

Subject:	AUTOMOTIVE APPARATUS OPERATIONAL RULES
Section:	PPG# 4100.13
Chapter:	Operations
Effective Date:	7/1/98

1.0 POLICY

- 1.1** McLane Black Lake Fire Department requires members to operate apparatus according to the Guidelines in this Policy.
- 1.2** Any item found to be in need of repair shall be reported immediately to the officer in charge or other appropriate person.
- 1.3** Drivers of fire apparatus shall not move fire department vehicles until all persons are seated and secured with seat belts or safety harness in approved riding positions.
- 1.3.1** Standing while riding shall be prohibited. Note exceptions 1.3.3, 1.3.4.
- 1.3.2** Riding on tail steps or in any other exposed position such as sidesteps or running boards shall be prohibited. Note exceptions 1.3.3, 1.3.4.
- 1.3.3** EXCEPTION. This policy provides for working from a moving fire apparatus when loading hose when the Operating Guidelines 4.13 are followed.
- 1.3.4** EXCEPTION. Members actively performing necessary emergency medical care while the vehicle is in motion shall be secured to the vehicle by a seat belt, or by a safety harness designed for occupant restraint, to the extent consistent with the effective provision of such emergency medical care. All other persons in the vehicle shall be seated and belted in approved riding positions when the vehicle is in motion.
- 1.4** Fire fighting apparatus shall be brought to a full stop before members are allowed to step off from the apparatus.
- 1.5** Members shall not be in the apparatus hose bed while hose is being run out from the bed.
- 1.6** Headlights shall be on at all times when any fire or emergency vehicle is responding to a call.
- 1.7** Any apparatus over 20,000 pounds (gross vehicle weight) shall utilize wheel blocks when parked at an emergency scene.

- 1.8** Members and employees shall drive and operate fire department vehicles in a safe, responsible manner.
- 1.9** Any authorized person operating a fire department apparatus/vehicle must have a valid Washington State driver's license.
- 1.20** Before any member or employee drives or operates department apparatus they shall have successfully completed a department's drivers training program approved by the Chief.
- 1.21** Hearing protectors shall be used by all members operating or riding on fire apparatus when subject to noise in excess of 85 dBA TWA.
- 1.22** Fire department apparatus shall not be used in reverse gear unless the equipment has in operation a reverse signal alarm or a backup person.
- 1.23** The operator of an emergency apparatus and/or personal vehicle must observe all posted speed limits and/or operate at a speed consistent to bad weather conditions.
- 1.24** An emergency apparatus responding to an alarm must be operated with front and back visible red light displays and with audible signals at all times when the vehicle is in motion to warn others of the emergency nature of the situation. At no time should the audible signal be used when the apparatus is returning or standing.
- 1.25** When approaching a traffic control area with flaggers. The operator of an emergency apparatus must slow and approach the flagger for directions.
- 1.25.1** An emergency apparatus responding to alarms will yield to pedestrians in authorized crosswalks and intersections or adjacent crossways.
- 1.26** The driver of an emergency apparatus responding to an alarm shall bring the vehicle to a complete stop for any of the following:
- 1.26.1** When directed by a law enforcement officer.
- 1.26.2** When approaching a red light or stop sign. The operator of an emergency apparatus responding may proceed past a red or stop signal or stop sign, but only after coming to a complete stop and if the intersection is clear and open in all directions.
- 1.26.3** Negative right-of-way intersections.
- 1.26.4** Blind Intersections.
- 1.26.5** When the driver cannot account for all lanes of traffic in an intersection.
- 1.26.6** When other intersection hazards are present.
- 1.26.7** When approaching a stopped school bus that has blinking red lights exhibited. The emergency apparatus may proceed only after the school bus driver has turned the red lights off and signaled the apparatus to proceed.
- 1.27** Turn signals will be used to indicate direction of turns and used as four-way flashers

when apparatus is standing. In no case will four-way flashers be used as emergency signals when traveling.

