

**ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES**

Driving Policies and Guidelines

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Purpose

The purpose of this guideline is to define safe and appropriate driving behavior for all Albuquerque Fire Department personnel for the operation of both emergency apparatus and non-emergency vehicles.

Guideline

All Drivers, acting Drivers and personnel in training to drive must be familiar with the rules, regulations and measures that apply to emergency vehicle operations. These rules, regulations and measures include State Law and the Albuquerque Fire Department Operating Guidelines.

These rules, regulations, and measures do not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor does it protect the driver from the consequences of his/her reckless disregard for the safety of others.

Operational Guidance

I. State regulations and department guidelines

A. State Laws

1. The New Mexico Motor Vehicle Code (New Mexico Criminal and Traffic Law Manual (66-7-6) gives only four privileges to emergency vehicle drivers and it gives conditions to the use of these privileges. An emergency vehicle driver may
 - a. Exceed the maximum speed limits so long as doing so does not endanger life or property
 - b. Park or stand irrespective of the provisions of the Motor Vehicle Code
 - c. Proceed past a red or stop signal or stop sign, but only after slowing down as necessary for safe operation
 - d. Disregard regulations governing direction of movement or turning in specified directions

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2. These privileges are further restricted by AFD.
 - a. The exemptions granted to an authorized emergency vehicle apply only when the driver of the vehicle, while in motion, sounds an audible signal by bell, siren or exhaust whistle as reasonably necessary and when the vehicle is equipped with at least one lighted lamp displaying a red light visible under normal atmospheric conditions from a distance of five hundred feet to the front of the vehicle.
3. All other laws apply.
4. The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle presence. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.
5. Examples of other laws that apply to emergency vehicle operators
 - a. Emergency vehicle operators must comply with any awful order or direction of any police officer invested by law with the authority to direct, control or regulate traffic.
 - b. Emergency vehicle operators may not pass school busses that are loading or unloading passengers.
 - c. Emergency vehicle operators may not leave the scene of an accident that the apparatus is involved in.

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6. This section does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor does it protect the driver from the consequences of his reckless disregard for the safety of others.
- B. AFD response guidelines.
1. The Albuquerque Fire Department has chosen to further clarify, restrict, and regulate the privileges granted by the Motor Vehicle Code by adoption of these Standard Operating Guidelines.
 2. All AFD members will use seatbelts while riding in any city vehicle. No members' safety will be compromised by allowing them to don personal protective equipment at the expense of wearing a seatbelt. The Company Officer and Driver of the vehicle will confirm that all members are inside the cab, properly attired, seated with seat belts on before the vehicle is permitted to move. Riding on the apparatus tailboard or other exposed positions is not permitted on any vehicle at any time.
 3. No firefighter will be allowed to drive any engine, ladder, squad or rescue Code 3 until they are certified by the Albuquerque Fire Academy.
 4. During a Code 3 response emergency lights and sirens will be used, and the apparatus will drive in the far left lane only. Passing a vehicle on the right is not allowed.
 5. Emergency vehicle operators must always watch out for other motorists and be cautious about anticipating reactions by other drivers, who may be startled by the experience of an apparatus bearing down on them Code 3.
 6. Drivers must not exceed posted speed limits by more than 10 mph during Code 3 responses and may do so only in light traffic and good weather conditions.
 - a. Intersections present the greatest potential danger to emergency vehicles.

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- b. When approaching and crossing an intersection with the right-of-way, drivers should not exceed the posted speed limit.
9. A “Hot Response” is authorized only in conjunction with emergency incidents. Unnecessary emergency response should be avoided. In order to avoid any unnecessary emergency response, the following conventions should apply:
 - a. When the first-arriving unit on the scene reports “nothing showing” or an equivalent report, any additional units should continue “Hot”, but should not exceed the posted speed limit.
 - b. The first-arriving unit will advise additional units to respond Cold (Code 1, no lights or siren) whenever appropriate.
10. The following will apply when approaching an intersection while responding to an emergency:
 - a. At all intersections with green lights or where the apparatus has the right-of-way, the emergency driver will slow down as necessary to ensure safe operation by removing the throttle and covering the brake pedal.
 - b. When approaching an intersection where all lanes are blocked, turn off all sirens and horns at least 200 ft. before the stopped traffic is reached. Leave emergency lights on and bring apparatus to a stop at least 100 ft. from nearest vehicle(s). Never encourage or force (in any way) traffic to proceed against red lights or to advance into dangerous traffic conditions.
 - c. Stop for all uncontrolled intersections, stop signs, yellow lights, and red lights. Proceed only after ensuring that it is safe to do so.
11. “Bucking traffic,” or going against the flow of traffic during the course of an emergency response, is strictly prohibited. Moves against the normal flow of traffic may only be made within one block of an incident, and then only for the purpose of positioning vehicles or equipment.

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12. Stop for all school buses when they are delivering or receiving children. Buses must have stop markers and alternating flashers on during this process. If no markers or flashers are being used, exercise great caution and reduce your speed in these areas.
13. Due to the tremendous danger posed to children and pedestrian traffic by emergency vehicles while responding to calls through residential neighborhoods, this practice is restricted. Travel through neighborhoods should be made only when it is necessary to do so in order to reach an emergency scene.
14. Emergency vehicles will not exceed posted speed limits in school zones, without exception! Turn off sirens and horns when passing through school zones. Emergency lights only will be used while going through a school zone.
15. Do not follow closer than 500 feet behind other emergency vehicles.
16. Do not pass other responding emergency vehicles. The only exception will be when an emergency vehicle is disabled or delayed. If passing is necessary, permission must be obtained through radio communications.
17. Caution should be observed at all intersections since other AFD units may be responding from other locations (such as, quarters, drills, or building inspections) and emergency units from other agencies may also be responding.
18. Apparatus should not be driven faster than existing conditions permit or at a speed greater than can be maintained with safety.
19. On freeways and in hospital zones, sirens will be turned off and only be used as necessary to clear traffic.
20. Racing apparatus is strictly prohibited.

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21. Wheel chocks on engines, ladders and squads will be used any time the apparatus is parked on a slope. Wheel chocks will be used any time an engine is in pump or a ladder is set up for aerial deployment, with both wheel chocks will be used on the same apparatus tire.
 22. Use of emergency lighting should be minimized once on an emergency scene. Excessive numbers of flashing lights may attract unnecessary attention, spectators, and create other hazards.
 23. Use the directional light on the rear of the truck to help direct traffic around when firefighters are working in the street.
 24. Apparatus will be set to "high-idle" while emergency lights are used and the vehicle is parked.
 25. Officers or other members in command of apparatus which are canceled during an emergency response should have their Driver shift from an emergency to non-emergency operation in a controlled and safe manner to avoid confusion by the public.

 26. During emergency response, the Driver must use common sense and good judgment. A speedy response is gained through a safe and efficient means of operation, not by taking unnecessary risks. Never endanger life or property under any circumstances.
- C. Driver accountability for documentation, and reporting.
1. Valid driver's license and city vehicle operator's card must be on person at all times while operating an AFD vehicle or apparatus.
 - a. No person except a designated city employee may operate a city vehicle and no one will be transported in a city vehicle except when city business requires.
 - b. All personnel who operate city vehicles will have a current class "E" or higher driver's license and a current City of Albuquerque Vehicle/Equipment Operators Permit.

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- c. Upon expiration of a city vehicle driver's New Mexico Drivers License, the driver will be responsible to provide a copy of the new issued license to the Fire Academy so that a current City Operator's Permit can be obtained.
 2. Vehicle accident reporting.
 - a. Any driver of a City vehicle involved in an accident must summon his/her supervisor, their respective Battalion Commander and the Police Department immediately to the scene of ALL accidents.
 - b. The driver will not leave the scene before the Police have completed their investigation. The driver and his/her supervisor will prepare a "GREEN" colored City of Albuquerque vehicle accident report jointly and forward it to the Safety Division within 48 hours.
 - c. The Driver will discuss the accident only with the Police, supervisor, authorized City official, or legal counsel.
 - d. Any individual who directly contacts AFD personnel (either by phone or mail) claiming to represent a party connected to an accident involving the fire department and requesting a statement should be instructed to direct any and all correspondence to the Fire Department Safety Officer immediately.
 - i. No additional information should be provided.
 3. Specific accident reporting instructions.
 - a. The city of Albuquerque Accident Report form must be completed by the employee and supervisor for all vehicle accidents.

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- b. Only one original copy is necessary.
 - c. The report may be typed or handwritten. If a typewriter is not available, print in black ink only.
 - d. The signature lines on the Automobile Accident report will be completed in the following order:
 - i. Prepared by: The individual preparing the form.
 - ii. Supervisors Signature: Officer in the vehicle at the time of the accident.
 - iii. Activity Supervisor: Field Commander of that District investigating the accident.
 - iv. Department Head's Signature: Chief of the Department.
 - e. Once the accident report has been completed, with all required signatures from field personnel, the original report must be submitted to the Safety Officer who will obtain the Fire Chief's signature.
 - i. The Fire Department payroll clerk will make the necessary copies (1 original plus 4 copies) for distribution and filing.
3. Reporting damage to a vehicle.
- a. In the case of damage to a city vehicle, it is the vehicle driver's duty to report in writing to their immediate supervisor all details of any theft of equipment, scratches, dents, vandalism, etc., which occurs to the vehicle while the driver is responsible for it.
 - i. All of these cases will also require a report from the police department and forwarded to the City of Albuquerque's Risk Management Division.

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4. Maintenance reporting.
 - a. The driver of a city vehicle is responsible to see that the vehicle is in safe operating condition at all times.
 - i. Check the vehicle in accordance with manufacturer's recommendations.
 - ii. Report all flats, vehicle breakdowns, mechanical or safety failures to their immediate supervisor and the fire department mechanic.
 - iii. If neither a supervisor or mechanic is available, they should notify the nearest Battalion Commander in charge.

II. General driving considerations

- A. Every time the vehicle is moved, the driver will observe specific conventions.
 1. If leaving the station, ensure that the apparatus bay door is all the way open.
 2. Glance under the vehicle to ensure it is clear of obstructions.
 3. Walk completely around the unit ensuring that compartment doors are closed, equipment is secure, the running boards and steps are free of loose equipment (such as, coffee cups, tools, etc.) and the vehicle is free of obstructions.
 4. The Driver must check to ensure all extractor and power connections are released before leaving the station.
 5. Ensure all personnel are using seatbelts.
 6. Confirm items are secured in the cab of the apparatus and that interior compartment doors remain closed any time the vehicle is in motion.

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7. Check and memorize the position of instruments and controls before moving vehicle. It should never be necessary for a Driver to search for instruments or controls while the apparatus is in motion.
8. Place the transmission shift lever in DRIVE position with the engine at idle speed, take up the slack on the drive train, then accelerate smoothly. Jackrabbit starts are costly and hard on the apparatus.

