

# General Driver/Operator

## SKILL SHEETS



The following skills sheets are meant to be printed double-sided. This allows the candidate to view the instructions and description without viewing the steps.



IDAHO  
**FIRE SERVICE TRAINING**

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## General Driver/Operator

Routine test, inspection and servicing functions

### Skill Sheet 1

<b>Standard:</b> 4.2.1, 4.2.2, 4.3.7 NFPA 1002, 2017 edition	<b>Task (read aloud):</b> Given an apparatus appropriate to the level of certification, perform and document routine test, inspection, and servicing functions on specified systems and components.  This skill will be performed for every level of driver certification being tested for on each of those apparatus.
4.2.1 Perform visual and operational checks on the systems and components specified in the provided list, given a fire department vehicle, its manufacturer's specifications, and policies and procedures of the jurisdiction, so that the operational status of the vehicle is verified. 4.2.2 Document the visual and operational checks, given maintenance and inspection forms, so that all items are checked for operation and deficiencies are reported. 4.3.7 Operate all fixed systems and equipment on the vehicle not specifically addressed elsewhere in the standard.	
<b>NFPA Requisite skill 4.2.1 (B):</b> The ability to use hand tools, recognize system problems, and correct any deficiency noted according to policies and procedures.  <b>NFPA Requisite skill 4.2.2 (B):</b> The ability to use tools and equipment and complete all related departmental forms.  <b>NFPA Requisite skill 4.3.7 (B):</b> The ability to deploy, energize, and monitor the system or equipment.	
<b>Required equipment:</b> Flashlight, pen, clipboard, check sheet either by FST or by jurisdiction (proctor must identify that all items from skill sheet 1 General Driver Operator are present), paper towel/rag, any other hand tools required to make access for checks.	
<b>Required personnel:</b> 0 assistants	



## General Driver/Operator

Routine test, inspection and servicing functions

### Skill Sheet 1

<b>Standard:</b> 4.2.1, 4.2.2 NFPA 1002, 2017 Edition		<b>Task:</b> Perform and document routine test, inspection and servicing functions on specified systems and components.			
<b>Performance outcome:</b> Given a fire department apparatus, the necessary hand tools, and using the provided vehicle inspection checklist (DO1), the candidate shall complete and document an inspection as outlined below, not to exceed 25 minutes (provide flashlight, pen, clipboard, paper towel/rag):					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Candidate inspect apparatus as they approach looking for signs of damage or leaks.				
2.	Check batteries for fluid level and corrosion.				
3.	Check braking system fluid level or for air level and drain moisture from air tanks.				
4.	Check coolant system for fluid levels, leaks, cleanliness.				
5.	Check electrical system including: warning devices, headlights, running lights, turn signals, and warning lights.				
6.	Check fuel level.				
7.	Check hydraulic fluids for level and leaks (if applicable).				
8.	Check engine for leaks.				
9.	Check engine oil level.				
10.	Check tires for pressure and wear, (tread depth minimum : front 4/32", rear 2/32").				
11.	Check steering system for range of motion and excessive looseness.				
12.	Check engine belts for tightness and wear.				
13.	Check tools, appliances, equipment, lighting.				
14.	Check windshield, wiper blades, and washer fluid.				
15.	Check Safety Features (seat belts, guards, hand grabs etc.).				
16.	Start apparatus, monitor gauges and control devices.				
17.	Document and correctly report any deficiencies.				
18.	Completed in 25 minutes or less.				
19.	Did the candidate perform the skill safely?.				

Evaluator/candidate comments:

\_\_\_\_\_  
Evaluator's signature

\_\_\_\_\_  
Re-test evaluator's signature

\_\_\_\_\_  
Candidate's signature

I acknowledge not passing this skill station.