- 1.28** An apparatus operator must never use audible warnings when approaching persons riding or driving animals. The operator must slow and pass with extreme care.
- 1.29** Only valid members of the department shall be allowed to ride on fire apparatus, unless the person has received approval from the chief or shift officer and completed the proper forms.
- 1.30** Following too closely, exceeding the speed limit when not responding to an emergency call, making sudden stops and driving irresponsibly will not be tolerated. Drivers will be subject to disciplinary action.
- 1.31** All traffic rules must be obeyed when returning from alarms.
- 1.32** The foregoing provisions shall not relieve the driver of an authorized emergency apparatus from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of their reckless disregard for the safety of others. A member can be held criminally and/or civilly liable for his/her actions.
- 1.33** In the event of a collision that may involve a department member and/or emergency apparatus while in response to, from or during the course of an emergency, the following procedures must be strictly observed:
- 1.33.1** An un-investigated collision is defined as a collision not requiring an investigation by a law enforcement agency. Such a collision would include a sole emergency apparatus with no injuries to occupants or bystanders and where no laws, as they apply to normal driving operations, have been violated.
 - 1.33.2** The highest ranking, available officer shall report to the scene of the collision immediately to perform a visual inspection of the area around the collision site and to secure statements from the department staff who may have witnessed the collision. A detailed report of the officer's findings shall be provided to the chief within a period of 24 hours following the incident. This report shall include a detailed report describing the events leading up to and including the collision.
 - 1.33.3** A detailed report describing the events leading up to and including the collision shall be secured from all occupants of the apparatus and given to the chief within a 24-hour period following the collision.
 - 1.33.4** Each member involved with the collision and its initial investigation shall be prepared to confer with the Accident Review Board.

- 1.34** The vehicle/apparatus involved in a vehicular collision will continue response to an emergency after:
- (a) Assigning one member to remain at the scene with a first-aid kit to render assistance and initiate accident investigation.
 - (b) Conducting mechanical check of the apparatus to determine if damage incurred will affect apparatus operation.
- 1.36** Apparatus/vehicles involved in a collisions will be placed out-of-service under the following conditions:
- (a) Serious injury or suspected death.
 - (b) Damage to property of any one person to an apparent extent of \$400.00 or more.
 - (c) Damage to fire department apparatus where, in the opinion of the officer, the apparatus could not safely continue response, e.g., damage to steering, brakes, lights, etc.
 - (d) If the apparatus is not able to respond to the emergency, the apparatus should be left in place until released by the law enforcement.
- 1.37** A collision should be investigated by a law enforcement agency when injuries are sustained to either the occupants of the apparatus or another vehicle, or to bystanders; and also where personal property received damage of more than four hundred dollars (\$400), or where laws, as they pertain to safe driving practices, may have been violated.
- 1.37.1** Procedures following such a collision shall include:
- (a) The methods described in section 1.33;
 - (b) Completion of all forms and reports as prescribed by the law enforcement agency or other investigating authority by the operators of the vehicle(s).
- 1.38** An Accident Review Board shall be established for the purpose of reviewing all accidents involving department apparatus and/or staff to determine preventability.
- 1.39** Maximum Response Speed
- 1.39.1** Maximum response speed shall not exceed 10 mph over the posted limit.
 - 1.39.2** Maximum response speed shall be reduced whenever road, traffic or weather conditions do not permit the safe operation of the emergency vehicle – regardless of the posted speed limit.
 - 1.39.3** The maximum speed when proceeding through any uncontrolled intersection or green light should be no greater than the posted speed limit.
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2.0 RESPONSIBILITIES

2.1 Driver Responsibility:

- 2.1.1 Shall be directly responsible for the safe and prudent operation of the vehicle under all conditions in accordance with this policy.
- 2.1.2 Driver's first priority shall be for the safe arrival of the emergency vehicle at the emergency scene.