B. Other considerations for Drivers:

1. Both hands must be kept on the steering wheel (do not “palm” the wheel or cross arms when turning the steering wheel).
2. Do not pump the brakes.
3. Drivers should know the gross vehicle weight (GVW) and total height of the unit they are driving.
4. Do not use auxiliary braking devices (retarders, TELMA) when roads are wet or slick.
5. Do not allow personnel to stand on moving vehicles.
6. Driving with the headlights on is recommended at all times. Turn off headlights before the engine is turned off.
7. Drive in one lane. Many Drivers have problems judging the distance from their right fender to a parked car or curb and consequently drive with the left side over the centerline of the street. Training and familiarity with the specific unit can remedy this.
8. Safe driving habits are acquired not inherited. Everyone must acquire these habits by concentration, study and practice. Confidence builds faster than skills; do not overestimate abilities.
9. The eyes of the public are on the operators of city vehicles. Members of the public often report discourteous actions and

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transgressions of traffic laws. Operate all city vehicles in a safe and courteous manner.

10. No cell phones are to be used during any type of emergency response (Code 1 or Code 3).
11. Be aware of traffic conditions around you at all times. Recheck traffic frequently and never make turns or lane changes before you check traffic.
12. Anticipate stops and turns and start slowing the apparatus down by using the proper method of gearing down in conjunction with the braking system.
13. Use turn signals but be aware that other drivers may not be able to distinguish a turn signal from other emergency lights.
14. When stopping behind other vehicles, remain far enough back that you can see the rear tires of the vehicle in front of you.
15. Stop behind the crosswalk line when stopped for a red light or stop sign. This will allow safe movement of pedestrian traffic.
16. When stopped at intersections, keep the front wheels straight. If turning, don't turn the wheels until the apparatus starts to move.
17. Jumping a light (starting when the light in the other direction of travel turns yellow) is as dangerous as going through an intersection on a yellow or red light. After getting a green light, before proceeding into an intersection, check side traffic for that driver who may not have seen the light change.
18. When approaching a yellow light, most Drivers tend to ask, "Can I make it?" The safe question to ask is "Can I stop?" If stopping is feasible, do it. A Driver must be familiar with the braking characteristics of the vehicle.
19. Railroad crossings must be treated with the same caution as any other intersection. With the siren on, it may be difficult to hear a

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train horn or crossing bells. Never proceed between the crossbars of a railroad crossing.

20. Use city vehicles are for city business, not personal or private use.
21. Vehicle parking
 - a. Park only in designated parking spaces.
 - b. Do not park in private parking spaces or private property unless you have express permission to do so.
 - c. When attending to business at City Hall, with larger vehicles, the crew may be dropped off and the unit driven to a suitable parking area. When the crew has completed their business, the Driver can be contacted via portable radio.
 - d. Bus stops will only be used for parking in emergency situations.
 - e. Fire lanes are designed to provide access to buildings in case of emergencies and should only be used for vehicle parking when responding on calls.
 - f. Do not park in handicapped parking spaces except in emergency situations and then only if other spaces or fire lanes are unavailable.
22. No emergency apparatus is to be left unattended. The only exception will be on emergency scenes which require the entire crew to be away from the unit.
23. In any fire vehicle in which there is a radio, the radio should be on at all times during operation of the vehicle.
 - a. It is the driver's responsibility to turn the radio off when exiting the vehicle. This prevents drain on the vehicle battery(ies).

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- b. Should you need to contact the AFD Dispatch or another AFD unit, use your unit ID to identify yourself unless you have been assigned a fire department radio call number.
 - c. Always answer radio communications from AFD Dispatch promptly.
24. The Public Address system is to be used appropriately, and not for yelling at other drivers or pedestrians.
25. Refuel apparatus as necessary.
- a. Apparatus will not be operated with a fuel level below ½ tank.
 - b. The vehicle fuel cards carried in each vehicle will be used to obtain fuel from the computerized fuel pumps at the City Yards or contracted vendors.

III. Specific driving situations

A. Backing apparatus.

- 1. Emergency lights will be turned on and the driver will use a spotter any time an emergency vehicle is backed up. The spotter will be in full view of the driver at all times.
- 2. No vehicle should be backed into an intersection, around a corner, or in traffic unless emergency lighting is used and is preceded by an observer to safely direct such movement.
- 3. Never hesitate to use more than one person to assist with backing maneuvers if the situation warrants.
- 4. It is the Drivers' responsibility to ensure that all spotters know in advance what is expected, where they intend to back, and what signals he/she expects to be used.
- 5. Before backing the apparatus the driver will roll down the windows and turn off any apparatus mounted stereo equipment. This is done

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to ensure any orders to stop the apparatus are clearly heard by the driver.

6. Following are recommendations for spotters.
 - a. The rear spotter must stay behind and to the left of the apparatus. This spotter should position their body as a landmark for the driver to line up on.
 - b. Any spotter can give a loud “STOP” order directly to the driver when it is deemed necessary.
 - c. One spotter must be radio equipped to inform the driver to stop during high noise conditions
 - d. All verbal signals must be loud enough and clear enough to be heard by the driver.
 - e. All hand signals must be in “large” movements, and as simple as possible. Signals given in front of the body can be difficult to see. Following are the suggested hand signals to be used
 - i. “Come back” - Both hands moving, repeatedly, from above and to the sides of the body, towards the centerline of the body.
 - ii. “Come back to the left/right” -One hand moving, repeatedly, from above and to the side of the body, towards the center line of the body while the other hand is extended in the direction that the driver must turn the vehicle
 - iii. “Stop” - Both wrists crossed above the head accompanied by a loud, verbal “STOP” command.
 - f. The spotter must understand that in most circumstances the driver is able to back the vehicle without direction. In these cases it is the spotters’ responsibility to ensure the Driver does not hit anything or anyone.

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- g. Regardless of the number of spotters that are utilized, the driver should only receive direction from ONE spotter in the rear of the vehicle and, if utilized, one spotter to the front of the vehicle.
 - h. If there is no one available to be a spotter during an emergency situation, the driver will park the vehicle and walk completely around the vehicle to ensure it is safe to back up.
- B. Safe operations at opticom-controlled intersections.
- 1. The primary function of an opticom at an intersection is to allow emergency response vehicles to secure the right of way through an intersection in as safe and efficient a manner as possible. A benefit of this is reduced scene response times. Opticom-controlled intersections require a heightened level of awareness and understanding on the part of the emergency vehicle operator.
 - 2. Drivers must recognize that for a member of the public, an encounter with an emergency response vehicle in route to an emergency is not a normal everyday occurrence.
 - a. This is clearly evident by the confusion frequently evidenced by the erratic behavior of drivers in the area of apparatus responding Code 3 to calls.
 - b. Because opticoms alter the normal cycling of the signal at a traffic light, this confusion can be heightened, and emergency vehicle drivers must be accordingly alert.
 - 3. The following additional precautions must be taken when proceeding through opticom-controlled intersections on emergency responses with with lights and sirens on.
 - a. While the opticom system cycles the light through the normal sequence of yellow and then red, an approaching apparatus is unable to determine how long the light was green for cross traffic. An unusually short green light for cross traffic may

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appear to cross traffic as a malfunctioning light, and encourage drivers to run a stale yellow light.

- b. Proceed only after ensuring that it is safe to do so. A green light given as a result of opticom activation should not be assumed to be safe until verified visually, in all directions.

- c. When a green light is triggered by an opticom activation well in advance of the arrival of the apparatus, the emergency vehicle driver must slow down as necessary to ensure safe passage through the intersection.

- d. If the opticom has not granted a green light within 300 feet (approximately), on approach the emergency driver will come to a complete stop at the intersection, without exception. This delay will give time for the intersection to clear completely, and give those who are either inattentive or prone to running stale yellow lights a chance to clear through.

- e. When approaching an opticom-controlled intersection where all lanes are blocked, turn off all sirens and horns but leave emergency lights on. When the opticom activation grants the green light, the emergency vehicle driver will delay activation of sirens and horns for three seconds to give the intersection time to clear completely.

IV. Fireground apparatus placement

- A. Apparatus function should regulate placement on the fireground. Poor apparatus placement can limit tactical options or negate a unit's function. The natural inclination to drive apparatus as close to the fire as possible often results in positioning of apparatus that is both dysfunctional and dangerous.

- B. The placement of all apparatus on the fireground should be based on specific criteria.

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1. Standard Operating Guidelines.
 2. Tactical objectives and priorities.
 3. Staging conventions.
 4. A direct order from the Incident Commander.
 5. A conscious decision on the part of the Company Officer and/or Driver, based on existing or predictable conditions.
- C. Effective apparatus placement must begin with the arrival of first-arriving units. The placement of the first-arriving engine, ladder, and rescue should be based upon initial size-up and general conditions upon arrival.
1. First-arriving companies should place themselves to maximum advantage and go to work. Later-arriving units should be placed in a manner that builds on the initial plan and allows for expansion of the operation.
 2. Ladder apparatus will have priority when positioning on the fireground. All other apparatus will provide access for the placement of ladder apparatus.
 3. Avoid “bumper-to-bumper” placement on the fireground. Not all fire apparatus should proceed directly to the incident. Later arriving companies should stage a minimum of one block short of the immediate fire area, and remain uncommitted until ordered into action by Command. Company officers should select staging positions with a maximum of tactical options.
 4. In large, complex, and lengthy fireground operations additional alarm companies should be staged consistent with Level II Staging and Command communicates directly with the Staging Officer for any additional resources required on the fireground.

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5. Command must maintain an awareness of site access that provides the best tactical options ensure that the immediate fire area does not become congested with apparatus.
6. The officer must regard apparatus on the fireground in two categories.
 - a. Apparatus that is working.
 - b. Apparatus that is parked.
7. Park out of the way. Apparatus that is not working should be left in the Staging Area or parked where it will not compromise access. Maintain an access lane down the center of streets wherever possible.
8. Think of fire apparatus as expensive exposures and position working apparatus in a manner that considers the extent and location of the fire and a pessimistic evaluation of fire spread and building failure.
 - a. Anticipate the heat which may be released with structural collapse.
 - b. Attempt to predict the direction of the fire and whether the apparatus is in a secure location.
 - c. Apparatus should generally be positioned at least 30 feet away from involved buildings, even with nothing showing. Greater distances are indicated in many situations.
9. Beware of putting fire apparatus in locations where they cannot be repositioned easily and quickly.
 - a. Be particularly cautious in operating positions with only one way in and out (e.g., yards, alleys, driveways, etc.) In these situations it is advisable to back the apparatus into position.

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- b. Beware of overhead power lines when positioning apparatus. Do not park where lines may fall.
10. If an apparatus becomes endangered, operate hoselines between it and the fire while repositioning it to a safe position. It is counter-productive and inefficient to move apparatus several times throughout the progress of a fire.
11. Take maximum advantage of good operating positions and build upon the capability of units assigned to these effective positions.
- a. Initial-arriving engines should be placed in key positions offering maximum fire attack access to the fire area and a quickly accessible water supply via large diameter supply lines.
 - b. Subsequent arriving companies can operate the hoselines from this apparatus. Place these “key” companies first - before access is blocked by later arriving units.
 - c. Ladder apparatus will have priority when positioning on the fireground.
12. Key tactical positions should be identified and engines placed in those locations with a strong water supply.
- a. The water supply should be at least one 2 ½” line from an engine on a hydrant.
 - b. When high volume is indicated, a 5” supply line should be provided. The forward engine can distribute this water supply to a variety of hand lines, master streams or devices.
13. Take full advantage of hydrants close to the fire before laying additional supply lines to distant hydrants. Consider a dual pumping operation when appropriate. Secondary hydrants should be used to obtain additional supply if the demand exceeds the capability of the closest hydrants.

