



Virginia Department of Fire Programs
DRIVER OPERATOR – PUMPER 2nd EDITION
COURSE ADMINISTRATIVE GUIDELINES

I. Terminology:

- A. Driver Operator – Pumper Candidate** - *A registered student in the Virginia Department of Fire Programs' Driver Operator – Pumper certification program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 56 hours of classroom instruction and student skills; the successful completion of the final written test and practical skills for Driver Operator – Pumper certification.*
- B. Driver Operator – Pumper Instructor Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Driver Operator – Pumper, NFPA 1002 Standards on Fire Apparatus Driver/Operator Professional Qualifications, 2003 Edition and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*
- C. Driver Operator – Pumper Instructor Evaluator** - *A qualified Driver Operator – Pumper Trainer (Instructor I, II, III, or IV) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Driver Operator – Pumper certification program.*
- D. Program Manager** - *The Virginia Department of Fire Programs' representative assigned to develop, implement, and manage the Driver Operator – Pumper certification program.*
- E. Driver Operator - Pumper Certification Course** - *A Virginia Department of Fire Programs' 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) and/or the International Fire Service Accreditation Congress(IFSAC).*

II. Driver Operator – Pumper Instructor Qualifications and Requirements:

A. Pre-Course Qualifications:

1. 3 years experience as a certified Driver Operator – Pumper or validated and approved by the appropriate VDFP Division Chief.
2. 1 year experience as an Instructor I, II, III, or IV or validated and approved by the appropriate VDFP Division Chief.
3. Documented experience as an accomplished instructor, supported by a letter of reference from the candidate's VDFP Division Chief.

4. Prior (documented) monitoring or completion of a current Driver Operator – Pumper certification training program.
 - a. *Driver Operator – Pumper Instructors previously approved and current in the delivery of the Driver Operator – Pumper Certification Program will not be required to monitor or complete the Driver Operator – Pumper Certification Program.*
 - b. *Driver Operator – Pumper Trainer “candidates”, not previously approved to conduct an Driver Operator – Pumper Certification Program will be required to monitor or complete the current 56-hour Second Edition Driver Operator – Pumper Certification Program.*

B. Course Completion Requirements (Recognition as a New Driver Operator – Pumper Instructor)

1. Successful completion of the Driver Operator – Pumper certification program. Successful completion of a Driver Operator – Pumper T-t-T, with an additional 8 hours of classroom and 8 hours of practical training. The required Field Instruction which includes:
 - a. *Serving as an assistant or lead instructor during the delivery of a Driver Operator – Pumper certification training program to include 4 hours of hydraulics and 4 hours of any other selected class subject and 8 hours of practical training.*
 - b. *Successful completion of an Instructor 2, 3 or 4 “Update” training program after July 1, 2004.*

Additional note: After successfully completing the Driver Operator- Pumper Train the Trainer, the instructor may also teach Rural Water Supply and Basic Pump Operations as long as the instructor meets the requirement set forth in the programs as outlined in the Administrative guidelines of those programs.

C. Maintaining Driver Operator - Pumper Trainer Status

1. Driver Operator - Pumper Trainers shall conduct, assist, and/or monitor 16-hours of an approved Driver Operator - Pumper Certification training program within a 24 month period
 - a. *Driver Operator - Pumper Trainers failing to meet the above criteria shall be required to obtain a letter of recommendation from their VDFP Division Chief and successfully complete a Driver Operator - Pumper “Train-the-Trainer”.*

D. Quality Assurance

1. The Division Chief assigned to Program Management of the Driver Operator - Pumper Certification programs will be responsible for ensuring the quality of Instructional Cadre

within the Virginia Department of Fire Programs delivery system.

2. The Program Manager/Division Chief has the authority to assign qualified Driver Operator – Pumper 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 Policy/Procedure, selected Instructor Evaluator(s) will be assigned to complete the task and report back to the Program Manager/Review Committee.*
 1. *Respective Division Chiefs 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 Instructor Certification Program's Manager.*
 - c. *The evaluation responsibility is inclusive of the Virginia Department of Fire Programs Policy for 5% of all programs to be evaluated annually.*

III. Driver Operator - Pumper Candidate Pre-Course Qualifications and Requirements:

A. Pre-Course Qualifications and Requirements for Driver Operator - Pumper Candidates

1. Current Firefighter I certification which meets/exceeds one or more of the following accreditations:

Virginia Department of Fire Programs (VDFP)
National Board on Fire Service Professional Qualification (NBFSPQ)
International Fire Service Accreditation Congress (IFSAC)

