



**Virginia Department of Fire Programs**  
**Virginia Association of Volunteer Rescue Squads, Inc.**  
**Emergency Vehicle Operator's Course**  
**COURSE ADMINISTRATIVE GUIDELINES**

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## **I. Terminology:**

- A. Emergency Vehicle Operator's Course Candidate** - *A registered student in the Virginia Department of Fire Programs' and Virginia Association of Volunteer Rescue Squads' Emergency Vehicle Operator's Course certification program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 8 hours of classroom instruction and 8 hours of student skills; the successful completion of the one written examination and practical skills for Emergency Vehicle Operator's Course certification.*
- B. Emergency Vehicle Operator's Course Instructor** - *A qualified instructor meeting the Virginia Department of Fire Programs and Virginia Association of Volunteer Rescue Squads' training program delivery requirements for Emergency Vehicle Operator's Course, NFPA 1002 Standards on Fire Apparatus Driver/Operator Professional Qualifications, current edition, the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress, and National Highway Traffic Safety Administration.*
- C. Emergency Vehicle Operator's Course Instructor Trainer** - *A qualified instructor trainer meeting the Virginia Department of Fire Programs' and Virginia Association of Volunteer Rescue Squads' training program delivery requirements for Emergency Vehicle Operator's Course.*
- D. Emergency Vehicle Operator's Course Instructor Evaluator** - *A qualified Emergency Vehicle Operator's Course Trainer (Instructor I, II, III, or IV) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Emergency Vehicle Operator's Course certification program.*
- E. Program Manager/Course Coordinator** - *The Virginia Department of Fire Programs' and Virginia Association of Volunteer Rescue Squads' representative assigned to develop, implement, and manage the Emergency Vehicle Operator's Course certification program.*
- F. Emergency Vehicle Operator's Course Certification** - *A Virginia Department of Fire Programs' (VDFP) and Virginia Association of Volunteer Rescue Squads' (VAVRS) certification training program designed to meet the NFPA 1002 Standards on Fire Apparatus Driver/Operator Professional Qualifications, 2003 Edition and accredited through the National Board on Fire Service Professional Qualifications (NBFSPQ), the International Fire Service Accreditation Congress (IFSAAC), and the National Highway Traffic Safety Administration (NHTSA).*

## **II. Emergency Vehicle Operator's Course Instructor Qualifications and Requirements:**

### **A. Pre-Course Qualifications:**

1. Three (3) years experience as a certified Emergency Vehicle Operator's Course driver or validated and approved by the appropriate VDFP Division Chief.
2. VDFP Instructors will have one (1) year experience as an Instructor I, II, III, or IV or validated and approved by the appropriate VDFP Division Chief.
3. VAVRS Instructors will have completed the "Methods of Instruction" course or recognized equivalent approved by the VAVRS Training Committee.
4. Documented experience as an accomplished instructor, supported by a letter of reference from the candidate's VDFP Division Chief.
5. Prior (documented) monitoring or completion of a current 16 hours Emergency Vehicle Operator's Course certification training program.

*a. Emergency Vehicle Operator's Course Instructors previously approved and current in the delivery of the Emergency Vehicle Operator's Course Certification Program will not be required to monitor or complete the Emergency Vehicle Operator's Course Certification Program.*

*b. Emergency Vehicle Operator's Course Trainer "candidates", not previously approved to conduct an Emergency Vehicle Operator's Course Certification Program will be required to monitor or complete the current 16-hour Emergency Vehicle Operator's Course Certification Program.*

### **B. Course Completion Requirements (Recognition as a New Emergency Vehicle Operator's Course Instructor)**

1. Successful completion of the Emergency Vehicle Operator's Course certification program. Successful completion of an Emergency Vehicle Operator's Course Train-The-Trainer (T-T-T), with an additional eight (8) hours of classroom and eight (8) hours of practical training. The required field instruction includes:
  - a. Serving as an assistant or lead instructor during the delivery of an Emergency Vehicle Operator's Course certification training program to include eight (8) hours of classroom training and eight (8) hours of practical training.*
  - b. Successful completion of an Instructor I, II, III, or IV "Update" training program after July 1, 2004.*

### **C. Maintaining Emergency Vehicle Operator's Course Instructor Status**

1. VDFP Emergency Vehicle Operator's Course Instructors shall conduct, assist, and/or monitor 16-hours of an approved Emergency Vehicle Operator's Course Certification training program within a 24 month period.
  - a. *Emergency Vehicle Operator's Course Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their VDFP Division Chief and successfully complete an Emergency Vehicle Operator's Course "Train-The-Trainer".*
2. VAVRS Emergency Vehicle Operator's Course Instructors shall follow the Virginia Association of Volunteer Rescue Squads Instructor Guidelines.