## General Driver/Operator

### Vehicle Inspection Checklist—D01

Standard 4.2.1, 4.2.2 NFPA 1002, 2017 edition

Candidate's name: \_\_\_\_\_

Date: \_\_\_\_\_

- | OK                       | Needs service   |
|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Battery                          |
| <input type="checkbox"/> | <input type="checkbox"/> Braking system                   |
| <input type="checkbox"/> | <input type="checkbox"/> Coolant system                   |
| <input type="checkbox"/> | <input type="checkbox"/> Electrical system                |
| <input type="checkbox"/> | <input type="checkbox"/> Fuel                             |
| <input type="checkbox"/> | <input type="checkbox"/> Hydraulic fluids                 |
| <input type="checkbox"/> | <input type="checkbox"/> Oil                              |
| <input type="checkbox"/> | <input type="checkbox"/> Tires                            |
| <input type="checkbox"/> | <input type="checkbox"/> Steering system                  |
| <input type="checkbox"/> | <input type="checkbox"/> Belts                            |
| <input type="checkbox"/> | <input type="checkbox"/> Tools, appliances, and equipment |
| <input type="checkbox"/> | <input type="checkbox"/> Windshield, wipers, fluid        |
| <input type="checkbox"/> | <input type="checkbox"/> Safety features                  |
| <input type="checkbox"/> | Vehicle is serviceable                                    |
| <input type="checkbox"/> | Vehicle is not serviceable                                |

Comments about items needing service:

Evaluator's name: \_\_\_\_\_

Date: \_\_\_\_\_



## General Driver/Operator

### General driver/operator driving/operating

#### Skill Sheet 2

<p><b>Standard:</b> 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5, 4.3.6 NFPA 1002, 2017 edition</p>	<p><b>Task (read aloud):</b> Given an apparatus appropriate to the level of certification, operate the fire apparatus according to the scenario given that incorporates the maneuvers and features that the driver/operator is expected to encounter during normal operations, so that the vehicle is operated in compliance with all applicable state and local laws and departmental rules and regulations.</p> <p>Both skills 2A and 2B are mandatory for each level being tested for. (Pumper, Aerial, Tender, etc.)</p> <p>The Authority Having Jurisdiction will administer these JPR's prior to the candidate participating in the Driver/Operator Practical.</p>
<p><b>4.3.1</b> Operate a fire apparatus, given a vehicle and a predetermined route on a public way that incorporates the maneuvers and features that the driver/operator is expected to encounter during normal operations, so that the vehicle is operated in compliance with all applicable state and local laws and departmental rules and regulations.</p> <p><b>4.3.2</b> Describes "alley dock."</p> <p><b>4.3.3</b> Describes "serpentine."</p> <p><b>4.3.4</b> Describes "confined space turnaround" (180).</p> <p><b>4.3.5</b> Describes "diminishing clearance."</p> <p><b>4.3.6</b> Describes performing all of the above safely.</p>	
<p><b>NFPA Requisite skill 4.3.1, 4.3.6 (B):</b> The ability to operate passenger restraint devices; maintain safe following distances; maintain control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions; operate under adverse environmental or driving surface conditions; and use automotive gauges and controls.</p> <p><b>NFPA Requisite Skill 4.3.2, 4.3.3, 4.3.4, 4.3.5 (B):</b> The ability to use mirrors and judge vehicle clearance.</p>	
<p><b>Required equipment:</b> Apparatus appropriate to the position being tested for.</p>	
<p><b>Required personnel:</b> 1 assistant to be used as spotter for backing.</p>	



## General Driver/Operator

Driver rodeo

### Skill Sheet 2A

<b>Standard:</b> 4.3.6 NFPA 1002, 2017 edition		<b>Task:</b> Operate a fire department apparatus appropriate to the level being tested while using defensive driving techniques so that control of the vehicle is maintained.			
<b>The Authority Having Jurisdiction will administer this JPR prior to the candidate participating in the Driver/Operator Practical.</b> It is recommended that this skill be conducted on a driving track or nonpublic roadway.					
<b>Conditions:</b> Given a fire department pumping apparatus and a predetermined route and a given assignment, the candidate shall demonstrate defensive driving skills by operating the vehicle in a safe manner to accomplish the tasks listed below.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Ensures vehicle is prepared for departure.				
2.	Ensures all personnel are seated with safety belts fastened.				
3.	Enters traffic in a safe manner.				
	Skill sheet 2A1				
	Skill sheet 2A2				
	Skill sheet 2A3				
	Skill sheet 2A4				
	a. Maintains control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions.				
	b. Operating under adverse environmental or driving surface conditions and maintains safe following distances.				
	c. Use automotive gauges and controls appropriately.				
4.	Brings apparatus to a safe stop.				
5.	Did the candidate perform the skill safely?				

