



Jackson Hole Fire/EMS

Operations Manual

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Title:	Member Requirements for Driving Fire/EMS Vehicles
Division:	9
Article:	2
Approved:	February 29, 2024
Pages:	3

PURPOSE

The purpose of the Driving Fire/EMS Vehicles Policy is to ensure that all Jackson Hole Fire/EMS emergency response members have the required training and the correct licensure to drive fleet vehicles in accordance with State of Wyoming Statutes, Teton County Insurance policies, and other applicable standards.

SECTION I – DEFINITIONS

“Jackson Hole Fire/EMS Vehicle” – A vehicle registered to Teton County or the Town of Jackson used to complete the mission statement of Jackson Hole Fire/EMS.

“Wyoming Class C License” – A license issued to drivers from the Wyoming Department of Transportation for operation of a single vehicle, except motorcycles, with a Gross Vehicle Weight Rating (GVWR) less than 26,001 pounds or any vehicle with a GVWR less than 26,001 pounds towing a vehicle/trailer with a GVWR or 10,000 pounds or less.

“Wyoming Class B Commercial Driver’s License (CDL)” – A license issued to drivers from the Wyoming Department of Transportation for operation of any single vehicle with a gross vehicle weight rating of twenty-six thousand one (26,001) or more pounds, or any such vehicle towing a vehicle which is not in excess of ten thousand (10,000) pounds.

“Apparatus Driver Operator Certification” – A certification issued to individuals who have met all requirements of the National Fire Protection Association 1002 and the Wyoming State Fire Marshal’s Office position task book, which certifies that an individual has the requisite skills, knowledge and ability to operate a fire department pumping apparatus or a fire department aerial apparatus. This is not a license to operate a vehicle requiring a Class B CDL.

“Emergency Response Member” – A person who is either a volunteer or full-time firefighter/EMT/EMS driver, including all ranks. Fire Administration staff who will be expected to operate vehicles with emergency lights and sirens for purpose of their job duties (i.e. fire investigation) will be considered an Emergency Response Member.

SECTION II – REQUIREMENTS

A. General

Jackson Hole Fire/EMS Membership requires members, both volunteers and full-time employees, to drive Jackson Hole Fire/EMS vehicles.

Per the Jackson Hole Fire/EMS Membership Policy (Div. 5, Article 1), a Wyoming Class C License is an entry requirement for all volunteer membership applicants. Applicants who do not possess a valid Wyoming Class C License will not be considered for a volunteer position.

Full-time employees residing in Wyoming will have 30 days from the date of hire to obtain at a minimum, a Wyoming Class C License. Full-time employees residing outside the State of Wyoming must maintain a valid driver's license, equivalent to a Wyoming Class C License.

B. Jackson Hole Fire/EMS Vehicles > 26,001 Pounds GVWR

All members driving a Jackson Hole Fire/EMS vehicle > 26,001 pounds must have a Wyoming Class B CDL or equivalent CDL if issued by another state. The Class B CDL must have both tanker and air brake endorsements. *This requirement took effect on January 1, 2015.*

Members who have obtained a Wyoming Commercial Learner's Permit (CLP) are allowed to drive Jackson Hole Fire/EMS vehicles > 26,001 pounds only if accompanied by a member who holds a valid Class B CDL.

There will be no exceptions to this requirement for emergencies.

It is expected that members who obtain a Class B CDL for the purpose of driving Jackson Hole Fire/EMS vehicles > 26,001 pounds obtain an Apparatus Driver Operator certification.

C. Status Changes to a Driver's License

The following changes in circumstances regarding licensure of a member must be immediately reported to the Jackson Hole Fire/EMS station leadership and Administration:

1. Members whose driving privileges have been denied, suspended, cancelled or revoked.
2. Members who are convicted of three or more on-duty or off-duty moving violations within the previous 36 months.
3. Members who are convicted of the following:
 - a. Driving under the influence of drugs or alcohol
 - b. Leaving the scene of an accident.
 - c. Fleeing to avoid arrest
 - d. Reckless driving
 - e. Homicide or assault by motor vehicle
 - f. Driving without auto insurance
 - g. Driving on a suspended license
 - h. Refusal to take blood/breathalyzer test for suspected DUI or impaired driving.

Failure by a member to report the above license status changes may result in immediate disciplinary action, up to and including termination, to be determined by the Fire Chief.

Driving restrictions will apply to members who drive Jackson Hole Fire/EMS vehicles. If driving restrictions directly affect the ability of a member, or specifically, an employee, to fulfill tasks within their job description, disciplinary action, up to and including termination will be considered, to be determined by the Fire Chief.

SECTION III – INITIAL DRIVER TRAINING

All new Emergency Response Members will receive the Emergency Vehicle Driver Training full course. The Emergency Vehicle Driver Training curriculum will be directed by the Fire/EMS Training Division and taught by an authorized instructor. At a minimum, the course will include the following categories:

- I. The Driver
- II. SOPs/SOGs
- III. Legal Aspects
- IV. The Vehicle
- V. Emergency Vehicle Dynamics
- VI. Operations/Safety
- VII. Traffic Incident Management
- VIII. Inspections/Maintenance
- IX. Competency Course

The course will be approximately twelve (12) hours in length. A new member will not be eligible for full membership status until the full Emergency Vehicle Driver Training course is completed.

SECTION IV – STEPS FOR OBTAINING A CLASS B CDL

1. Attend a 16-hour Entry Level Driver Training (ELDT) course.
 - a. ELDT course curriculum will be coordinated through the WY State Fire Marshal's Office
 - b. Authorized ELDT Instructors will be approved by the WY State Fire Marshal's Office
2. Take the Computer Based Exam at the Wyoming Department of Motor Vehicles office for Class B Vehicles, Air Brakes and Tanker Vehicles.
3. Obtain your CLP from the Wyoming Department of Motor Vehicles office.
4. Complete the ELDT task book
 - a. Completed task books are submitted to the WY State Fire Marshal's Office through the Fire/EMS Training Division
5. Set up a practical skills test administered by Wyoming DOT 3rd Party Testers Dave Meagher and Battalion Chief Brian Coe by contacting the testers direct, 7 days prior to testing date.
6. Obtain your Class B CDL from the Wyoming Department of Motor Vehicles office.

SECTION V – ANNUAL TRAINING

All Emergency Response Members are required to attend two (2) hours of annual emergency vehicle driver training and document driver training on a training report. The Fire/EMS Training Division will provide a lesson plan outlining annual training, which will include driver training requirements.