



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Driver Eligibility
Reference Number:	OPER 01-001
Effective Date:	21-Jul-04
Last Revision Date:	22-Mar-22
Signature of Approval	Curtis Sheets, Chief

Purpose:

It is the purpose of this policy to provide guidelines for the operation of vehicles owned and maintained by the Wintergreen Fire & Rescue (WFR). The department utilizes its fleet of vehicles as essential resources to our personnel to provide safe and efficient quality services to its customers.

It is the objective of WFR to provide appropriate vehicles, training, and supervision for personnel who operate vehicles. Supervisor(s) are expected to implement and enforce all vehicle policies contained in this policy.

The operation of motor vehicles has a great risk of fatal or serious injuries to both personnel and citizens. In addition to the personal safety and liability risks, there is also potential property loss and damage to vehicles and equipment. Agency leadership recognizes these areas of exposure and will be committed to provide direction in the communication, education, and enforcement of this policy.

Authority:

The following procedures are in accordance with accepted standards put forth in the Virginia Emergency Medical Services Regulations.

Violations of any of the below, the finding of any form of inappropriate or unsafe operations of any agency vehicle, or any moving violation charge during the operation of an agency vehicle may result in disciplinary actions and/or driver penalties.

Procedure Eligibility to operate vehicles:

1. WFR vehicles should be operated by personnel of the agency with the following minimum credentials.
 - A. Have a valid driver's license in the state of which they reside with no restrictions in Virginia or any neighboring state.
 - B. Personnel driving fire and rescue apparatus, must be at least 19 years of age.
 - C. Personnel must have and maintain a satisfactory driving record.
 - D. Personnel wishing to drive fire apparatus or the heavy squad unit must complete EVOC class III. Members wishing to drive only ambulances must complete EVOC class II.
 - E. Rescue squad members must complete a certified Cardiopulmonary Resuscitation (CPR) course.

- F. Drivers for the heavy squad, refer to policy ADM 04-008 for more information and requirements.
- G. Fire apparatus drivers are preferred to have completed a Basic Pump Operations course and/or Firefighter I.
- H. Truck 1 operators refer to SAP 04-005 Truck 1 for more information and requirements.
- I. Members must demonstrate proficiency and knowledge of all equipment and its location on the apparatus prior to being released by the Training Captain.

Operation of Vehicles:

Refer to policy OPER 01-003 Vehicle Operations

Prohibited Actions during operation of WRS Vehicles:

1. The consumption of alcoholic beverages or use of illegal drugs is prohibited up to 8-hours prior to and while on duty or while driving agency vehicles. Violation of this rule will result in immediate dismissal.
2. Personnel using prescription or non-prescription medications that impair their driving ability shall not operate agency vehicles.
3. Texting or emailing (defined as using any hand-held personal communication device to manually enter multiple letters or numbers or to read a text message) is prohibited while driving a department vehicle.
4. Tobacco use, of any kind, is prohibited in any Wintergreen Fire & Rescue vehicle.
5. Agency personnel or any other person is prohibited from riding in the bed or storage area of a pickup truck or other similar vehicle.

Accident/Violation Reporting Procedures:

1. In the event personnel are involved in an accident in an agency owned vehicle they (if physically able) shall immediately contact their shift supervisor. In addition, the accident is to be reported immediately to law enforcement for investigation.
2. Any personnel involved in an accident involving a motor vehicle may be required to submit to a post accident drug screen. This test should be conducted as soon as possible after the occurrence of the accident, if applicable.
3. Information concerning the accident, including information about other drivers involved should be forwarded as soon as possible to the agency administration for insurance filing purposes. (Whenever possible a copy of the investigating officer's report should be obtained.)
4. Personnel involved in an accident should not enter into any confrontation with anyone involved, not admit fault or promise settlement, and should not discuss the accident facts with anyone except agency administration or law enforcement personnel conducting the investigation.
5. All citations or summons issued to personnel associated with the operation of an agency owned vehicle are to be reported immediately to agency leadership.

Driver Training Requirements:

1. All personnel who operate an agency owned OEMS permitted vehicle, must provide evidence of completion of an OEMS approved Emergency Vehicle Operator's Course

(EVOC).

2. Any new personnel will be required to review this written policy prior to the operation of agency owned vehicles.
3. Additional training may be conducted on an 'as needed basis' for personnel who have demonstrated a pattern of unacceptable driving performance, as determined by the agency administration.

Disciplinary Action:

1. Each incident is unique, and therefore each incident will be considered individually with appropriate actions taken by agency administration.
 - A. Depending on the incident, a committee consisting of the Deputy Chief, Training Captain, and a representative of Wintergreen Police Department will review and/or investigate the incident.

Effective October 10, 2012:

12VAC5-31-910. Criminal or enforcement history.

- *Requirement for immediate agency notification by personnel regarding any convictions, regardless of the state where an infraction occurred or changes to his operator's or driver's license. The immediate agency notification shall be defined as not more than 10 calendar days following the conviction date; and*
- *Identification of internal mechanisms regarding agency level actions for driver penalties (i.e., probation or suspension of driving privileges).*
- *All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions and adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.*
- *Agencies shall submit a report regarding items in this section to OEMS upon request.*