2.2 Vehicle Officer Responsibility

- 2.2.1 Shall ensure that all personnel on the vehicle are seated and secured with seat belts and in approved riding positions prior to movement of the emergency vehicle.
- 2.2.2 Shall ensure the driver is operating the vehicle in a safe and prudent manner during response in accordance with departmental policy.
- 2.2.3 Shall issue road and physical hazards to the driver.
- 2.2.4 Shall direct the driver to cease any unsafe driving, such as excess speeds or unsafe intersection practices.
- 2.2.5 Shall be responsible to operate the radio and communications equipment during response.
- 2.2.6 Shall operate the audio and visual warning devices.
- 2.2.7 Will assist the driver in determining the safest and most direct route to the emergency scene.
- 2.2.8 Shall assist the driver in intersection crossing and backing in accordance with applicable policies and procedures.

2.3 The Assistant Chief of Operations is responsible for the Drivers Training Program.

2.4 Once trained, all operators shall familiarize themselves with any apparatus prior to operating such apparatus even for brief periods of time.

2.5 The chief shall designate those staff members who are authorized to drive district vehicles.

2.6 A member may, by necessity, find it necessary to use a private vehicle to respond to an incident. Under such instances, the member is responsible for his/her own welfare and safety.

- 2.6.1 **Private vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law.** He/she shall be responsible for observing the traffic laws of the state of Washington. Any citation for violation of motor vehicle laws shall be the sole responsibility of that member. Any driver observed breaking any traffic laws or operating any vehicle in an aggressive or unsafe manner will be subject to disciplinary action.

2.6.2 If a member arrives at the station in response to an incident, he/she may

continue to the scene in a private vehicle under the authority of the Shift Command Officer.

- 2.6.3** The district shall be absolved of liability resulting from the actions of the member responding to an incident, unless the member is acting under the authority of the Shift Command Officer.
- 2.7** Drivers shall observe state statutes and administrative rules governing vehicle operation. The fire district shall provide each driver with a copy of the district's written rules for drivers.
- 2.8** Prior to operation, the driver
 - 2.8.1** Shall briefly inspect apparatus to ensure all compartments are secured.
 - 2.8.2** Shall inspect apparatus for faults that would hamper its normal operation.
 - 2.8.3** Shall observe the lane of apparatus egress for possible hazard or obstruction.
 - 2.8.4** Shall operate automatic door opener and ensure that door has been fully opened prior to attempting egress.
 - 2.8.5** Shall ensure that the cab of the apparatus is not overcrowded and that safe operation of the apparatus will not be obstructed due to conditions in the cab.
 - 2.8.6** Shall ensure that cab occupancy load is enforced and that all occupants have fastened safety harnesses.
- 2.9** During the operation of a fire apparatus or other District vehicle, the driver at all a times.
 - 2.9.1** Shall remain in full control of the apparatus at all times.
 - 2.9.2** Shall not exceed posted speed limits of roadways.
 - 2.9.3** Shall monitor all gauges on dashboard of apparatus for irregularities. Any irregularities shall be reported to the truck officer immediately.
 - 2.9.4** Shall not knowingly put the apparatus, its occupants or fellow motorists into a situation that could create further hazard.
 - 2.9.5** Shall observe and obey all posted road signs as they relate to the normal operation of the fire apparatus.
 - 2.9.6** Shall consider all environmental conditions that exist (snow, ice, heavy fog, etc.) as they relate to the normal operation of the apparatus.

3.0 GUIDELINES

3.1 Backing of Apparatus

- 3.1.1** When backing an apparatus in any situation, a minimum of one person should be stationed at the rear, in a position to communicate with the driver and to act as a guide. The guide should be positioned at the left rear or right rear of the apparatus, as conditions dictate.