Evaluator/candidate comments:

\_\_\_\_\_  
AHJ evaluator's signature

\_\_\_\_\_  
AHJ training officer

\_\_\_\_\_  
Idaho FST representative

\_\_\_\_\_  
Candidate's signature



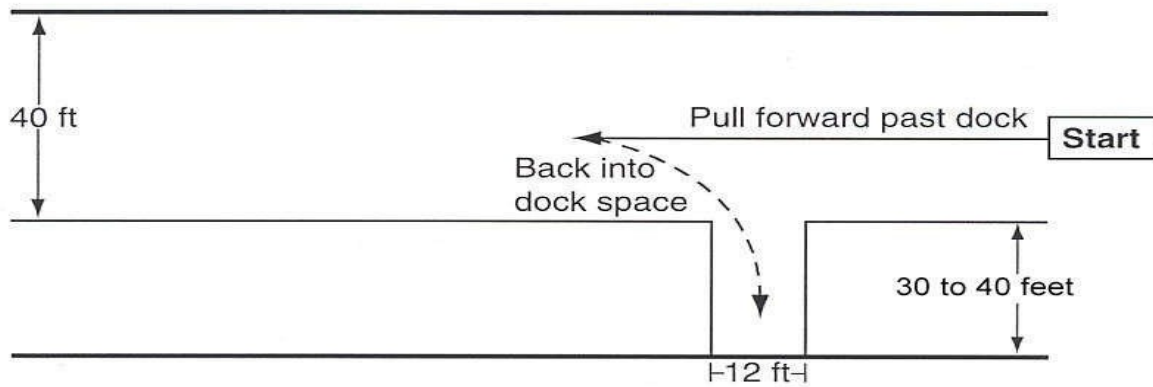
## General Driver/Operator

### Skill Sheet 2A1

**Standard:** 4.3.2 NFPA 1002, 2017 edition

**Task:** Back a vehicle from a roadway into a restricted space on both the right and left sides of the vehicle (alley dock).

**Performance outcome:** Given a fire department pumping apparatus, back the vehicle from a roadway into a restricted space 12ft in width, requiring 90-degree right-hand or left-hand turns from the roadway, so that the vehicle is parked within the restricted area without having to stop and pull forward and without striking obstructions. A spotter will be used as appropriate to the policies of the AHJ.



NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adjust and use mirrors for backing.				
2.	Driver and passenger(s) wearing seatbelts.				
3.	Complete skill correctly without crossing over or striking cones.				
4.	Complete skill without having to stop and pull forward.				
5.	Driver spots apparatus completely within restricted space.				
6.	Did the candidate perform the skill safely?				

Evaluator/candidate comments:

\_\_\_\_\_  
AHJ evaluator's signature

\_\_\_\_\_  
Candidate's signature

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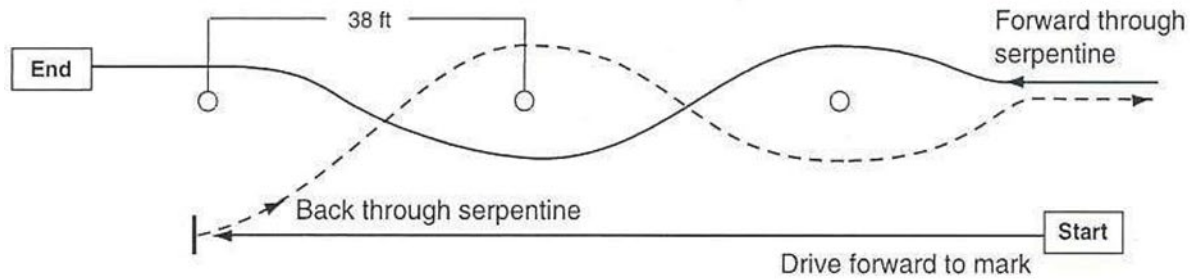
## General Driver/Operator

### Skill Sheet 2A2

**Standard:** 4.3.3 NFPA 1002, 2017 edition

**Task:** Maneuver fire department pumper around obstructions on a roadway while moving forward and in reverse (serpentine).

