



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

I. Terminology:

- A. Driver Operator – Aerial Candidate** - *A registered student in the Virginia Department of Fire Programs’ Driver Operator – Aerial certification program who meets all pre-course requirements and is currently in the process of completing the following: the successful completion of 40 hours of classroom instruction and student skills; the successful completion of written test and practical skills for Driver Operator – Aerial certification.*
- B. Driver Operator – Aerial Instructor Trainer** - *A qualified instructor meeting the Virginia Department of Fire Programs training program delivery requirements for Driver Operator – Aerial, NFPA 1002 Standards on Fire Apparatus Driver/Operator Professional Qualifications, 2009 Edition and the National Board on Fire Service Professional Qualifications / International Fire Service Accreditation Congress.*
- C. Driver Operator – Aerial Instructor Evaluator** - *A qualified Driver Operator – Aerial Trainer (Instructor I, II, III, or IV) responsible for the quality assurance component (evaluation) of instructional cadre delivering the Driver Operator – Aerial certification program.*
- D. Program Manager** - *The Virginia Department of Fire Programs’ representative assigned to develop, implement, and manage the Driver Operator – Aerial certification program.*
- E. Driver Operator - Aerial 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, 2009 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 – Aerial Instructor Qualifications and Requirements:

A. Pre-Course Qualifications:

1. 3 years experience as a certified Driver Operator – Aerial or validated and approved by the appropriate VDFP Division Chief.
2. 1 year experience as an Instructor I, II, III, or IV with appropriate Instructor “Update” training program after July 1, 2004 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 an old 32 or new 40 hours Driver Operator – Aerial certification training program.

- a. *Driver Operator – Aerial Instructors previously approved and current in the delivery of the Driver Operator – Aerial Certification Program will not be required to monitor or complete the Driver Operator – Aerial Certification Program.*

- b. *Driver Operator – Aerial Trainer “candidates”, not previously approved to conduct an Driver Operator – Aerial Certification Program will be required to monitor or complete the current 40 hour Second Edition Driver Operator – Aerial Certification Program.*

- c. *Virginia Department of Fire Programs current Emergency Vehicle Operators Certificate Course class three (3) minimum and class four (4) if utilizing a tractor-drawn aerial apparatus. Also have a current, valid Driver’s License.*

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

1. Successful completion of the Driver Operator – Aerial certification program. Successful completion of a Driver Operator – Aerial T-t-T, with an additional 8 hours of classroom and 8 hours of practical training.

C. Maintaining Driver Operator - Aerial Trainer Status

1. Driver Operator - Aerial Trainers shall conduct, assist, and/or monitor 16-hours of an approved Driver Operator - Aerial Certification training program within a 24 month period
 - a. *Driver Operator - Aerial 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 - Aerial “Train-the-Trainer”.*

D. Quality Assurance

1. The Division Chief assigned to Program Management of the Driver Operator - Aerial 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 – Aerial 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 - Aerial Candidate Pre-Course Qualifications and Requirements:

A. Pre-Course Qualifications and Requirements for Driver Operator - Aerial 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 and class four (4) if utilizing a tractor-drawn aerial apparatus. 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 - Aerial Candidates

1. Driver Operator - Aerial 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. *Any missed module or any portion of that module must be made up as the entire module prior to the next scheduled module or within another Driver Operator - Aerial certification course. All modules within the Driver Operator - Aerial certification course must be taken in sequence. Modules made up must be documented by verification by a signed Training Validation form and a copy of the Daily Attendance sheet.*
2. Driver Operator - Aerial Candidates are required to satisfactorily complete assigned evolutions as identified in the course curriculum, and by the Driver Operator - Aerial Trainer.

IV. Course Curriculum and Delivery

A. Course Curriculum

1. Classroom instruction and Driver Operator – Aerial Candidate practical evolutions 40 Hours
2. The written state certification test and practical evolutions are not included in the 40 hours of instruction.