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14. Take advantage of the equipment on apparatus already in the fire area instead of bringing in more apparatus. Connect extra lines to engines which already have a good supply line.
15. Do not hook up to hydrants so close to the fire building that structural failure or fire extension will jeopardize the apparatus.
16. Deployed fire hose soon limits the general access as the fireground operation progresses. Command or Sector Officers must direct apparatus to important positions as early as possible. Lines should be laid with consideration given to issues of access to the fireground. Crews should try to lay lines on the same side of street as the hydrant and cross over near the fire.
17. Command vehicles should be positioned at a location that will allow maximum visibility of the fire building and surrounding area and the general effect of the companies operating on the fire. Command vehicle position should be easy and logical to find and should not restrict the movement of other apparatus.
18. Rescue units should be spotted in a safe position that will provide the most effective treatment and transportation of fire victims and firefighting personnel, while not blocking movement of other apparatus or interfering with firefighting operations. Transport-capable vehicles should be parked facing toward a clear route of egress.
19. Staff vehicle placement should go to Level II staging unless that staff person has a predetermined accountability (e.g., Safety Officer). The Staging Officer will advise Command of staff personnel available for assignment.
20. The unique hazards of driving on or near the fireground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected. Drivers must consider the dangers their

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moving vehicle poses to fireground personnel and spectators who may be preoccupied with the emergency, and may inadvertently step in front of or behind a moving vehicle.

21. When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street. Warning lights should be used to make approaching traffic aware of the incident. At night, vehicle mounted floodlights and any other lighting available should be used to illuminate the scene.
22. If it is not necessary to park in or near traffic lanes, the apparatus should be pulled off the road to parking lots, curbs, etc., whenever possible.

V. Safe parking at incidents with hazardous traffic conditions

- A. Position apparatus at the scene of emergencies in a manner that best protects the work area and personnel from vehicle traffic and other hazards.
- B. All personnel should understand and appreciate the high risk firefighters are exposed to when operating in or near moving vehicle traffic and all crewmembers must always operate from a defensive posture (e.g., always consider moving vehicles as a threat to your safety).
- C. Human factor considerations.
 1. Emergency personnel are exposed to motorists of varying abilities, with or without licenses, with or without legal restrictions, some driving at creeping speeds and others exceeding speed limits.
 2. Some of these motorists have impaired vision, others are impaired by alcohol and/or drugs.
 3. Many motorists will often be looking at the scene and not the road.

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- D. Nighttime operations are particularly hazardous. Visibility is reduced and the flashing of emergency lights tends to confuse motorists. Studies have shown that multiple headlights of emergency apparatus (coming from different angles at the scene) tend to blind civilian drivers as they approach.
- E. Listed below are benchmarks for safe performance when operating in or near moving vehicle traffic.
1. Always maintain an acute awareness of the high risk of working in or around moving traffic. Never trust moving traffic. Always keep an eye on the traffic.
 2. Always position apparatus to protect the scene, patients, and emergency personnel, and to provide a protected work area.
 - a. Whenever possible, angle apparatus at 45 degrees away from curbside to direct motorists around the scene (See Figure 1).
 - b. Apparatus positioning must also allow for adequate parking space for other fire apparatus (if needed).
 - c. Allow enough distance to prevent a moving vehicle from knocking fire apparatus into the work areas.
 3. At intersections, or where the incident may be near the middle of the street, two or more sides of the incident may need to be protected. Block all exposed sides. Where apparatus is available in limited numbers, prioritize the blocking from the most critical to the least critical (See Figures 2, 3 and 4).

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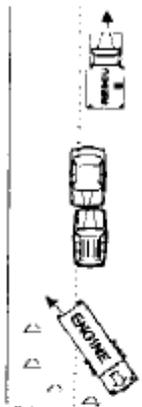
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Figure #1



Where possible angle apparatus at a 45 degree angle from the curb

Figure #3

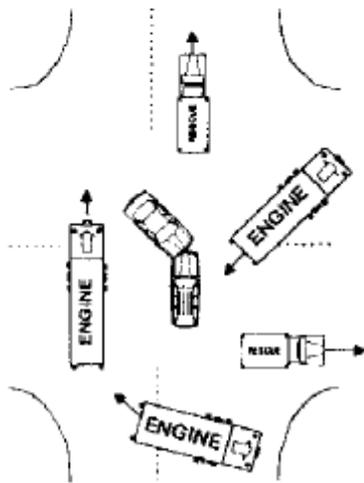


Figure #2

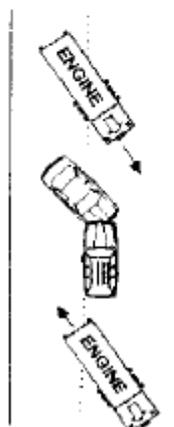
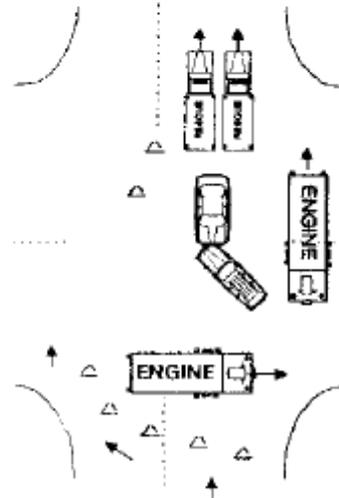


Figure #4



4. For first-arriving engine companies where a charged hoseline may be needed, angle the engine so that the pump panel is "down stream," on the opposite side of on-coming traffic. This will protect the pump operator (See Figure 5).

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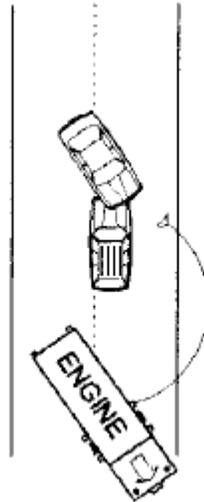
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Figure 5



5. The initial-arriving Company Officer or Command must assess the parking needs of later arriving fire apparatus and specifically direct the parking and placement of these vehicles as they arrive to provide protective blocking of the scene. This officer must operate as an initial Safety Officer.
6. During daytime operations, leave all emergency lights on to provide warning to drivers.
7. For nighttime operations, turn off fire apparatus headlights. This will help reduce the blinding effect to approaching vehicle traffic. Other emergency lighting should be reduced to emergency flashers where possible.
8. Crews should exit the curbside or non-traffic side of the vehicle whenever possible.
9. Always look before stepping out of apparatus, or into any traffic areas. When walking around fire apparatus parked adjacent to

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moving traffic, keep an eye on traffic and walk as close to fire apparatus as possible.

10. When parking apparatus to protect the scene, be sure to protect the work area also. The area must be protected so that patients can be extricated, treated, moved about the scene, and loaded into rescues safely. Do not position the apparatus exhaust in the direction of patients who are entrapped in motor vehicles.
11. Wear orange, high visibility reflective safety vest or structural turnout gear at night scenes.
12. Once enough fire apparatus have “blocked” the scene, park or stage unneeded vehicles off the street whenever possible. Bring in rescue companies one or two at a time and park them in safe locations at the scene. This may be “downstream” from other parked apparatus, or the rescue maybe backed at an angle into a protected loading area to prevent working in or near passing traffic.
13. At residential medical emergencies, park rescues in driveways for safe loading if possible. If driveways are inaccessible, park rescues and other apparatus to best protect patient loading areas. (See Figures 6 and 7)

Figure 6

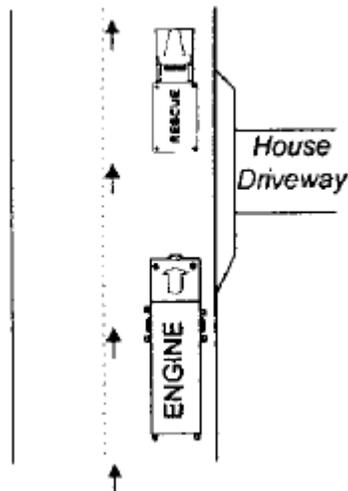
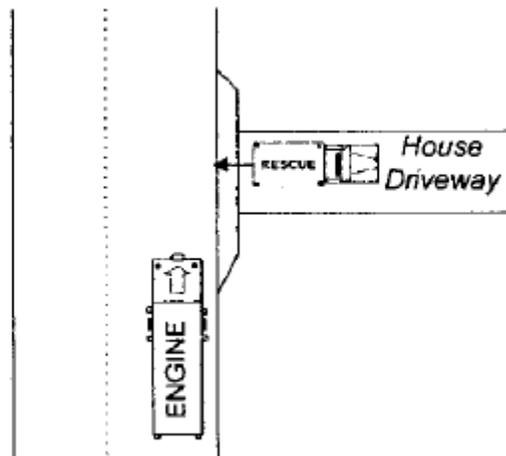


Figure 7



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14. APD can be dispatched to assist with traffic at incidents involving or located in major intersections. Provide specific direction to the police officer as to exactly what your traffic control needs are. Ensure the police are parking to protect themselves and the scene. Position rescues to protect patient loading areas. (See Figure 8)