### **D. Quality Assurance**

1. The Division Chief/Course Coordinator assigned to program management of the Emergency Vehicle Operator's Course Certification programs will be responsible for ensuring the quality of Instructional Cadre within the Virginia Department of Fire Programs and Virginia Association of Volunteer Rescue Squads delivery system.
2. The Division Chief/Course Coordinator has the authority to assign qualified Emergency Vehicle Operator's Course Evaluator(s) to evaluate/assess individual instructors prior to, during, or after instructional delivery.
  - a. *When circumstances indicate a need for an evaluation of an individual instructor or instructional cadre (i.e., poor student evaluations, student/department complaints on instructional delivery, and/or written and performance test indicators.)*
  - b. *When an evaluation and/or assessment is required by program administrative guidelines or VDFP/VAVRS Policy/Procedure, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Course Coordinator or Review Committee.*
    1. *Respective Division Chiefs/Course Coordinator may/may not be notified of evaluations/assessments.*
    2. *Instructors/Instructional Cadre may/may not be informed by the Division Chief of a scheduled evaluation.*
    3. *Instructor Evaluators will be trained by a representative of the Instructor Review Committee and approved by the Emergency Vehicle Operator's Course Certification Program's Manager/Course Coordinator.*
  - c. *The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for five percent (5%) of all programs to be evaluated annually.*

### **III. Emergency Vehicle Operator's Course Candidate Pre-Course Qualifications and Requirements:**

#### **A. Pre-Course Qualifications and Requirements for Emergency Vehicle Operator's Course Candidates**

1. Minimum 18 years of age first day of class.
2. Have a valid unrestricted operator's license.
3. Affiliated with an emergency services organization or Virginia Division of Motor Vehicles (DMV) assigned.
4. Have written approval from their sponsoring agency, signed by an authorized agent for the sponsoring agency

#### **B. Course Completion Requirements for Emergency Vehicle Operator's Course Candidates**

1. Emergency Vehicle Operator's Course Candidates are required to attend 100% of classroom sessions to meet all of the standards set forth in the National Fire Protection Association's 1002, "Standards for Fire Apparatus Driver/Operator Professional Qualifications", current edition and the National Highway Traffic Safety Administration.

*Candidates must take the Emergency Vehicle Operator's Course in sequence and attend 100% percent of the training program. The VDFP 10% Policy for make-up does not apply to the Emergency Vehicle Operator's Course.*

2. Emergency Vehicle Operator's Course Candidates are required to satisfactorily complete assigned evolutions as identified in the course curriculum, and by the Emergency Vehicle Operator's Course Trainer.

#### **C. Recertification Requirements for Emergency Vehicle Operator's Course Students**

1. The Virginia Department of Fire Programs does not participate in a recertification program for the Emergency Vehicle Operations Course. Once the student completes the course, the Attendance Certificate is good for life.
2. The certification period for Virginia Association of Volunteer Rescue Squads Emergency Vehicle Operator's Course is five (5) years. In order to maintain certification, the recertification procedure must be completed before December 31<sup>st</sup> of the fifth year following certification.

**EXAMPLE:** Certification obtained during 2010 (any date) must be recertified before December 31, 2015.

### 3. Recertification Procedures:

**OPTION 1:** The student will take the entire Emergency Vehicle Operator's Course. The certification period for Emergency Vehicle Operator's Course is five (5) years. In order to maintain certification, the recertification procedure must be completed before December 31<sup>st</sup> of the fifth year following certification. (didactic session and practical evolutions). A minimum score of 70% is required for successful completion of the didactic session and successfully complete the practical exercises.

**OPTION 2:** The student will attend the didactic session. A minimum score of 70% is required for successful completion of the didactic session. In lieu of the practical exercises, he/she may submit a "Certification of Driving Experience" form signed by the authorized agent of the sponsoring agency.

**OPTION 3:** The student may participate in a "Distance Education" recertification process:

- A. Didactic information will be provided through a multimedia presentation to include: updates relative to emergency vehicle operations, Virginia Motor Vehicle Laws, and any other pertinent information.
- B. A written examination will be given at the end of the review. A minimum score of 70% is required for successful completion of the didactic session.
- C. The student will complete the practical exercises and evaluation process. He/she may submit a "Certification of Driving Experience" form in lieu of the practical exercises, he/she may submit a "Certification of Driving Experience" form signed by the authorized agent of the sponsoring agency.

## IV. Course Curriculum and Delivery

### A. Course Curriculum

Current Virginia Department of Fire Programs and Virginia Association of Volunteer Rescue Squads Emergency Vehicle Operator's Course Curriculum, current edition.