- AND -

Virginia Department of Fire Programs' recognition/certificate for Hazardous Materials Operations training certificate which meets or exceeds one or more of the following:

- a. *Virginia Department of Fire Programs training in Hazardous Materials Operations*
- b. *Virginia Department of Emergency Management as a Hazardous Materials Technician -OR- Specialist*

- AND -

Virginia Department of Fire Programs current Emergency Vehicle Operators Certificate Course class three (3) minimum. Possess a valid unrestricted driver's license. Minimum of 18 years of age on the first day of class.

B. Course Completion Requirements for Driver Operator - Pumper Candidates

1. Driver Operator - Pumper 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"
 - a. *Missed sessions or any portion of that session, must be made up as the entire session prior to the next scheduled session or within another Driver Operator - Pumper certification course. All sessions within the Driver Operator - Pumper certification course must be taken in sequence.*
2. Driver Operator - Pumper Candidates are required to satisfactorily complete assigned evolutions as identified in the course curriculum, and by the Driver Operator - Pumper Trainer.
3. Driver Operator - Pumper Candidates must receive a minimum score of **70%** on the 100 question final written test.

IV. Course Curriculum and Delivery

A. Course Curriculum

1. Classroom instruction and Driver Operator – Pumper Candidate practical evolutions 56 Hours
2. The final written test is not included in the 56 hours of instructional training.

B. Course Delivery

1. Classroom instruction requires one (1) qualified instructor to deliver the training program. Class size is not to exceed 18 students.
2. Practical Sessions
 - a. *Instructor/Student ratio is not to exceed one (1) instructor for every six (6) students.*

C. Student Load/Registration

1. Maximum number of students for the Virginia Department of Fire Programs' Driver Operator - Pumper Certification Course is not to exceed 24 Driver Operator - Pumper Candidates
 - a. *Classroom Instructor/Student ratio is:* 1:18
 - b. *Practical Sessions ratio is:* 1:6

V. Course Completion Requirements

A. Driver Operator - Pumper Trainer Course Completion Requirements

1. Driver Operator - Pumper Trainers are to submit the following documentation to the governing VDFP Division Office within 10 working days from last day of training. (as stated in the VDFP Instructor's Manual):

Course Request/Completion - Form - *completed form to include section "B" (submitted and VDFP approved) with the schedule identifying the dates, time, location, subject and instructor. (This form is available from the Program Manager upon request.)*

Daily Attendance Sheet - *for each day of attendance, with columns for the students printed name, student's signature, student's FDID, and Instructor II Trainer's Initials. (This form is available from the Program Manager upon request.)*

D/O/P Roll Call Form - *maintained and completed by the Driver Operator - Pumper Trainer. 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 Standard Roll Call Form for that day's attendance.*

Orange/Purple Data Forms - *appropriately completed Registration (orange) and Personal Data (orange, reverse side of Registration form), and Written Test/Course Completion (purple) "bubble" forms. All submitted forms must be reviewed by Driver Operator - Pumper Trainer for accuracy and completeness. Errors on forms will be returned to the Driver Operator - Pumper Trainer for correction. (Forms available from local Division Office)*

D/P/O Candidate *Driver Operator - Pumper Candidate evaluation for each student completing*

Skill Sheet *Driver Operator – Pumper Candidate Skill Sheets for each student completing.*

B. Driver Operator - Pumper Candidate Course Completion Requirements

1. 100% attendance of 56 hours of classroom and presentation sessions as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 1002 "Standards for Fire Service Driver Operator - Pumper"
2. Successful completion of the written test and practical evolutions.
3. When all conditions of certification have been met by the Driver Operator - Pumper Candidate, the VDFP will issue a certificate of certification, enter the new Driver Operator – Pumper certification in the VDFP Fire Service Training Record System (FSTRS), and forward the certification information to the National Board on Fire Service Professional Qualifications (NBFSPQ, "Pro Board").