Figure 8

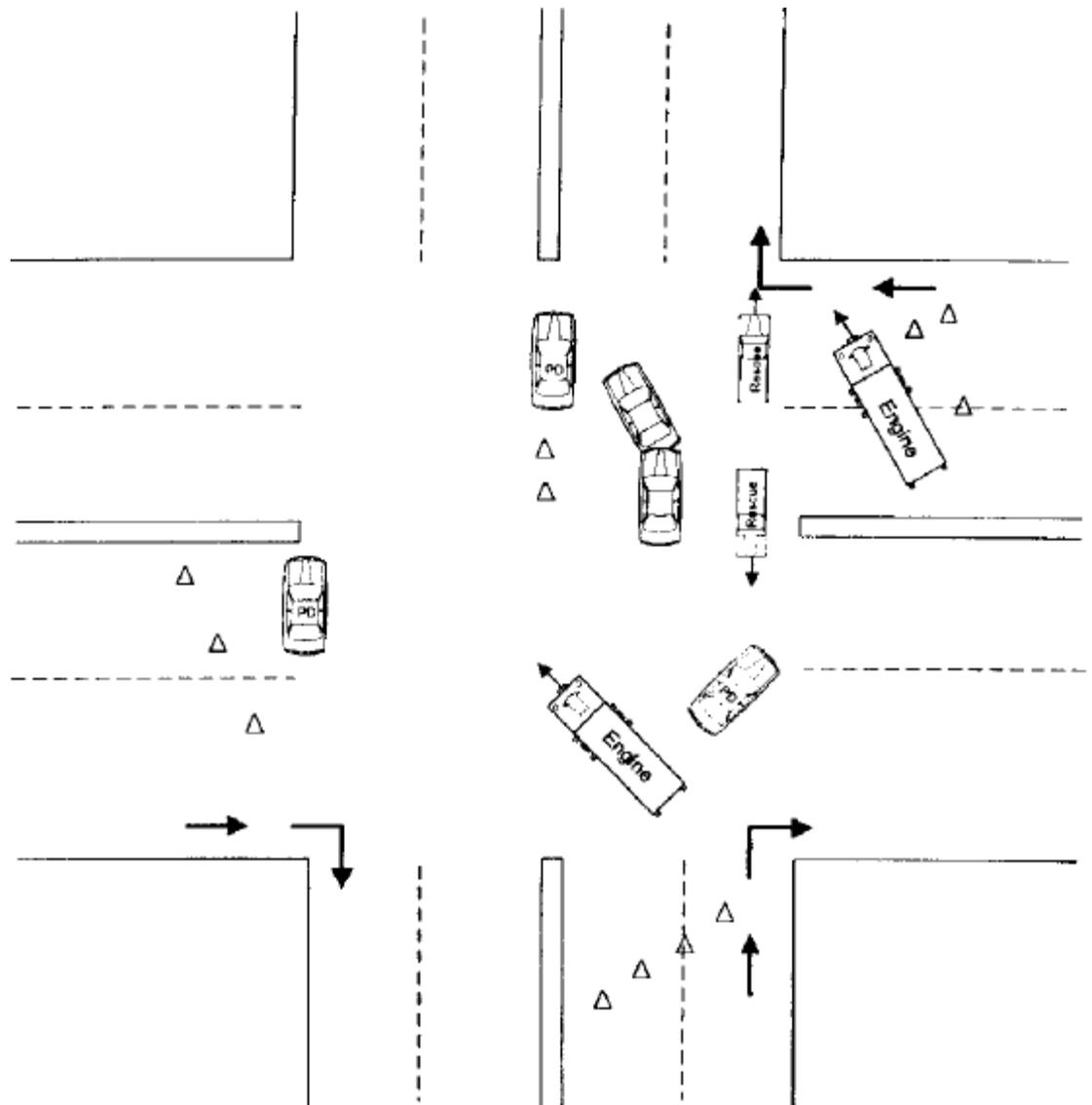


Figure #8 Provide specific direction to police as to what traffic control needs you have. Position ambulances and rescues to protect patient loading areas.

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F. Interstate operations

1. Interstate emergencies pose a particular high risk to emergency personnel. Speeds are higher, traffic volume is significant, and civilian motorists have little opportunity to slow, stop or change lanes.
2. The New Mexico State Police will also have a desire to keep the interstate flowing. Where need be the interstate can be completely shut down, although this rarely occurs.
3. For incidents located on interstates block the scene with the first apparatus on the scene to provide a safe work area. Other companies may be used to provide additional blocking if needed.
4. The initial company officer, or Command, must thoroughly assess the need for apparatus on the interstate and their specific positions.
5. Companies should be directed to specific parking locations to protect the work area, patients, and emergency personnel.
6. Other apparatus should be parked downstream when possible. This provides a safe parking area.
7. Staging of ambulance companies off the interstate may be required. Ambulances should be brought into the scene one or two at a time. A safe loading area must be established.
8. Command should establish a liaison with the New Mexico State Police or other law enforcement agency as soon as possible to jointly provide a safe parking and work area and to quickly resolve the incident.
9. The termination of the incident must be managed with the same aggressiveness as initial actions. Crews, apparatus, and equipment must be removed from the interstate promptly to reduce exposure to the hazard of moving traffic. Frequently two or more sides may need to be protected.

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10. Where possible angle apparatus at a 45 degree angle from the curb.

11. Prioritize placement of the Apparatus by blocking from the most critical to the least critical side.

12. To protect the pump operator, position the apparatus with the pump panel on the side opposite of on coming traffic

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Purpose

The purpose of this guideline is to define safe and appropriate driving behavior for all Albuquerque Fire Department personnel for the operation of both emergency apparatus and non-emergency vehicles.

Guideline

It is the responsibility of the operator of each Fire Department vehicle to drive safely and prudently at all times. Vehicles shall be operated in compliance with the New Mexico Motor Vehicle Code. This code provides specific legal exceptions to regular traffic regulations which apply to fire department vehicles only when responding to an emergency incident or when transporting a patient to a medical facility.

Emergency response (lights and siren) does not absolve the driver of any responsibility to drive with due caution. The driver of the emergency vehicle is responsible for its safe operation at all times.

It is the responsibility of all personnel to learn and understand these safe driving guidelines. It is the responsibility of all command and company officers to ensure their subordinate personnel comply with these guidelines, with the safe driving policy established by the City of Albuquerque, and with the Motor Vehicle Code as defined by State of New Mexico regulations.

Operational Guidance

I. General driving considerations

- A. When responding “code 3” (with lights and sirens), warning lights must be on and sirens must be sounded to warn drivers of other vehicles, as required by the New Mexico Motor Vehicle Code.
 - 1. The use of sirens and warning lights does not give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other drivers, based on their awareness of the emergency vehicle presence.
 - 2. Emergency vehicle drivers must make every possible effort to make their presence and intended actions known to other drivers, and must drive defensively to be prepared for the unexpected inappropriate actions of others.

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- B. Fire department vehicles are authorized to exceed posted speed limits only when responding “code 3,” under favorable conditions.
 - 1. This applies only with light traffic, good roads, good visibility, and dry pavement.
 - 2. Under these conditions a maximum of 10 mph over the posted speed limit is authorized.
- C. Under less than favorable conditions, the posted speed limit is the maximum permissible.
- D. Since intersections present the greatest potential danger to emergency vehicles, drivers shall not exceed the posted speed limit when approaching and crossing an intersection with the right-of-way.
- E. When approaching an intersection, with red light or stop sign, the vehicle shall come to a complete stop, and may proceed only when the driver can account for all oncoming traffic in all lanes yielding the right-of-way.

II. Operational considerations

- A. A “code 3” response is authorized only in conjunction with emergency incidents. Unnecessary emergency responses shall be avoided. In order to avoid any unnecessary emergency response:
 - 1. When the first unit reports on the scene with “nothing showing” or an equivalent report, any additional units shall continue “code 3,” but shall not exceed the posted speed limit.
 - 2. The first-arriving unit will advise additional units to respond “code 1” (no lights or siren) whenever appropriate.
 - 3. Drivers shall avoid backing whenever possible.
 - a. In situations where backing is unavoidable, spotters shall be used.

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- b. If a spotter is unavailable, the driver shall dismount and walk completely around apparatus to determine if obstructions are present before backing.
 - c. All fire apparatus staffed with three or more members (including the unit officer) will provide two personnel to act as spotters while the unit is being backed up.
 - d. All fire apparatus that are staffed with two members will be spotted by the passenger (who may be the unit officer), while the unit is being backed up.
4. All City of Albuquerque employees are required to use seat belts at all times when operating a City vehicle equipped with seat belts.
- a. Selt belt usage is required of anyone riding as a passenger/attendant in a City vehicle including: ambulance, engine, ladder, utility service van, staff vehicle, etc.
 - b. The company officer and/or driver of the vehicle will confirm that all personnel and riders are inboard, properly attired, and seated with seat belts on, before the vehicle is permitted to move.
 - c. All personnel shall ride only in regular seats provided with seat belts. Riding on tailboards or other exposed positions is not permitted on any vehicle at any time.
5. During an emergency response, fire vehicles should avoid passing other emergency vehicles. If passing is necessary, permission must be obtained through radio communications, using accepted radio communications.

III. Emergency operations

- A. The unique hazards of driving on or adjacent to the fire ground requires the driver to use extreme caution and to be alert and prepared to react to the unexpected. Drivers must consider the dangers their moving vehicle poses to fire ground personnel and spectators who may be preoccupied with the emergency, and who may inadvertently step in front of or behind a moving vehicle.

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- B. When stopped at the scene of an incident, vehicles should be placed to protect personnel who may be working in the street.
 - 1. Warning lights shall be used to make approaching traffic aware of the incident.
 - 2. At night, vehicle-mounted floodlights and any other available lighting shall be used to illuminate the scene.
- C. If it is not necessary to park vehicles in or near traffic lanes, the vehicle should be pulled off the road to parking lots or curbs whenever possible.
- D. The officer-in-charge and the driver of the vehicle are responsible for the safety of all vehicle operations and managing compliance of this procedure.

IV. Emergency response guidelines

- A. Albuquerque Fire Department vehicles shall be operated in a manner that provides for the safety of all persons and property. Safe arrival shall always have priority over unnecessary speed and reckless driving en-route to an emergency incident.
- B. A prompt and safe response shall be attained by strict adherence to responsible driving behavior.
 - 1. Leave the station in a standardized manner.
 - 2. Quickly mount the apparatus.
 - 3. Before leaving the station, all personnel should be on board, and seated, with seatbelts on.
 - 4. The station doors should be fully open.
 - 5. The apparatus driver should drive defensively and professionally at reasonable speeds.
 - 6. The driver and officer should know where they are going.

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7. The driver should use warning devices to move around traffic and to request the right-of-way in a safe and predictable manner.
- C. A fast response shall not be obtained by inappropriate or irresponsible driving. Examples of inappropriate driving include:
1. Leaving quarters before the crew has mounted safely or before the apparatus doors are fully open.
 2. Driving too fast for weather or road conditions.
 3. Driving recklessly or without regard for safety.
 4. Taking unnecessary risks at intersections with red lights and/or stop signs.
 5. Using the apparatus to intimidate or scare other drivers.
- D. Other emergency response criteria.
1. Emergency apparatus are allowed to travel a maximum of 10 mph over the posted speed limit.
 2. Emergency apparatus are allowed to travel only at the posted speed limit when entering intersections with green light.
 3. Emergency apparatus must come to a complete stop at all red lights and/or stop signs.

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Purpose

The purpose of this guideline is to define accepted methods, training regimens, and certification requirements as they apply to vehicle/apparatus operators. Because certifications may be required, this guideline uses terminology that is specific to rules, procedure, and policy.

Guideline

AFD Standard Operating Guidelines apply to all vehicle operators, including those who have achieved the rank of Driver/Engineer and those who upgrade to that rank. Drivers in the fire service have a tremendous responsibility to drive the apparatus safely. They must also possess the knowledge and training to efficiently operate the apparatus and equipment to which they are assigned.

Two AFD Driver Academies will be available at the Training Academy. One will focus on suppression apparatus, and the other will focus on rescue apparatus. Successful completion of the Drivers Academy and the Drivers Certification Process will result in a Firefighter being capable of acting at the Drivers rank for the apparatus on which they certify.

Operational Guidance

I. Drivers Academy rules and procedures

A. Selection.

1. A memo will be sent out to all personnel at least thirty days before the start of a Drivers Academy.
2. All interested non-probationary firefighters must contact an Academy Driver to sign up for the Drivers Academy.
3. Firefighters will be ranked by seniority, and a roster will then be finalized seven days before the start of the Academy.
4. Firefighters who have not attended a Drivers Academy will have preference over those members who are repeating the course.