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 – Aerial Certification Course is not to exceed 18 Driver Operator - Aerial Candidates
 - a. *Classroom Instructor/Student ratio is: 1:18*
 - b. *Practical Sessions ratio is: 1:6*

V. Course Completion Requirements

A. Driver Operator - Aerial Trainer Course Completion Requirements

1. Driver Operator - Aerial 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/A Roll Call Form - *maintained and completed by the Driver Operator - Aerial 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 - Aerial Trainer for accuracy and completeness. Errors on forms will be returned to the Driver Operator - Aerial Trainer for correction. (Forms available from local Division Office)*

D/O/A Candidate *Driver Operator - Aerial Candidate evaluation for each student completing*

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

B. Driver Operator - Aerial Candidate Course Completion Requirements

1. 100% attendance of 40 hours of classroom and presentation modules as stipulated by the Virginia Department of Fire Programs and National Fire Protection Association's 1002 "Standards for Fire Service Driver Operator - Aerial"
2. Successful completion of a comprehensive written test and practical evolutions.

3. When all conditions of certification have been met by the Driver Operator - Aerial Candidate, the VDFP will issue a certificate of certification, enter the new Driver Operator – Aerial 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 - Aerial Trainer Materials

1. VDFP Approved Course Administration and Instruction Guide
2. IFSTA “Aerial Apparatus Driver/Operator Handbook” Curriculum CD-ROM (Second Edition)
3. IFSTA “Aerial Apparatus Driver/Operator Handbook” Textbook, (Second Edition)
4. IFSTA “Aerial 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 - Aerial Candidate Materials

1. IFSTA “Aerial Apparatus Driver/Operator Handbook” Textbook, (Second Edition)
2. IFSTA “Aerial Apparatus Drive/Operator Handbook” Study Guide, (Second Edition)
3. Driver Operator – Aerial Candidate Forms Package. (available from the VDFP Bookstore)

C. Apparatus Logistics

1. One (1) aerial apparatus is recommended for every six (6) candidates.
2. Each aerial apparatus is highly recommended to have the manufacturer’s operations manuals and maintenance manuals.
3. The apparatus is to be 3rd party tested and certified prior to the beginning of the class and be current within the last 12 months.

VII. Course Curriculum and Presentation

A. Course Overview

1. The Virginia Department of Fire Programs' Driver Operator - Aerial training program consists of 40 hours of classroom instruction and practical sessions.
2. To ensure Driver Operator - Aerial 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

Chapter 1	The Driver Operator	1 hours
Chapter 2	Apparatus Safety	3 hours

Module 1b

Chapter 3	Types and Construction	4 hours
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Module 2a

Chapter 4	Inspection & Maintenance	4 hours
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Module 2b

Chapter 4	Inspection & Maintenance	4 hours
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Module 2c

Chapter 4	Inspection & Maintenance	2 hours
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Module 3

Chapter 5	Commentary Driving	6 hours
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Module 4a

Chapter 6	Positioning	3 hours
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Module 4b

Chapter 7	Stabilizing	5 hours
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Module 5a

Chapter 8/9	Operating telescoping/ articulating	4 hours
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Module 5b

Chapter 10

Strategy & Tactics

4 hours

Module 6

Practical evolutions

non- curricular

6.0 hours

Written Test

non- curricular

2.0 hours

VIII. Candidate Written and Practical Exercises

A. Written Tests

1. Candidates failing to receive a minimum score of **70%** on the final written 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 – Aerial Trainers are required to make complete documentation regarding the reason(s) for a candidate’s failure during any Course Evolutions on the reverse side of the Evaluation Form. This documentation will be forwarded to the appropriate VDFP Division Office with the Course Completion paperwork.

IX. Course Completion Requirements

A. Documentation / Course Completion

1. The following forms and documents are required within 10 working days following the final day of the Driver Operator - Aerial training Program by the Lead Driver Operator - Aerial 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 - Aerial

Driver Operator - Aerial 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 – Aerial Candidate)

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

2. Any questions regarding Driver Operator - Aerial Trainer qualifications, Driver Operator Aerial curriculum, Driver Operator - Aerial 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 – Aerial 2nd EDITION
COURSE ADMINISTRATIVE GUIDELINES**



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

Committee Acceptance:

Charles E. Clarke	_____	_____
	Signature	Date
Jack H. Crandell	_____	_____
	Signature	Date
L. Luke Hooker	_____	_____
	Signature	Date
Rodney A. Jordan	_____	_____
	Signature	Date
Todd E. Lupton	_____	_____
	Signature	Date

VDFP Representatives:

Donald E. Hansen Branch Chief of Training and Operations	_____	_____
	Signature	Date
David M. Jolly Chief, Curriculum Development	_____	_____
	Signature	Date
Timothy M. Estes Division Chief / Program Manager	_____	_____
	Signature	Date