**Performance outcome:** Given a fire department pumping apparatus, back the vehicle from a roadway into a restricted space on both the right and left sides of the vehicle into a restricted space 12ft in width, requiring 90-degree right-hand or left-hand turns from the roadway, so that the vehicle is parked within the restricted area without having to stop and pull forward and without striking obstructions. A spotter will be used as appropriate to the policies of the AHJ.



NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adjust and use mirrors for backing.				
2.	Driver and passenger(s) wearing seatbelts.				
3.	Complete skill correctly without crossing over or striking cones.				
4.	Complete skill without having to stop and pull forward.				
5.	Did the candidate perform the skill safely?				

Evaluator/candidate comments:

\_\_\_\_\_  
AHJ evaluator's signature

\_\_\_\_\_  
Candidate's signature

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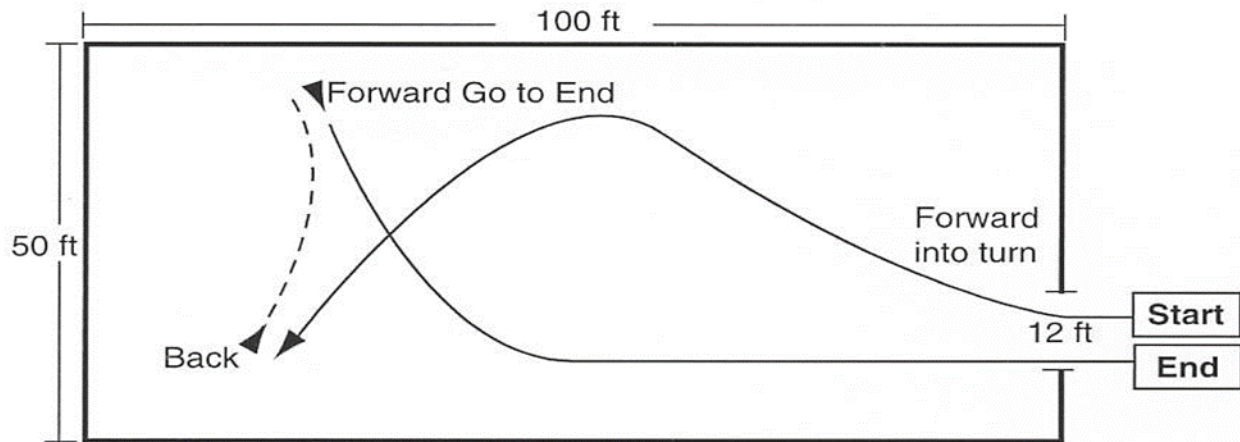
## General Driver/Operator

### Skill Sheet 2A3

**Standard:** 4.3.4 NFPA 1002, 2017 edition

**Task:** Turn a fire department pumping apparatus around 180 degrees within a confined space.

**Performance outcome:** Given a fire department pumping apparatus, cones, and a confined area where the vehicle cannot perform a U-turn without stopping and backing up, the candidate shall maneuver the apparatus so that the vehicle is turned 180 degrees without passing over striking obstructions within the given space. A spotter will be used as appropriate to the policies of the AHJ.



NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adjust and use mirrors for backing.				
2.	Driver and passenger(s) wearing seatbelts.				
3.	Complete skill correctly without crossing over or striking cones.				
4.	Did the candidate perform the skill safely?				