B. Attendance.

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1. Class will be from 0800-1700 every day of the Drivers Academy (unless otherwise noted by the Academy Instructors.)
 - a. Firefighters will have a one-hour lunch, with periodic breaks before and after lunch.
 - b. Attendance at all classroom and drill sessions is mandatory. A sign-up roster will be completed for every day of class.
 - c. If a firefighter is absent for any portion of the Academy, they will be required to make up the lost portion in the next Drivers Academy.
 - d. No firefighter will be allowed to begin the Driver Certification Process until the Drivers Academy is completed in its entirety.

- C. Uniforms and equipment.
 1. All firefighters are required to wear an approved AFD uniform to class.
 2. Firefighters will, each day, be required to bring their AFD issued structural firefighting and wild land personal protective equipment.
 3. A structural helmet, leather gloves, bunker pants, and steel-toe boots are the minimum PPE required for all evolutions on the drill field.

- D. Testing and certificate of completion.
 1. There may be several exams during the course.
 2. A Drivers Academy certificate of completion is dependent on passing all of these exams.

- E. Timeframe.
 1. Firefighters must complete the entire Driver Certification Process within three months of completing the Drivers Academy.

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2. Those Firefighters who are not certified after the three months will be required to retake the entire Drivers Academy, on their own time, before being allowed to complete the Driver Certification Process.

II. Suppression Drivers Academy and certification process

A. Suppression Drivers Academy pre-requisites.

1. Prior to attending the Suppression Drivers Academy, firefighters will be required to complete the Pre-Suppression Drivers Academy worksheet.
 - a. Completion of this form will help ensure that the firefighter has a familiarization of the Driver position.

B. Classes.

1. The Suppression Drivers Academy will consist of two weeks of training at the Training Academy.
2. Before the Suppression Drivers Academy begins, firefighters need to contact the Training Academy for a current class syllabus and required reading material.
3. Training classes will consist of (but is not limited to) the following:
 - a. AFD SOGs applicable to a Driver in the Albuquerque Fire Department.
 - b. EVOC II Fire.
 - c. Pump operations and hydraulics.
 - d. Foam operations.
 - e. Fire protection systems.
 - f. Aerial apparatus operations.

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- g. Wildland apparatus and equipment operations.
- h. Operation and maintenance of all equipment carried on Suppression apparatus.
- i. Practical skills evolutions.

III. Suppression Drivers certification process

A Requirements.

1. All requirements of the Training Academy must be met before a firefighter will be allowed to start the certification process. These requirements include:
 - a. Current State of New Mexico Drivers License (with a Class E endorsement).
 - b. Current City of Albuquerque Operators Permit.
 - c. Completed City of Albuquerque Driver Authorization form.
 - d. AFD Suppression Drivers Academy Certificate of Completion.
 - e. Completed Firefighter pre-certification check sheet for Engines and Ladders (with 10 hours minimum on Engine Apparatus and 10 hours minimum on Aerial Apparatus).
2. Tests.
 - a. The Suppression Drivers certification tests must be completed while the firefighter is on duty.
 - b. The firefighter will contact a Driver at the Training Academy and schedule a date for testing.
 - c. A passing score of 80% is required for all tests.

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3. The Suppression Drivers certification tests will consist of the following (an instruction sheet and skill sheet is provided for all of the practical skills tests):
 - a. A Suppression Driver Operator written test, which will be questions covering the source documents and material presented during the Suppression Drivers Academy.
 - b. A Hydraulics written test, which will be questions covering a range of scenarios including: different size hand line/ nozzle combinations, master streams, and standpipe operations.
 - c. A Suppression cone course test.
 - d. A Suppression Apparatus road test.
 - e. An Aerial Apparatus operations test.
 - f. Pump operations tests, for which firefighters must know all of the pumping evolutions.
 - g. During the Certification Test they will only be tested on two randomly selected pumping evolutions.
 - i. One changeover test (2 ½" or 5").
 - ii. One 5" supply / dual pumping test.
4. Retest policy
 - a. Firefighters who do not successfully pass any portion of the Written Tests and Practical Skills Tests will not be certified.
 - b. A retest will be allowed a minimum of fifteen days after the previous certification test.

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- c. Before a firefighter will be allowed to retest, they must have their Officer sign a completed Albuquerque Fire Academy Driver Certification Retest Form. This form will document that the firefighter has prepared to pass the retest.

IV. Rescue Drivers Academy

A. Rescue Drivers Academy pre-requisites

- 1. Firefighters must be certified paramedics.
- 2. Prior to attending the Rescue Drivers Academy firefighters will be required to complete the Pre-Rescue Drivers Academy worksheet. Completion of this form will help ensure that the firefighter has a familiarization of the Rescue Driver position.

B. Classes

- 1. The Rescue Drivers Academy will consist of two days training at the Training Academy.
- 2. Before the Rescue Drivers Academy begins, firefighters need to contact the Training Academy for a current class syllabus and required reading material.

C. Training classes will consist of (but are not limited to) the following:

- 1. AFD SOGs applicable to a Driver in the Albuquerque Fire Department.
- 2. EVOC II Ambulance.
- 3. Operation and maintenance of all equipment carried on Rescues.
- 4. Practical skills evolutions.

V. Rescue Drivers certification process

A. Requirements.

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1. All requirements of the Training Academy must be met before a firefighter will be allowed to start the certification process. These requirements include the following:
 - a. A current State of New Mexico Drivers License (with a Class E endorsement).
 - b. A current City of Albuquerque Operators Permit.
 - c. A current State of New Mexico Paramedic License.
 - d. Completed City of Albuquerque Driver Authorization form.
 - e. AFD Rescue Drivers Academy Certificate of Completion.
 - f. Completed Firefighter Pre-Certification Check sheet for Rescues.
 - g. A minimum of ten hours driving on Rescue Apparatus.

2. Tests.
 - a. The Rescue Drivers certification tests must be completed while the firefighter is on duty.
 - b. The firefighter will contact a Driver at the Training Academy and schedule a date for testing.
 - c. A passing score of 80% is required for all tests.

3. The Rescue Drivers certification tests will consist of the following (an instruction sheet and skill sheet is provided for all of the practical skills tests).
 - a. The Rescue Driver written operator test will contain questions covering the source documents and material presented during the Suppression Drivers Academy.
 - b. Rescue practical skills tests.

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- c. Rescue cone course test.
 - d. Rescue apparatus road test.
 - e. Rescue equipment operation test.
3. Re-test Policy.
- a. Firefighters who do not successfully pass any portion of the Written Test and Practical Skills Tests will not be certified.
 - b. A retest will be allowed a minimum of fifteen days after the previous certification test.
 - c. Before a firefighter will be allowed to retest they must have their Officer sign a completed Albuquerque Fire Academy Driver Certification re-test form. This form will document that the firefighter has prepared to pass the re-test.

VI. Certified firefighters

- A. All firefighters who successfully complete the Suppression Drivers certification process will be eligible to upgrade to the Driver position on Engines and Ladders only.
- B. All firefighters who successfully complete the Rescue Drivers certification process will be eligible to upgrade to the Driver position on Rescues only.
- C. An Academy Driver will advise the Field Operations Center when a firefighter passes a certification test.
- D. Squad Driver qualifications.
 - 1. In order for Firefighters to be certified on AFD Squads, they must be currently certified on Engines and Ladders.

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2. They must also meet the following training criteria and complete the appropriate Squad Certification practical skill test.
 - a. Haz-Mat Squads.
 - i. Certified to the Technician Level, or higher, per NFPA 472 "Professional Competence of Responders to Hazardous Materials Incidents."
 - b. Heavy Technical Rescue Squad.
 - i. Certified to the Operations Level, or higher, per NFPA 1670 "Operations and Training for Search and Rescue Incidents."
3. Only those certified Firefighters and promoted Drivers, who are certified to the above HAZ-MAT or HTR Level, will be allowed to Drive/Operate AFD Squads.

VII. Refreshers and training records

A. Driver refresher.

1. All Firefighters who are eligible to upgrade to the rank of Driver, promoted Drivers, Quality Improvement Officers and field Commanders will attend a Driver Refresher Class annually.
2. This class will comply with NFPA 1451 "Fire Service Vehicle Operations Training Program," and must consist of (but is not limited to) the following:
 - a. A review and analysis of nationwide emergency vehicle apparatus accidents from the previous year.
 - b. A review of AFD SOGs applicable to a Driver in the Albuquerque Fire Department.
 - c. A review and participation in any practical skills evolutions chosen by the instructor.

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Driver Training

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VIII. Driver training records

- A. Records of all AFD Drivers Training will be kept at the Training Academy.
- B. It will be the responsibility of each member to provide the Training Academy with a copy of any additional Drivers Training they receive from outside the department.

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Purpose:

To ensure the safe movement of the apparatus when it is in motion. This is to include any reverse movement, or forward movement when the probability of striking any object is high, i.e. gas pumps, small parking lots, gated communities, narrow streets, etc.

Procedures:

If at any time the Driver loses visual contact with the spotters, the vehicle shall be stopped immediately, and not moved again until visual contact is restored.

Anytime an emergency vehicle is backed up, emergency lights will be turned on and the driver will use appropriate spotters to assist in backing the vehicle. The spotters will be in full view of the driver.

No vehicle shall be backed into an intersection, around a corner, or in traffic unless emergency lighting is used and is preceded by a spotter to safely direct such movement.

Cameras will be used when backing the apparatus, if equipped.

Audible warning devices will be used when backing apparatus, if equipped.

During poor visibility conditions rear apparatus spotlights will be used as necessary.

Always use more than one spotter to assist with backing maneuvers when the situation warrants. Engines and Ladders require two spotters, one at the left rear of the vehicle and one at the right front. This practice is recommended for all emergency vehicles.

It is the drivers' responsibility to ensure that all spotters know in advance what is expected, where the driver intends to take the vehicle, and what signals he/she expects to be used.

Before backing up the apparatus, or maneuvering through a tight space, the driver will roll down the windows and turn off any apparatus mounted stereo equipment, and turn down the volume on the AFD radio. This is done to ensure any orders to "STOP" the apparatus are clearly heard and understood by the driver.

Following are recommended procedures for spotters:

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- The rear spotter must stay behind and to the left of the apparatus. This spotter should position their body as a landmark for the driver to line up on. The front spotter should position themselves at the right front of the vehicle, in full view of the Driver.
- Any spotter can give a loud “STOP” order directly to the driver when it is deemed necessary.
- During high noise conditions one spotter must be radio equipped to inform the driver to stop. The Driver will select an appropriate radio channel for this operation.
- All verbal signals must be loud enough and clear enough to be heard by the driver.
- All hand signals must be in “large” movements, and as simple as possible. Signals given in front of the body can be difficult to see. (see diagrams)
- While the apparatus is backing up at night or in limited visibility conditions the spotters will use flashlights to illuminate the area and their hand signals.
- On some apparatus there is a backing device located at the rear compartment, on the driver’s side. This device sounds an audible buzzer inside the cab. The number of buzzes made, indicates to the driver when to proceed, and stop. Instructions are printed on the inside of the compartment. On apparatus equipped with the audible backing device, it shall be used whenever backing.

The spotter must understand that in most circumstances the driver is able to back the vehicle without direction. In these cases it is the spotters’ responsibility to ensure the driver does not hit anything or anyone.

