for assistance
 - Any other emergency where the use of lights and sirens is deemed necessary and appropriate for the nature of the incident.
2. Under no conditions will an emergency vehicle who is responding in the emergency mode be asked to hurry or expedite their response by any MTF&EMS personnel.

G. Non-emergency Fire and EMS Response Criteria

1. On-duty personnel will respond with lights and sirens inactive to an emergency scene unless otherwise notified by the District 26 supervisor or Incident Commander.
- Fire alarm (except for those units in whose district the alarm occurs)
 - Auto accident without injuries
 - Grass/Trash fire without exposure
 - Smoke in the area
 - Gas leak outside of a structure
 - Smoke detector activation without smoke present
 - Carbon monoxide alarm without symptomatic persons
 - Odor in structure without symptomatic persons
 - Emergency to property/miscellaneous request for service
 - EMS request for lifting assistance/patient handling
 - Transformer fire
 - Wires down
 - Tree/limb down
 - Bomb threat
 - Animal rescue
 - Incident Command orders to “slow response”

H. Hose Loading On A Moving Apparatus

1. Hose loading activities shall be permitted on moving fire apparatus only when all of the following conditions are met.
- a. The area where hose loading will take place shall be clear from traffic.
 - b. At least four (5) individuals will be involved in the hose loading process:
 - A Safety Observer to coordinate hose loading and apparatus movement with the crew loading hose and the apparatus operator.



Miami Township Fire and EMS Operating Procedures

TITLE:

VEHICLE OPERATIONS OPERATING PROCEDURE

#404

- The person assigned as the Safety Observer shall not be directly involved in the hose loading process.
 - An apparatus operator.
 - The Safety Observer shall have an unobstructed view of the hose loading operation and shall be in direct visual and voice contact with the apparatus operator.
 - The apparatus operator shall only act on the direction of the Safety Observer.
 - At least two (2) persons in the hose bed to load hose from a kneeling position.
 - One or more persons to aid in the hose load from the ground level at the rear of the apparatus.
 - Other individuals, as needed, to assist with the hose loading process.
 - One or more individuals, wearing a hi-viz safety vest, may be needed to monitor and control traffic.
 - c. The fire apparatus in use shall only be driven in a forward direction at a speed of no more than 5 miles per hour. The apparatus may either straddle or position along side of the hose to be loaded.
 - The apparatus shall not be driven in reverse for the hose loading process.
 - d. No person shall be permitted to stand on the side, tailboard or other location of the apparatus while it is in motion.
 - e. No person shall be permitted to stand in the hose bed of the apparatus while it is in motion.
 - f. Any person engaged in the hose loading operation shall wear a helmet and gloves.
2. If the hose load process cannot comply with this Procedure, or if there is any question relating to the safety of the operation, hose shall not be loaded on a moving apparatus.
 3. The Safety Observer shall stop the hose loading process at any time he/she observe an unsafe condition.

I. Vehicle Backing

1. Any time a vehicle, other than a staff car, is to be backed into position there shall be a guide to assist the driver/operator with that maneuver except for ambulance operations. The guide shall be positioned at the driver's side rear of the vehicle, on the ground, in a safe position. The guide shall keep themselves in a position to maintain eye contact with the driver/operator at all times using the driver side view mirror. The driver shall immediately stop the vehicle anytime the driver loses visual contact with the backer.



Miami Township Fire and EMS Operating Procedures

TITLE:

VEHICLE OPERATIONS OPERATING PROCEDURE

#404

2. It is the responsibility of the driver/operator and front seat occupant to make sure a guide is utilized when backing a vehicle.

I. Accidents

1. Current *Miami Township Personnel Policies and Procedures* and applicable Procedures contained within the current Collective Bargaining Agreement (CBA) regarding post-accident Procedures shall be followed, as appropriate.
2. Department vehicles involved in an accident shall not proceed or leave the scene of an accident except as noted below. Notification of the District 26 supervisor and a police report are required for all accidents, prior to leaving the scene. Accidents resulting in injuries also require notification of a Chief Officer and Safety Officer.
 - a. Drivers and vehicles (emergency or non-emergency) shall not leave the scene of an accident resulting in injuries, except for EMS vehicles transporting critical or unstable patients, or when interruption of transport would compromise patient care.
3. Drivers and vehicles (emergency or non-emergency) shall not leave the scene of an accident resulting in property damage except in the following cases:
 - a. During emergency response, when resulting property damage is of a very minor nature and involves a fixed object (mailbox, ruts in yard, etc.). Upon clearing the detail, the driver and vehicle shall return to the accident site for necessary reporting Procedures.
 - b. During EMS transportation of a patient to a care facility, when resulting in property damage only.
4. The dispatcher shall be notified immediately of involvement in an accident and advised of the nature and severity of the accident. If the vehicle is on an emergency response, a request shall be made to dispatch another unit to complete the detail.

J. Return To Service / Availability

1. Upon returning to quarters, the vehicle crew is responsible for cleaning the vehicle as needed, placing it back in service, and checking all equipment to assure that it is present and in operating condition, and supplies replaced.
 - a. Vehicle crew members are not released for other duties and/or recall personnel are not released from duty until vehicles are in a condition of readiness for the next detail.
2. The driver/operator and/or company officer is responsible for conducting a detailed final check of the vehicle and equipment to assure that everything is accounted for and ready for service.
3. Vehicles are to be connected to the 120V shore line when in quarters.

K. Vehicle Refueling

1. Vehicles are to be refueled when the fuel gauge indicates $\frac{3}{4}$ or less.



Miami Township Fire and EMS Operating Procedures

TITLE:

VEHICLE OPERATIONS OPERATING PROCEDURE

#404

2. In the event that the wrong fuel is dispensed into a vehicle fuel tank (e.g. gasoline into a diesel fuel tank, diesel into gas) the vehicle should not be restarted and the District 26 supervisor notified immediately. Notification of Fleet Services personnel is also required.
3. Whenever a vehicle is used by a department member (training, errands, etc.) they shall ensure that the vehicle is refueled when returned to the station from which it was taken.

L. Vehicle Cleaning

1. All vehicles should be in a presentable condition; washed and cleaned as needed or directed.
2. During cold weather, vehicles should be dried thoroughly to prevent freezing of doors and other components.
 - a. Department vehicles are not to be washed when the temperature is at, or below 20 degrees.
3. Whenever a vehicle is used by a department member (training, errands, etc.) they shall ensure that the vehicle is cleaned when returned to the station from which it was taken.

M. Maintenance / Repair

1. Maintenance/Repair requests are to be completed and forwarded to the Fleet Services personnel for any vehicle deficiencies.
2. Mechanical failure/breakdown of a vehicle should be reported to the District 26 supervisor and notification made to the Fleet Services personnel. The vehicle should not be operated further until it is determined if the vehicle is safe and that continued operation will not further damage the vehicle.
3. Any department employee may, at any time, remove from service any vehicle deemed to be unsafe or mechanically unfit to operate. Appropriate notification must be made to the District 26 supervisor.
 - a. Whenever a vehicle is taken out of service, immediate notification of Fleet Services personnel is required.
 - b. Problems that do not prevent or hinder safe operation of a vehicle; that will not cause further damage; or do not involve critical components are to be reported with a repair request form forwarded to the Fleet Services personnel. Questionable situations should result in notification of the Fleet Services personnel.
 - c. The District 26 supervisor has the authority to return a vehicle to service after investigating the reported issue.