VI. Material Requirements

A. Driver Operator - Pumper Trainer Materials

1. VDFP Approved Course Administration and Instruction Guide
2. IFSTA "Pumping Apparatus Driver/Operator Handbook" Curriculum CD-ROM (Second Edition)
3. IFSTA "Pumping Apparatus Driver/Operator Handbook" Textbook, (Second Edition)
4. IFSTA "Pumping Apparatus Drive/Operator Handbook" Study Guide, (Second Edition)
5. Appropriate course paperwork as supplied by the Virginia Department of Fire Programs Division Office

B. Driver Operator - Pumper Candidate Materials

1. IFSTA "Pumping Apparatus Driver/Operator Handbook" Textbook, (Second Edition)
2. Driver Operator – Pumper Candidate Forms Package. (available from the VDFP Bookstore)

VIII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Programs' Driver Operator - Pumper training program consists of 56 hours of classroom instruction and practical sessions.
2. To ensure Driver Operator - Pumper candidates meet the Virginia Department of Fire Programs, National Fire Protection Association's 1002, "Standards for Fire Apparatus Driver/Operator Professional Qualifications", and the National Board on Fire Service Professional Qualifications, candidates must successfully complete the written test and show competency during the required skills in the Course Evolutions. The Candidates must receive a minimum score of **70%** on the written test.

B. Course Curriculum

Module 1a

Water Supply Systems	Chapter 6	2.0 Hour
Static Water Supply	Chapter 12	2.0 Hours

Module 1b

Fire Hose & Nozzles	Chapter 7	3.0 Hours
DPO Safe Driving		1.0 Hours

Module 2a

Types of Pumping Apparatus	Chapter 2	2.0 Hours
Fire Pump Theory	Chapter 2	3.0 Hours

Module 2b

Positioning Fire Apparatus	Chapter 5	2.0 Hours
Inspection & Maintenance	Chapter 3	1.0 Hour

Module 3

Theoretical Hydraulics	Chapter 8	6.0 Hours
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Module 4

Fire Ground Hydraulics	Chapter 9	6.0 Hours
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Module 5a

Operating Fire Pumps	Chapter 11	2.0 Hours
Relay Pumping	Chapter 13	2.0 Hours

Module 5b

Water Shuttle Operations	Chapter 14	1.0 Hours
Foam Equipment & Systems	Chapter 15	2.0 Hours
Apparatus Testing	Chapter 16	1.0 Hours

Module 6a

Operating Fire Pumps Practical		6.0 Hours
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Module 6b

Commentary Driving		6.0 Hours
<u>Module 7a</u>		
Relay Pumping	Practical	4.0 Hours
<u>Module 7b</u>		
Water Shuttle Operations	Practical	2.0 Hours
Foam Equipment & Systems	Practical	2.0 Hours
<u>Module 8</u>		
Practical Scenarios	Non-Curricular	6.0 Hours
Written Testing	Non-Curricular	2.0 Hours

X. Candidate Written and Practical Exercises

A. Written Tests

1. Candidates failing to receive a minimum score of **70%** on the test will be allowed to retest one time. Retests will not be permitted earlier than 10 calendar days after the notification of failure, and no later than 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 failed course again. (No exceptions)
2. Driver Operator – Pumper Trainers 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. This documentation will be forwarded to the appropriate VDFP Division Office with the Course Completion paperwork.

XI. Course Completion Requirements

A. Documentation / Course Completion

1. The following forms and documents are required within 10 workings days following the final day of the Driver Operator - Pumper training Program by the Lead Driver Operator - Pumper Trainer:

Training Request/Completion Form (Section “B” completed)
Daily Attendance Sheet for each day of training program
Course Roster/Attendance Record (Maintained & completed by the lead instructor)
Registration, Personal Data, and Written Test/Course Completion forms Driver Operator - Pumper

Driver Operator - Pumper Candidate's Practical Skill's Form (Trainer's form, signed and dated by the Lead Instructor and candidate with reason(s) for passing or failing.)
Course Critique Form (From each Driver Operator –Pumper Candidate)
Any/All AV and Training Materials loaned to instructor(s)

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



**VIRGINIA DEPARTMENT OF FIRE PROGRAMS
DRIVER OPERATOR – PUMPER 2nd EDITION
COURSE ADMINISTRATIVE GUIDELINES**

The Driver Operator – Pumper Review Committee has reviewed the Guidelines for the Driver Operator – Pumper Certification program identified in the previous pages. All undersigned have agreed to its presentation.

Committee Acceptance:

James H. Hickman	_____	_____
	Signature	Date
James B. Hylton	_____	_____
	Signature	Date
Jeff A. Morris	_____	_____
	Signature	Date
Michael A. Noah	_____	_____
	Signature	Date

VDFP Representatives:

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