Regardless of the number of spotters that are utilized, the driver should only receive direction from one spotter in the rear of the vehicle and, if utilized, one spotter to the front of the vehicle. Following are the hand signals that shall be used by firefighters who are directing apparatus:

PROCEED SLOWLY - STRAIGHT FORWARD OR BACKWARD



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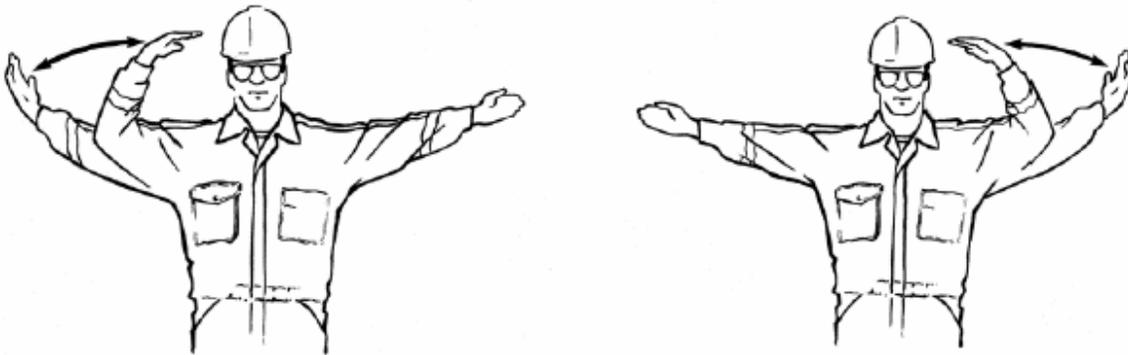
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PURPOSE: To move the vehicle in a straight line either forward or backward.

ACTIONS: Both arms extended forward and slightly wider than the body, parallel to the ground, with the palms facing the direction of desired travel. Together bend both arms repeatedly toward the head and chest then extend

TURN



PURPOSE: To move the vehicle either to the right or left while the vehicle is moving.

ACTIONS: Direction arm is held extended from the side of the body, parallel to the ground indicating the direction the vehicle or equipment is to travel. The motioning arm is extended in the opposite direction (palm upward) and repeatedly bent towards the head indicating the desired direction of travel.

DISTANCE TO STOPPING POINT



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PURPOSE: To provide the driver a visual reference for the distance to the stop point.

ACTIONS: Both arms extended sideways with elbows bent upward at 90 degrees, with the palms facing forwards. Keep hands above head bring elbows forward as the distance narrows. As the elbows reach the straightforward position continue the hands coming together above the head to indicate the stop point is being reached. **Upon reaching the stop point, give the STOP signal.**

STOP



PURPOSE: Stop all movement of the vehicle, await further instructions.

ACTIONS: Cross arms at the wrists (forearms) above the head, and hold in position until the vehicle stops moving.

Although it is not recommended, during an ***emergency situation*** apparatus may have to be backed up without a guide/spotter. The driver should do a complete walk around the apparatus and check for obstructions, vertical and horizontal clearances, power lines, and see that all compartments, doors, latches and gates are closed on the vehicle. The driver should proceed with extreme caution and only back the unit far enough to where it can be turned around to be driven forward.

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Purpose

Safe driving starts with a safe apparatus. The goal of this policy is to ensure that apparatus are well maintained so that they may respond safely and perform efficiently at the emergency scene. It was developed to create and organize a formal documentation procedure for the daily inspection of fire department emergency apparatus.

Scope

This policy identifies the systems and items to be inspected on a daily basis. Maintenance personnel, Drivers (promoted and those firefighters who upgrade to the position of Driver) and Officers that supervise them, shall become familiar with this policy.

Fire apparatus must always be ready to respond and must always be capable of performing in the manner for which they were designed. **This equipment will be maintained in as perfect condition as possible.** Interpretation of this policy will be directed towards this goal. A clean, well functioning apparatus is essential for effective emergency operations and a source of pride for its crew, the department and the public. A systematic and routine program of cleaning, inspection, maintenance and accurate documentation will greatly aid in maintaining this equipment in the best possible condition.

Cleanliness

This is a vital part of vehicle maintenance. Dirt and grime buildup will damage moving parts, prevent free movement of parts and cover defects or damage. The process of keeping a vehicle clean helps to give personnel an intimate knowledge of that piece of equipment and causes defects to be found sooner.

Rinse as much loose dirt from the vehicle with clean water, in order to reduce the chance of scratching. Wash the exterior of the vehicle with a quality automotive soap. This includes the top of the cab, wheel wells, diamond plate, etc. Dry the vehicle with a clean chamois rinsed frequently with clean water. Interiors must also be dusted, swept, dressed, and vacuumed. Glass will be cleaned with glass cleaner used in conjunction with paper towels or cloths. All painted surfaces will be waxed as necessary after the vehicle is clean and dry. All metal surfaces will be polished as necessary to prevent tarnish and dull surfaces. Compartments will be cleaned out and equipment maintained as frequently as necessary. The Engine Compartment will be cleaned as necessary to aid in inspection and

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maintenance. Used and discarded gloves, equipment, etc. will be removed after every call. Never use gasoline or other solvents to remove grease or tar from painted surfaces.

Reasons for Daily Inspection

To be sure that the vehicle is safe to operate, conduct an inspection at the beginning of every work period. Inspections should find problems that could cause a crash or breakdown. Although the inspection can be completed by a single individual, it is most effectively accomplished with two. This way one person can be operating interior controls while the second person is checking for exterior functions such as turn signal lamps, flashers, brake lights, etc... Any vehicle damage or missing equipment must be reported immediately to the Officer and a written report will be forwarded to the Division / Battalion Commander by noon of the same day.

Safety

Safety is the most important and obvious reason for inspecting regularly. Inspecting your vehicle helps you to know your vehicle is safe.

Fluids and Tools

Every fire station will have a minimum amount of necessary fluids for the fire apparatus and equipment that they house. They will also be provided with a minimum amount of tools with which to service the fire apparatus. These tools will be separate from those carried on the fire apparatus, and stored in a locked cabinet at the station. The following is a list of the minimum amount of fluids and tools every station will have available to members inspecting emergency vehicles:

Fluids (per apparatus in the station)

- 3 Gallons of oil (Diesel engine)
- 3 Gallons of engine coolant
- 1 Gallon of power steering fluid
- 2 Gallons of transmission fluid
- 1 Gallon of windshield washer fluid

Tools

- Two air pressure gauges
- One creeper
- One set of screwdrivers
- One set of open end wrenches

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One set of allen wrenches

Records Review

Before you begin a vehicle inspection review the last vehicle inspection report. Drivers must make a vehicle inspection report in writing each day. The AFD Maintenance Division should repair any items in the report that affects safety. You should look at the last report to identify any equipment that is damaged and out of service and/or is repaired and ready for pick-up. Inspect the vehicle to find out if problems were fixed.

Inspection

Vehicle inspections should be performed in a systematic manner. Having a systematic method helps ensure that all important items are checked every time the inspection is made. Each individual is free to develop their own system; however, he/she should use the same system every time they inspect a vehicle.

The following is a suggested apparatus inspection procedure. Each driver may use whatever system or sequence that they feel comfortable with. However, when a driver inspects a vehicle, it must be a complete inspection including, at a minimum, items listed in this procedure. Not all of the items in this procedure will apply to every type of apparatus. It is up to the driver to determine which are applicable to their apparatus and inspect only those items. Remember, it does not take a mechanic to recognize a problem. By looking at and getting your hands on the equipment every day, you will become familiar with its' normal condition. This way when something starts to deteriorate or break, you will be able to recognize it and call the mechanics for advice.

Beginning the Inspection

Perform an inspection the same way each time to reduce the probability that something will be missed. Notice the apparatus general condition. Look for damage or the vehicle leaning to one side. Look under the vehicle for fresh oil, coolant, grease or fuel leaks. Check the area around the vehicle for hazards to vehicle movement (people, other vehicles, objects, low hanging wires or limbs, etc.)

The first 5 sections of the Apparatus Daily Inspection Report will apply to all emergency vehicles in the Albuquerque Fire Department. Sections 6-12 will apply only to vehicles that meet the criteria for that section. Not all of the items in each section will apply to every apparatus, it is up to each Driver to determine which items are applicable to their apparatus.

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Daily Inspection Report:

Each of these items listed in the daily inspection box will be completed at the beginning of each work day. Please review and refer this SOG, to get the meaning of each section and sub sections. Upon completing all items listed, you will then put your man # and shift in the appropriate blank corresponding to that day of the month.

If any discrepancy is found or missing items, you will utilize the back side of this form, *Vehicle Equipment Discrepancy Report*.

In the first column (item #) you will utilize the section and subsection number as the item number, I.e. 2.4.

In the second column you will state the problem, give a brief description, whether it's an item to be fixed, or if an item is found to be fixed please note it.

Third column Please note the date item was found.

Fourth column input your man number.

Fifth column input the shift item was found on.

Sixth column put the date down when the item was going to get fixed, whether you were able to fix it yourself, or it was sent to the shop.

Seventh column put the date the item was fixed/ completed

Eighth column have the officer initial and put his man number in this column after the completion.

Ninth column input shift, and battalion.

Cab Lift System (Engines, Ladders and Squads)

Always check the cab for people working on or around the cab before raising or lowering the cab. Failure to ensure that everyone is clear of the cab could cause severe personal injury or death. The following procedure will apply to most Engines, Ladders and Squads.

Raise the Cab:

1. Turn ON the battery and ignition switches. Set the apparatus parking brake.
2. Turn the control switch to the RAISE position. Press the activate switch until the cab is fully tilted and the stay arm is engaged.

Lower the Cab:

1. Turn ON the battery and ignition switches. Set the apparatus parking brake.
2. Turn control switch to the RAISE position and momentarily activate the lift pump to ensure the stay arm will clear the cylinder.

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3. Set the control switch to the LOWER position. Press and hold the lock release switch and press the activate button.
4. Hold the activate switch for at least 5 seconds after the cab comes to rest. Check to ensure the cab is fully seated before operating vehicle.

Cab Lift System (Rescues)

Raise the Cab:

Lower the Cab:

1. Engine Compartment

All fluid will be manually checked. Drivers will not rely on sensors and computer systems to give an accurate reading of fluid levels. Tilt the cab (secure loose items in cab and ensure the vehicle is on a flat and level surface before tilting), or open the engine compartment doors and check the following:

1.1. Fluids

- Add fluids as needed and record the amount on the *Apparatus Inspection Report*.
- Engine oil level OK.
 - Always check oil, with the oil dipstick, when the engine has been off for at least 15 minutes.

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- Check for oil level and for froth indicating water in the oil.
- Coolant level in radiator OK.
 - Coolant should be visible in the sight glass on the radiator
 - **CAUTION – The coolant should not be manually checked if the engine is hot. Allow engine to cool before opening the pressure cap**
 - If adding distilled water or antifreeze, record information on the Daily Inspection Report.
 - Do not fill overheated systems with cold water as this can damage the engine
- Power steering fluid level OK.
- Windshield washer fluid level OK.
- Automatic transmission fluid level and physical appearance O K.
 - Check fluid level with the dipstick. Fluid level should be checked at operating temperature in neutral with the engine running. (Normally above 170 degrees)
 - Transmission must be run through all the gears before checking
- All leaks will be identified and documented as either a Class 1, 2 or 3 Leakage.
- Never overfill the fluids.