Evaluator/candidate comments:

\_\_\_\_\_  
AHJ evaluator's signature

\_\_\_\_\_  
Candidate's signature

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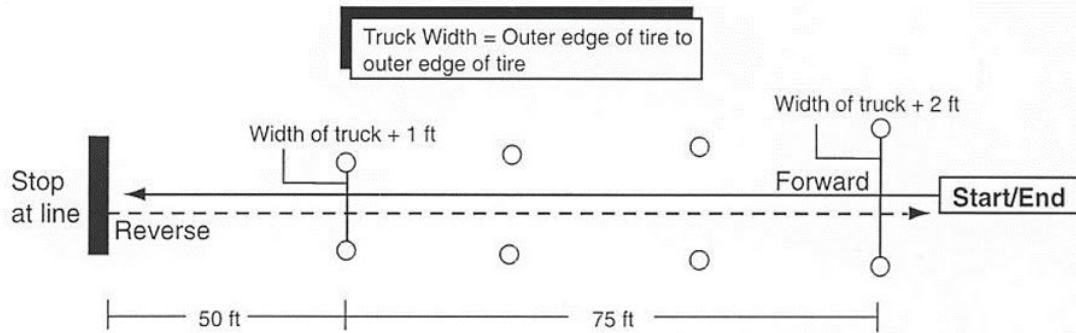
## General Driver/Operator

### Skill Sheet 2A4

**Standard:** 4.3.5 NFPA 1002, 2017 edition

**Task:** Maneuver a fire department pumping apparatus in restricted horizontal and vertical clearances (Diminishing Clearance)

**Performance outcome:** Given a fire department pumping apparatus, cones, and a course with an area of restricted horizontal clearance, the candidate shall maneuver an apparatus through the area with restricted horizontal space, so that the candidate accurately judges the ability of the vehicle to pass through the openings and that no cones are struck. The candidate shall provide the height of the vehicle within 6 inches but not less than the actual height when asked. The candidate shall also identify the location of the highest point on the apparatus. A spotter will be used as appropriate to the policies of the AHJ.



NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Adjust and use mirrors for backing.				
2.	Driver and passenger(s) wearing seatbelts.				
3.	Complete skill correctly without crossing over or striking cones.				
4.	When asked, the candidate correctly provided the height of and location of the highest point of the apparatus. Answer shall be within 6 inches, but NOT less than the actual height.				
5.	Did the candidate perform the skill safely?				

Evaluator/candidate comments:

\_\_\_\_\_  
AHJ evaluator's signature

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Candidate's signature

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# IDAHO FIRE SERVICE TRAINING

## General Driver/Operator

### Skill Sheet 2B

<b>Standard:</b> 4.3.1 NFPA 1002, 2017 edition		<b>Task:</b> Drive a fire department pumping apparatus appropriate to the specific level being tested for safely over a predetermined route on public roadway.			
<b>The Authority Having Jurisdiction will administer this JPR prior to the candidate participating in the Driver/Operator Practical.</b> Any situations in the list below that do not exist in the host department's jurisdiction may be omitted.					
<b>Conditions:</b> Given a predetermined route on a public way that incorporates the maneuvers and features that the driver/operator is expected to encounter during normal operations, so that the apparatus is operated in compliance with all applicable state and local laws as well as department rules and regulations.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Ensures vehicle is prepared for departure.				
2.	Ensures all personnel are seated with safety belts fastened.				
3.	Enters traffic in a safe manner.				
4.	Four left turns and four right turns.				
5.	A straight section of urban street or rural two-lane road at least a mile in length.				
6.	One through-intersection and two intersections where a stop has to be made.				
7.	One railroad crossing.				
8.	One curve, either left or right.				
9.	A section of limited-access highway that includes a conventional ramp entrance and exit and a section of road long enough to allow lane changes.				
10.	A downgrade or up-grade requiring gear changing to maintain speed.				
11.	One underpass or low clearance bridge or obstacle.				
	a. Maintains safe following distances.				
	b. Maintains control of the vehicle while accelerating, decelerating, and turning, given road, weather, and traffic conditions.				
	c. Operating under adverse environmental or driving surface conditions and maintains safe following distances.				
	d. Use automotive gauges and controls appropriately.				
12.	Did the candidate perform the skill safely?				