### B. Course Delivery

1. Classroom instruction requires one (1) qualified instructor to deliver the training program. Class size is not to exceed the number of students based on the demographics of the facility.
2. Practical Sessions
  - a. *VDFP Instructor/Student ratio is not to exceed one (1) instructor for every eight (8) students.*
  - b. *VAVRS Instructor/Student ratio is not to exceed one (1) instructor for every five (5) students.*

### C. Student Load/Registration

1. Maximum number of students for the Virginia Department of Fire Programs' and Virginia Association of Volunteer Rescue Squads Emergency Vehicle Operator's Course Certification Course is not to exceed 24 Emergency Vehicle Operator's Course Candidates
  - a. Classroom Instructor/Student ratio is: 1:24
  - b. Practical Sessions ratio is: 1:8 (VDFP) or 1:5 (VAVRS)

## V. Course Completion Requirements

### A. Emergency Vehicle Operator's Course Instructor Course Completion Requirements

Emergency Vehicle Operator's Course Instructors are to submit the following documentation to the governing VDFP Division Office within 10 working days or VAVRS Office within 30 working days from last day of training.

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|---|--|
| <b>Course Request/Completion Form/Notification Form</b> | - <i>completed form to include section "B" (submitted and VDFP/VAVRS approved) with the schedule identifying the dates, times, location, subject and instructor. (This form is available from the Program Manager upon request.)</i>   |
| <b>Daily Attendance Sheet</b>                           | - <i>for each day of attendance, with columns for the students printed name, student's signature, and instructor's initials. (This form is available from the Program Manager or VAVRS Office upon request.)</i>   |
| <b>EVOC Roll Call Form</b>                              | - <i>maintained and completed by the EVOC Instructor. This form must identify each day of scheduled training and is completed by use of the Daily Attendance Sheet. Students failing to appear on the Daily Attendance Sheet WILL NOT RECEIVE CREDIT on the Emergency Vehicle Operator's Course Roll Call Form for that day's attendance.</i>  |
| <b>Blue/Green Data Forms</b>                            | - <i>appropriately completed Registration (green) and Personal Data (green, reverse side of Registration form), and Written Test/Course Completion (blue) "bubble" forms. All submitted forms must be reviewed by Emergency Vehicle Operator's Course Trainer for accuracy and completeness. Errors on forms will be returned to the EVOC Trainer for correction. (Forms available from local Division Office)</i> |
| <b>Practical Evaluation</b>                             | - <i>appropriately completed Practical Evaluation and Preventative Maintenance Practical Form for each candidate completing the course.</i>  |
| <b>Course Evaluation</b>                                | - <i>appropriately completed Course Evaluation for each candidate completing the course.</i>   |

## **B. Emergency Vehicle Operator's Course Candidate Course Completion Requirements**

1. 100% attendance of 16 hours of didactic and practical sessions as stipulated by the Virginia Department of Fire Programs, Virginia Association of Volunteer Rescue Squads, National Fire Protection Association's 1002 "Standards for Fire Service Driver Operator - Pumper", and the United States Department of Transportation National Standard Training Curriculum "Emergency Vehicle Operator's Course".
2. Successful completion of the written examination and practical evolutions.
3. When all conditions of certification have been met by the Emergency Vehicle Operator's Course Candidate, VDFP will issue a certificate of attendance; enter the new Emergency Vehicle Operator's Course Attendance in the VDFP Fire Service Training Record System (FSTRS).
4. When all conditions of certification have been met by the Emergency Vehicle Operator's Course Candidate, the VAVRS will issue a certificate of certification and enter the new Emergency Vehicle Operator's Course certification in the VAVRS Training Database.

## **VI. Material Requirements**

### **A. Emergency Vehicle Operator's Course Trainer Materials**

1. VDFP/VAVRS Approved Course Administration and Instruction Guide
2. VDFP/VAVRS Emergency Vehicle Operator's Course Instructor Guide (Current Edition)
3. VDFP/VAVRS Emergency Vehicle Operator's Course CD-ROM (Current Edition)
4. VDFP/VAVRS Emergency Vehicle Operator's Course Student Manual (Current Edition)
5. VDOT Work Zone Safety, Guidelines For Temporary Traffic Control (Current Edition)
6. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office or the Virginia Association of Volunteer Rescue Squads Office

### **B. Emergency Vehicle Operator's Course Candidate Materials**

1. VDFP/VAVRS Emergency Vehicle Operator's Course Student Manual (Current Edition)
2. VDFP/VAVRS Emergency Vehicle Operator's Course Student Manual Package (available from the VDFP/OEMS Bookstore)