1.2. Batteries

- Battery box securely mounted to vehicle.
- Batteries secured against movement
- Batteries not broken or leaking
- Fluid in batteries at proper level (except maintenance-free type)
- Cell caps present and securely tightened (except maintenance-free type)
- Vents in cell caps free of foreign material (except maintenance-free type)

1.3. Hoses/belts/wiring/fan

- Hoses show no signs of excessive wear, damage or leaking.
- Belts are tight and show no sign of excessive wear. With engine off, press belt to test that it is snug.
- Electrical wiring insulation shows no sign of excessive wear, chaffing, or damage from heat
- Cooling fan is free of any obstructions and/or defects.

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1.4. Air Intake System

- The air filter housing will not have loose fasteners, cracks or broken supports.
- Replace the air filter or air filter element when indicated by the air intake restriction lamp on the instrument panel (if equipped) or replace as needed.

2. Cab Interior

Lower Cab and ensure that the parking brake is set. Put gearshift in neutral and start the engine. Perform the following checks:

2.1. Dash Gauges and Command Zone

When checking the following reference both the gauges and Command Zone information. Any dramatic discrepancies should be brought to the attention of a qualified mechanic.

Note any "WARNING" or "CAUTION" messages in the text box of the Command Zone.

- No unusual noises.
- All gauges indicate within normal operating ranges.
- Fuel level must be at a ½ tank minimum
- Oil Pressure indicates normal within seconds after engine is started.
- Voltmeter indicates normal electrical voltage.
- Coolant Temperature begins a gradual rise to normal operating range.
- Review Indicator lights to ensure all bulbs are functional.

2.2. Glass and Doors

Check mirrors, windshield and windows:

- Mirrors are clean and properly adjusted.
- Windshield is clear of dirt and ice.
- Windshield is free from cracks or distortion.
- All door glass should be clean.
- Ensure all door latches and window regulators work properly.

2.3. In cab equipment

- Ensure that all seat belts are functioning properly and are free of cuts and frays.
- Check for worn or torn seats, cushions, dash and headliners.

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- Box Lights
- AFD Maps
- EMS Gloves
- Traffic vests
- Any pertinent equipment related to the specific apparatus

2.4. Functional Controls

Drivers must be familiar with the location of all accessories in the cab so that he/she will not need to take their eyes from the road to make adjustments while driving. Check all of the following for looseness, sticking, damage, or improper setting. Ensure that all are operational:

- Steering wheel
- Mirrors
- Drivers seat
- Accelerator
- Emergency Brake control
- Foot brake
- Parking brake
- Auxiliary Braking device controls
- Transmission controls
- Interaxle differential lock (if so equipped)
- Front wheel Lock (if so equipped)
- Horn(s)
- Sirens
- Windshield wiper/washer
- Heater / Defroster and AC unit
- Dimmer switch
- All safety devices, warning buzzers and lights provided by the manufacture are inspected and working properly.

3. Exterior Inspection

Perform a walk-around inspection. Re-enter the cab as required during the inspection to check that exterior features are functioning properly.

3.1. Apparatus Body

- Check for dents, scratches and chips
- Check for signs of stress or cracks

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- Check compartment doors, hinges and lights for proper operation

3.2. Tires

Look for Tire Problems. It is dangerous to drive with bad tires. Look for problems such as:

- Too much or too little air pressure.
- Bad wear. You need at least 4/32 inch tread depth in every major groove on all tires. No fabric should show through the tread or sidewall
- Cuts or other damage
- Dual tires that come in contact with each other or parts of the vehicle
- Mismatched sizes
- Cut or cracked valve stems.
- Splashguards present, not damaged properly fastened, not dragging on ground or rubbing tires.

3.3. Wheels and Rims

Bad wheels or rims could cause an accident. A damaged rim can cause the tire to lose pressure or come off. Observe the following warning signs.

- Rust around wheel nuts may mean the nuts are loose - check tightness.
- Missing clamps, spacers, studs, and lugs means danger.
- Mismatched, bent, cracked, lock rings are dangerous.
- Wheels or rims that have had welding repairs are not safe.
- After a tire has been changed, stop a short while later and recheck tightness of nuts.

3.4. Steering System

Inspect the steering system for the following:

- Missing nuts, bolts, cotter keys or other parts.
- Bent, loose, or broken parts, such as steering column, steering gear box, or tie rods.
- Check power steering hoses, pumps and fittings for leaks.
- Steering wheel play of more than 10 degrees (approximately 2 inches movement at the rim of a 20-inch steering wheel) can make it hard to steer.

3.5. Suspension System

The suspensions system holds up the vehicle and its load. It keeps the axles in place. Broken suspension parts can be extremely dangerous. Check for:

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- Spring hangers that allow movement of axle from proper position
- Cracked or broken spring hangers.
- Missing or broken leaves in any leaf spring. If one fourth or more are missing, it will put the vehicle "out of service" but any defect could be dangerous.
- Broken leaves in a multi-leaf spring or leaves that have shifted so they might hit a tire or other part
- Leaking shock absorbers
- Torque rods or arms, V-bolts, spring hangers or other axle positioning parts that are cracked, damaged, or missing. . Air suspension systems that are damaged and/or leaking. Any loose, cracked, broken or missing frame members.
- Broken or damaged torsion bars.

3.6. Exhaust System

A broken exhaust system can let poisonous fumes into the cab. Check for:

- Loose, broken or missing exhaust pipes, mufflers, tailpipes or vertical stacks.
- Loose, broken or missing mounting brackets, clamps, bolts or nuts.
- Exhaust system parts rubbing against fuel system parts, tires or other moving parts of vehicle.
- Exhaust system parts that are leaking.

3.7. Fuel System

- Ensure that the fuel tank is not leaking fuel.
- Ensure that the tank, mounting/straps are secure and are free of defects.
- The fuel cap must not be missing and provide an adequate seal to prevent spillage.

3.8. Lights, reflectors and other equipment

All of the following must be checked:

- Windshield wiper arms have proper spring tension.
- Wiper blades are in good condition.
- All Emergency lights clean and operating correctly
- Parking, clearance and identification lights clean and operating correctly
- All turn signal lights clean, operating, and proper color
- Headlights clean and operating in all positions
- Side-marker lights clean, operating and proper color (red at rear, others amber).
- Side-marker reflectors clean and proper color (red at rear, others amber).
- Directional light bar at rear of apparatus clean and operating correctly
- Taillights clean operating and proper color (red at rear).
- Brake lights clean and operating correctly

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- License plate(s) present clean and secured.
- Check to make sure all bolts, screws, wiring, rubber protectors and any other items for effective and safe operation are not missing or loose.

4. Brake Testing

Secure all loose articles in cab, fasten seat belts, and start the engine. Proceed with functional brake tests as follows:

The following tests (4.1 and 4.2) will be completed as soon as possible for all apparatus. The tests are not intended to damage the apparatus braking systems but to ensure they are operating safely

4.1. Brakes, Drums and Shoes

Inspect brakes for the following:

- Cracked drums or rotors
- Shoes or pads contaminated with oil, grease or brake fluid
- Shoes or pads worn dangerously thin, missing or broken

4.2. Test Parking Brake

- Allow vehicle to move forward slowly (<5mph).
- Apply parking brake.
- If the vehicle does not stop, bring it to a stop using the service brakes and have the apparatus removed from service until it is repaired by a qualified truck service facility.

4.3. Test Service Brake Stopping Action

- Accelerate to about five miles per hour.
- Push brake pedal firmly.
- Excessive pulling to one side or the other, unusual brake pedal "feel", or delayed stopping action may indicate a problem. Have the problem diagnosed and repaired by a qualified truck service facility.

The following tests (4.3 - 4.8) are for apparatus equipped with air brake systems only. These tests will be completed once a month and documented appropriately.

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Those vehicles with out air brake systems are not required to complete any additional brake tests.

CAUTION - For the following Tests CHOCK both sides of the front left wheel!

4.4. Test Dual Air Brake System Warning Light & Buzzer

A dual air brake system has two separate air brake systems that use a single set of brake controls. Each system has its own air tank, hoses, lines, etc. One system typically operates the regular brakes on the rear axle or axles. The other system operates the regular brakes on the front axle. The first system is called the "primary" system. The other is called the "secondary" system.

- Allow time for the air compressor to build up a minimum of 110psi pressure in both the primary and secondary systems.
- Shut the engine off when the air pressure rises sufficiently to shut off the low-pressure light and buzzer.
- Shut the ignition switch off and step on and off the brake pedal to reduce air tank pressure.
- Note the pressure at which the low air pressure warning signal alarm begins. Alarm should signal before the pressure drops to less than 60 psi in the air tank with the lowest air pressure.
- If the warning signal doesn't work, the vehicle could lose air pressure without the knowledge of the operator. This will reduce the effectiveness of the brakes and increase stopping distance. Have the problem diagnosed and repaired by a qualified truck service facility.

4.5. Test That the Spring Brakes Come On Automatically

The parking brakes should engage any time brake pressure drops below 40 psi at the rear brakes. Test this function as follows:

- Chock the wheels.
- Allow air pressure to build sufficiently to release the parking brakes.
- Step on and off the brake pedal to reduce the air tank pressure. The "parking brake" knob should pop out when the air pressure falls to 40 psi. This will engage the spring brakes and help to prevent the vehicle from moving.

4.6. Test Air Compressor Governor Cut-In and Cut-Out Pressures

Pumping by the air compressor should start at about 100psi and stop approx. 115-125psi.

- Operate the engine at a fast idle and monitor the pressure at the gauge.

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- Listen for the air pressure governor to cut out (indicated by a pressure discharge from the air dryer and a halt to the rise of the gauge needle).
- The air governor should cut out the air compressor at about 125psi.
- Operate the engine at idle.
- Apply and release the brake pedal to reduce the air tank pressure.
- The compressor should cut-in at about 110psi (indicated by a rise in the pressure at the gauge).

4.7. Air Reservoir Moisture Draining

- Every Pierce Custom Chassis is equipped with an air dryer that removes moisture and contaminants from the pressurized air before it reaches the air reservoirs. Moisture is collected on the surface of desiccant pellets and is discharged out the bottom of the air dryer each time the governor unloads.
- Collection of moisture in the air reservoirs due to condensation is normal even though the vehicle is equipped with an air dryer. Open the petcocks on each air tank monthly to drain the condensate.

5. General Tools and Equipment Inspection

All AFD Engines, Ladders, Rescues, Squads, Brush Trucks and Command vehicles will inspect the following items (if applicable) on a daily basis:

5.1. SCBA

- SCBA's will be checked on a daily basis for condition and operation. The cylinder pressure of the primary bottle and the secondary bottle will be identified. This information will be documented on the "Albuquerque Fire Department Self-Contained Breathing Apparatus Record".