Evaluator/candidate comments:

\_\_\_\_\_  
AHJ evaluator's signature

\_\_\_\_\_  
AHJ training officer

\_\_\_\_\_  
Idaho FST representative

\_\_\_\_\_  
Candidate's signature

*This page will be given to the Lead Evaluator prior to testing event or sent to Idaho FST prior to testing event*



## General Driver/Operator

### Fire department communications

#### Skill Sheet 3

<b>Standard:</b> 4.4.1, 4.4.2, 4.4.3, 4.4.4 NFPA 1002, 2017 edition	<b>Task (read aloud):</b> Utilize assigned departmental communication device in accordance with your jurisdictional SOP's and etiquette standard.  <b>The Authority Having Jurisdiction will administer these JPR's prior to the candidate participating in the Driver/Operator Practical.</b>
4.4.1 Initiate the response to a reported emergency.  4.4.2 Receive a telephone call.  4.4.3 Transmit and receive messages via the fire department radio.  4.4.4 Activate emergency procedures.	
<b>NFPA requisite skill:</b> <b>4.4.1 (B):</b> The ability to operate fire department communications equipment, relay information, and record information.  <b>4.4.2 (B):</b> The ability to operate fire station telephone and intercom equipment.  <b>4.4.3 (B):</b> The ability to operate radio equipment and discriminate between routing and emergency traffic.  <b>4.4.4 (B):</b> The ability to activate emergency procedures in accordance with the department's SOPs	
<b>Required equipment:</b> Communications equipment appropriate to the scenario, pen and paper	
<b>Required personnel:</b> 0 assistants	



## General Driver/Operator

### Fire department communications

#### Skill Sheet 3

<b>Standard:</b> 4.4.1, 4.4.2, 4.4.3, 4.4.4 NFPA 1002, 2017 edition	<b>Task:</b> This duty shall involve initiating responses, receiving telephone calls, and using fire department communications equipment to correctly relay verbal or written information.				
<b>The Authority Having Jurisdiction will administer this JPR prior to the candidate participating in the Driver/Operator Practical.</b>					
<p><b>4.4.1:</b> Initiate the response to a reported emergency, given the report of an emergency, fire department SOP's and communication equipment, so that all necessary information is obtained, communication equipment is operated correctly, and the information is relayed promptly and accurately to the dispatch center.</p> <p><b>4.4.2:</b> Receive a telephone call, given a fire department phone, so that procedures for answering the phone are used and the caller's information is relayed.</p> <p><b>4.4.3:</b> Transmit and receive messages via the fire department radio, given a fire department radio and operating procedures, so that the information is accurate, complete, clear, and relayed within the time established by the AHJ.</p> <p><b>4.4.4:</b> Activate emergency procedures, given an emergency and department SOP's, so that emergency actions can be initiated.</p>					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
Skill Sheet 3A	Initiate response to a reported emergency				
Skill Sheet 3B	Receive a telephone call				
Skill Sheet 3C	Transmit and receive messages via the fire department radio				
Skill Sheet 3D	Activate emergency procedures				

Evaluator/candidate comments:

\_\_\_\_\_  
AHJ evaluator's signature

\_\_\_\_\_  
AHJ training officer

\_\_\_\_\_  
Idaho FST representative

\_\_\_\_\_  
Candidate's signature

*This page will be given to the Lead Evaluator prior to testing event or sent to Idaho FST prior to testing event.*



## General Driver/Operator

Initiate response to a reported emergency

### Skill Sheet3A

<b>Standard:</b> 4.4.1 NFPA 1002, 2017 edition		<b>Task (read aloud):</b> Initiate a response to a reported emergency according to department standard operating procedures.			
<b>Candidate directive (read aloud):</b> Given the report of an emergency either from an individual in person or over the phone, you will initiate an emergency response according to your local policies and procedures.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Acknowledge the task assignment to evaluator.				
2.	State the required equipment needed (pen and paper, radio or telephone).				
3.	If report is by telephone, answers phone promptly identifying their name and department.				
4.	Identify the nature of the emergency from the reporting party.				
5.	Determine life threat based on information received.				
6.	Record and verify the proper address of the incident.				
7.	Record name and number of reporting party.				
8.	Relay information to dispatch as per local protocols.				
9.	Notify evaluator when task is complete.				
	Did candidate complete skill swiftly, safely, and with confidence?				