## VIII. Course Curriculum and Presentation

### A. Course Overview

1. The Virginia Department of Fire Programs' and Virginia Association of Volunteer Rescue Squads, Inc. Emergency Vehicle Operator's Course training program consists of 16 hours of didactic instruction and practical sessions.
2. To ensure Emergency Vehicle Operator's Course candidates meet the Virginia Department of Fire Programs, National Fire Protection Association's 1002, "Standards for Fire Apparatus Driver/Operator Professional Qualifications", the National Board on Fire Service Professional Qualifications, and the National Highway Traffic Safety Administration candidates must successfully complete a written test for each module and show competency during the required skills in the Course Evolutions. The Candidates must receive a minimum score of **70%** on the written examination.

### B. Course Curriculum

**Session 1** Introduction, Student Registration, Desirable Student Attributes, Driver Selection, Student Motivation and Class Need, Fundamentals of Vehicle Operations, and the Transportation System.

**Session 2** Legal Aspects, Responding to the Incident, Crash Avoidance, Best Practices for Emergency Responders Operating on Highways, Firefighter Fatality Investigation Recommendations, and Summary.

**Session 3** Cone Course

## X. Candidate Written and Practical Exercises

### A. Written Examinations

1. Candidates failing to receive a minimum score of **70%** on the written examination will be allowed to retest one (1) time. Retests will not be permitted earlier than ten (10) calendar days after the notification of failure, and no later than ninety (90) calendar days following the notification of failure. (*Candidates must retest within the 10-90 days following the failure notification date*). Failure of candidates to re-test within the specified time, or successfully complete the re-test will be required to retake the training program again. (No exceptions!)
2. Emergency Vehicle Operator's Course Instructors are encouraged to make complete documentation regarding the reason(s) for a candidate's failure during any Course Evolutions on the reverse side or the Evaluations Form. If a Candidate is involved in a collision and any damage is reported to property or vehicles, the Candidate has failed the Practical Session and the Emergency Vehicle Operator's Course Instructor will document the reason for failure on the Practical Evolutions Form and complete a VDFP Accident Report

Form. This documentation will be forwarded to the appropriate VDFP Division Office or VAVRS Office with the Course Completion paperwork.

## **XI. Course Completion Requirements**

### **A. Documentation / Course Completion**

1. The following forms and documents are required within ten (10) working days following the final day of the Emergency Vehicle Operator's Course training Program by the Lead EVOC Instructor:

Training Request/Completion Form (Section "B" completed)

Daily Attendance Sheet for each day of training program

Course Roster/Daily Attendance Record (maintained and completed by the Lead Instructor)

Registration, Personal Data, and Written Test/Course Completion forms

Candidate's Practical Skill's Form (Instructor's form, signed and dated by the Lead Instructor and candidate with reason(s) for passing or failing.)

Course Critique Form (From each Emergency Vehicle Operator's Course Candidate)

Any/All AV and Training Materials loaned to instructor(s)

2. Any questions regarding Emergency Vehicle Operator's Course Instructor qualifications, Emergency Vehicle Operator's Course curriculum, Emergency Vehicle Operator's Course Candidate performance requirements, or the guidelines used to conduct the certification program should be forwarded to each VDFP Division Chief, VAVRS Course Coordinator, or the Emergency Vehicle Operator's Course Certification Program's Manager. Consult the VDFP's Instructor Manual (Current Edition) for names, addresses, and contact numbers for VDFP Division Offices.




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**Emergency Vehicle Operator's Course**  
**COURSE ADMINISTRATIVE GUIDELINES**

The Emergency Vehicle Operator's Course Review Committee has reviewed the Administrative Guidelines for the Emergency Vehicle Operator's Course Certification program identified in the previous pages. All undersigned have agreed to its presentation.

**Committee Acceptance:**

Michael D. Berg	_____	_____
	Signature	Date
Edward B. Bish	_____	_____
	Signature	Date
Gary A. Dalton	_____	_____
	Signature	Date
James S. Doran, II	_____	_____
	Signature	Date
Douglas E. Eberhardt	_____	_____
	Signature	Date
Brian P. Hoover	_____	_____
	Signature	Date
Larry A. Oliver	_____	_____
	Signature	Date
David W. Weaver	_____	_____
	Signature	Date

**VDFP/VAVRS Representatives:**

_____ Branch Chief of Training and Operations Printed Name	_____ Signature	_____ Date
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_____ Chief, Curriculum Development Printed Name	_____ Signature	_____ Date
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_____ Division Chief / Program Manager Printed Name	_____ Signature	_____ Date
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_____ Training Officer (VAVRS) Printed Name	_____ Signature	_____ Date
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