- 3.1.2 The guide should conduct a “circle of safety” and survey the backing area and all other sides of the vehicle checking for hazards. Before proceeding to back the apparatus, check overhead clearance and communicate the backing plan with the driver.
 - 3.1.3 If communications between the driver and the guide are lost, the driver must bring the apparatus to an immediate halt. The apparatus will remain stopped until communication between the driver and guide is restored. If it is impossible to obtain a guide and is absolutely necessary to back the apparatus, the driver should get out of the apparatus and check the area prior to backing. Backing must be done slowly.
- 3.2 Drivers and guides must use the standard signals for maneuvering apparatus.
 - 3.3 Traffic cones or other traffic control devices must be used when vehicular traffic hazards exist.
 - 3.4 Fuel tanks should not be filled while the motor is running except during emergency fire ground operation where all precautions will be taken.
 - 3.5 Spillage of fuel shall be carefully washed away or cleaned up and allowed to evaporate before starting the engine.
 - 3.6 If possible, the operator will park an emergency apparatus on the same side of the road as the alarm address.
 - 3.7 An operator shall observe performance of the apparatus in order to anticipate any possible hazards and/or malfunctions.
 - 3.8 When activating the siren, the operator should let up slightly on the accelerator, watch for the reaction of other vehicles and be prepared to maneuver accordingly.
 - 3.9 Apparatus parked at the station in the in-service position should have the required equipment on board. If any of the major equipment is missing, the Shift Command Officer should take steps to notify the dispatcher and place the apparatus out of service, unable to respond.
 - 3.10 At the scene of emergencies, the command officer has the responsibility to notify the dispatcher of the status of vehicles on the scene, i.e., in service, etc.
 - 3.11 Basic requirements for engine companies to be in-service are:
 - 3.11.1 Minimum required personnel are available to respond.
 - 3.11.2 The fire is out or under control.
 - 3.11.3 Apparatus is not pumping, free of hydrant, no attached hose laid out.
 - 3.11.4 The emergency is stable enough so that the command officer can release the crew.
 - 3.11.5 The engine is free of obstructions, positioned for rapid egress from the scene, not blocked by other vehicles, and is able to respond without

taking other action.

- 3.12** Basic requirements for aid companies to be in service are:
- 3.12.1** Minimum required personnel available to respond - two (2) EMTs.
 - 3.12.2** No patient is aboard.
 - 3.12.3** The emergency is stable enough so that the command officer can release the crew.
 - 3.12.4** The vehicle is free of obstructions, not blocked by other vehicles and able to respond without taking other action.
- 3.13** When loading hose onto a moving apparatus the following precautions should be followed
- 3.13.1** A member assigned as a safety observer. The safety observer must have an unobstructed view of the hose loading operation and be in visual and voice contact with the apparatus operator. The driver will stop the apparatus upon losing sight of the safety observer.
 - 3.13.2** Non-fire department vehicular traffic should be excluded from the area or be under the control of authorized traffic control person(s).
 - 3.13.3** Members will not be allowed to stand on the tail-board while the apparatus is in motion until they are secured with a safety strap and are following these guidelines.
 - 3.13.4** The fire apparatus may be driven only in a forward direction at speeds up to a maximum of 5 mph in a slow and controlled manner.
 - 3.13.5** Members permitted to be in the hose bed, must not stand up while the apparatus is in motion. Crew members should wear approved protective equipment consisting of a helmet, gloves and footwear.
- 3.14** When rolling or handling hose to be loaded onto a stationary apparatus, the following procedures shall be followed:
- 3.14.1** Non-fire department vehicular traffic should be excluded from the area, or be under the control of authorized traffic control persons (s).
 - 3.14.2** Separate hose couplings and drain water from the hose using the terrain when practical.
 - 3.14.3** Roll hose downhill when possible to assist in removing water and to reduce the strain and fatigue on the member rolling the hose.
 - 3.14.4** Employ proper lifting techniques when hefting rolled hose or flaking hose behind an apparatus. Back support aids should be considered, Rolled hose shall be carried by a minimum of two members using a steel rod (adjustable hydrant wrench or equivalent) through the center of the hose.
 - 3.14.5** The distance Large Diameter Hose LDH is carried shall be minimized by using a utility vehicle or an engine to transport the hose to the location where the hose will be reloaded.
 - 3.14.6** All hose shall be inspected for damage throughout the reloading process,

4.0 REFERENCES

WAC 296-305-04505

[Statutory Authority: RCW 49.17.010,.050,.060. 96-11-067 (Order 94-27), §296-305-04505, filed 05/10/96, effective 0 1/0 1/97.1