Evaluator/candidate comments:

\_\_\_\_\_  
AHJ evaluator's signature

\_\_\_\_\_  
Candidate's signature

*This form is to be kept in a retrievable format by the AHJ.*



## General Driver/Operator

Receive a telephone call

### Skill Sheet 3B

<b>Standard:</b> 4.4.2 NFPA 1002, 2017 edition		<b>Task (read aloud):</b> Receive a department telephone call, document and pass on the information.			
<b>Candidate directive (read aloud):</b> You will answer a simulated non-emergency telephone call on a public telephone number at the Fire Station and given a request to speak to someone.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Acknowledge the task assignment to evaluator.				
2.	State the required equipment needed (pen & paper, telephone).				
3.	Answer the call promptly.				
4.	Identify yourself and the department to the caller.				
5.	Document pertinent information to include: date, time, caller's name, callers call back number, message and your name as the person taking the call.				
6.	End the call courteously and in a timely manner, hang up after the caller.				
7.	Deliver message to intended recipient.				
8.	Notify evaluator when task is complete.				
	Did candidate complete skill swiftly, safely, and with confidence?				

Evaluator/candidate comments:

\_\_\_\_\_  
AHJ evaluator's signature

\_\_\_\_\_  
Candidate's signature

*This form is to be kept in a retrievable format by the AHJ.*





## General Driver/Operator

Transmit and receive messages via the fire department radio

### Skill Sheet 3C

<b>Standard:</b> 4.4.3 NFPA 1002, 2017 edition		<b>Task (read aloud):</b> Transmit and receive messages via the fire department radio.			
<b>Candidate directive (read aloud):</b> Given a scripted message read aloud to you consisting of either routine or emergency traffic, you shall respond over a radio with the accurate, complete, and clear responses for the scenario given.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Acknowledge the task assignment to evaluator.				
2.	State the required equipment needed (department radio).				
3.	Ensure the radio is on and tuned to the appropriate frequency/channel.				
4.	Use departments operating procedures to determine if routine or emergency traffic.				
5.	A. Routine traffic: Wait until traffic is clear before transmitting.				
6.	B. Emergency traffic: Announce, "Emergency traffic."				
7.	Have microphone 1 to 2 inches away from mouth (or speaking device of SCBA).				
8.	Initiate transmission by identifying unit being called, then identifying yourself.				
9.	Speak calmly, clearly, distinctly, and at a medium speed.				
10.	Transmit a brief and accurate message.				
	Acknowledge and respond appropriately to all received messages.				

Evaluator/candidate comments:

\_\_\_\_\_  
Evaluator's signature

\_\_\_\_\_  
Candidate's signature

*This form is to be kept in a retrievable format by the AHJ.*



## General Driver/Operator

### Activate emergency procedures

#### Skill Sheet 3D

<b>Standard:</b> 4.4.4 NFPA 1002, 2017 edition		<b>Task (read aloud):</b> Activate or initiate emergency procedures per department policy or SOGs.			
<b>Candidate directive (read aloud):</b> Given a scripted message consisting of an emergency requiring you to initiate an emergency action, you will take the necessary actions.					
NO.	TASK STEPS	FIRST TEST		RETEST	
		Pass	Fail	Pass	Fail
1.	Acknowledge the task assignment to evaluator.				
2.	State the required equipment needed (department radio, air horn).				
3.	Receive trigger for emergency (mayday, emergency evacuation, etc.)				
4.	Utilizing department SOP's activate emergency signal.				
5.	Notify evaluator when task is complete.				
6.	Explain to evaluator your role in the emergency signal and actions to take immediately after. (Observing conditions, assist with PAR) Follow SOPs.				
	Did candidate complete skill swiftly, safely, and with confidence?				

Evaluator/candidate comments:

\_\_\_\_\_  
Evaluator's signature

\_\_\_\_\_  
Candidate's signature

*This form is to be kept in a retrievable format by the AHJ.*