5.2. Portable Radio Equipment

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- All portable radios and EZ-Com units will be checked at the start of the shift and periodically during the shift, to ensure they are charged and in proper working order. This information will be documented on the **“Albuquerque Fire Department Portable Radio and EZ-Com Record”**.

5.3. Hand Tools

- Ensure all equipment is in the proper location, mounted, secure and ready for immediate use.
- All equipment will be clean, free of rust/corrosion and all moving parts properly lubricated.

5.4. Power Equipment

- Ensure all equipment is in the proper location, mounted, secure and ready for immediate use. This equipment will be clean, free of rust/corrosion and all moving parts properly lubricated.
- Battery powered equipment will be inspected and operated daily and batteries replaced as needed.
- Electrical equipment will be inspected and operated daily to check for deficiencies.
- Gasoline fueled equipment must be run for at least 20 minutes every week. Ensure that the spark plug, spark plug wire, and carburetor are checked (A single spare spark plug should be readily available). Ensure air filters are clean and dry. Check Fluids.
- All hydraulically operated equipment will be operated and fluids inspected.
- Ensure fuel containers are full, of the proper mix and/or grade and are clearly marked. All fuel should be changed out every Month.

5.5. Portable Extinguishers

- All extinguishers will be in the proper location, mounted, secure and ready for immediate use.

5.6. EMS Equipment

- All EMS equipment will be cleaned and disinfected as necessary.

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- Ensure all equipment is in the proper location, secure and ready for immediate use.
- EMS supplies will be inspected and restocked after every call.

6. Engine Apparatus Inspection

This daily check will include the inspection of the hose, nozzles apparatus pump and any specialized equipment carried on an Engine Co.

6.1. Hose and Nozzles

- Ensure that the pre-connected attack lines are of the correct length, properly loaded and are available for deployment.
- All nozzles must be clean, free of rust/corrosion and all moving parts properly lubricated.
- Ensure that the 2 ½” supply hose is the correct length, properly loaded, available for deployment and has a single hydrant wrench inside the last female coupling.
- The 5” hose supply must be the correct length, properly loaded and available for deployment per AFD SOG 111.02. A hydrant bag, containing one hydrant wrench and two stortz type spanner wrenches will be strapped to the folded end of the 5” hose.

6.2. Pump

- Visually check the onboard water and foam concentrate tank. Compare the indicator lights to the actual levels. Both tanks must be FULL at all times.
- Operate (open and close) all discharge, intake, bleeder and drain valves. Check for smooth, easy operation. Ensure all caps are easily operated and free of corrosion. Open the “tank to pump” valve last and leave it in the open position. All pumps will be left “wet” unless they are stored outside in a freezing environment.
- Engage the pump. Listen for unusual noises or knocks coming from the pump and observe all indicators of pump engagement inside the cab and at the pump panel. Chock the wheels.
- Ensure tank to pump is open. Operate the priming pump until a steady steam of water is discharged out the bottom of the apparatus. Open the tank fill/recirculator valve to flow water and increase engine RPM until the pump builds up at least 150psi. (If equipped with a Pressure governor the throttle should be operated in the pressure control mode only.)

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- The Driver will be familiar with the “Manual Pump Shift Override” and review its operational steps as necessary.
- Discharge Relief Valve (if equipped):
 - Using the relief valve, slowly bring the pressure to below 100 psi (take it as far down as it will go) and then back up to 150 psi. until relief valve closes.
 - Increase throttle to check relief valve activation. (Should open within 10 psi. of working pressure)
 - The relief valve can be stored at any setting the driver wishes as long as it is checked every day and the driver always knows where it is set.
- Pressure Governor (if equipped)
 - Ensure governor is in pressure mode.
 - Check operation by closing the tank fill/recirculator valve. You should hear and visualize a decrease in engine RPM. Then reopen the Tank fill/recirculator valve and look / listen for an increase in engine RPM.
- Transfer Valve (if equipped):
 - Only operate the transfer valve at 75psi or less. Ensure that the pump transfers completely in to both volume (parallel) and pressure (series).
- Intake Relief Valve (if equipped):
 - Set the valve to the desired maximum intake pressure; usually > 150psi.
- Ensure all gauges and instruments on the pump panel and Command Zone are working properly. Open discharge gauges one at a time and check the individual gauges. Do not open the valves for pre-connected attack lines, these must be checked during drills or fire operations.
- Ensure Foam System is operational and primed if necessary.

6.3. Ground Ladders

- Check halyards, locks, beams, rungs and hooks.
- All parts must be free moving, clean and undamaged (i.e., no bent beams or rungs).
- At least weekly the ladders will be raised and given an operational check.

6.4. Specialized Equipment

If equipped on the apparatus all of the following equipment must be clean, free of rust/corrosion, defects and in proper working condition.

- Swift Water Rescue Equipment (if equipped)
- Wild land Equipment (If equipped)

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6.5. Monthly Inspection Items for Engine Apparatus

The following is a list of items that must be addressed throughout the month.

- Foam System Inspection (monthly)
- Ground Ladder Inspection (monthly)
- Discharge Pressure Relief Valve Inspection (monthly)
- Manual Pump Shift Operation/Inspection (monthly)
- Pump transmission fluid inspection (monthly)
- Back-flush the pump every 6 months or as needed
- Intake Pressure Relief Valve Inspection every 6 months
- Replace intake screens on pump every 6 months or as needed

7. Aerial Apparatus Inspection

This daily inspection is to check for proper operation and adjustment of components, along with cleaning and lubrication, after training and use. The operators of the aerial should also become familiar with the inspection process. Their knowledge of a properly adjusted and maintained aerial could prevent a failure or accident by something that has become loose or damaged. This daily check will include the inspection of the ground ladders, hydraulic system, aerial device, emergency pump unit, override systems and generator and any other specialized equipment carried on a Ladder Co. Before operating the aerial device always ensure there are no overhead obstructions.

7.1. Ground Ladders

- Check halyards, locks, beams, rungs and hooks.
- All parts must be free moving, clean and undamaged (i.e., no bent beams or rungs).
- At least weekly the ladders will be raised and given an operational check.

7.2. Hydraulic System

- Check the fluid level of the hydraulic system using the Command Zone display. The Aerial must be cradled with all stabilizers in the stowed position to obtain the proper hydraulic oil reading.
- The hydraulic pressure should be within manufacturers' recommendations.
- Hydraulic pressure lines will be inspected for leakage at fittings and at crimp on ends. Also, inspect for routing and signs of hose chafing.

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- Check that the Aerial PTO operates properly – including the aerial master and aerial PTO switches.
- Verify the operation of the neutral safety interlock. This is checked by shifting the transmission into drive or reverse- the PTO should disengage in both gears. Also, check for PTO disengagement with the transmission in neutral and the parking brake released.

7.3. Stabilizer Operation

- Check for full range of operation. They should operate smoothly and evenly. Stabilizers must set up in 90 seconds or less (NFPA 1901)
- All equipment will be clean, free of rust/corrosion and all moving parts properly lubricated.
- Check for leaks, cracks, cracking welds, loose parts.

7.4. Waterway

- Ensure the pinnable waterway on all Aerial Ladders moves freely and is set to the “RESCUE” position.
- Ensure that the nozzle controls are operational.
- Drain valves will be kept in the “open” position, until water is flowed.

7.5. Aerial Operation

- Check all of the turntable controls and instruments for looseness, sticking, damage, or improper setting. Ensure that all are operational.
- Check the communication system and all tracking and flood lights.
- Inspect all cables for looseness, frays, broken strands, damaged pulleys as well as other signs of stress and damage.
- Check bed section and flies for straightness, cracks, loose parts, damage and signs of stress or heat.
- Check locks and stops, turntable bolts, turntable gears for missing teeth, welds, rivets, bolts, hydraulic lines, hinges/pivot points, ends of hydraulic cylinders, cylinders for pitting, rollers, cables and drums
- Operate the aerial device through its full range of operation with the turntable controls. Response should be smooth and even with no jerking or unusual noise/vibration.

7.6. EPU and Overrides

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- The Emergency Pump Unit (EPU) will be checked every cycle. Turn off the engine, with the battery and the ignition switch “on” - operate the EPU and any function of the hydraulic system to ensure proper operation..
- The aerial rotation, stabilizer and aerial overrides will be checked for cleanliness and operation.

7.7. Breathing Air System

- Ensure that the main tank is full.
- Check for leaks, cracks, cracking welds, loose parts.
- Aerial Ladders will have one SCBA face piece mounted regulator with an extended hose line stored at the tip.
- Aerial Platforms will have two SCBA face piece mounted regulator with an extended hose line stored at the basket.

7.8. Generator

- Ensure that the main breaker is in the off position before starting.
- Engage the generator, and check the operation of all lighting and electrical equipment.
- Ensure air filters are clean and dry.
- The generator must be clean, free of rust/corrosion and leaking fluid.

7.9. Specialized Equipment

If equipped on the apparatus all of the following equipment must be clean, free of rust/corrosion, defects and in proper working condition.

- Swift Water Rescue Equipment (if equipped)
- Haz-Mat Equipment (if equipped)
- HTR Equipment (if equipped)

7.10. Monthly/ Semi annual Inspection Items for Aerial Apparatus

*The following is a list of items that must be identified throughout the year, **for the 100' rear mount aerial platform.***

- Clean the aerial device, lights, tip/platform and turntable.
- **Safety decals-** and other operational decals are in place, and they are not damaged or missing. *“Monthly 100' rear mount”*

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- **Auxiliary equipment-** is securely mounted on the aerial, or platform. Fasteners are secure not damaged or missing. *“Monthly 100’ rear mount”*
- **Lubrication** - perform all aerial lubrication as per Pierces Operation and maintenance manual; chapter 15 page 58. *“ Semi- Annually 100’ rear mount”*
- **Waterway-** Inspect for unusual scratches, leaks, damaged or missing parts on the waterway tubing. *“Monthly 100’ rear mount”*
- **Aerial Ladder Sections-** Inspect for unusual scratches, damaged or missing parts on the aerial ladder sections. *“Monthly 100’ rear mount”*
- **Sheaves and Carrier assembly-** check the sheaves and carrier assembly for damage, and whether it travels properly through the guide brackets while the aerial is extending and retracting. Also check for proper cable tension. *“ Semi- Annually 100’ rear mount”*
- **Hydraulic pressure lines-** Check hydraulic pressure lines for leakage at fittings and at crimp on ends. Check for proper hose routing and for any signs of wearing and chafing. *“ Semi- Annually 100’ rear mount”*
- **Conduit track-** Check operation and tension of plastic conduit track. Check for excessive wear and proper routing of hoses and cables through the plastic conduit track. *“ Semi- Annually 100’ rear mount”*
- **Electrical wiring & components** – Inspect electrical wires and components for loose connections, corrosion, arcing, missing or damaged mounting hardware, chafing or wear. *“ Semi- Annually 100’ rear mount”*
- **Non-slip surfaces-** Check non-slip surfaces for wear, loose, or missing mounting hardware, debris, and obstructions. *“Monthly 100’ rear mount”*
- **Proximity switches-** Check proximity switches for damage, loose or missing mounting hardware, and loose connections. Check the proximity switches are adjusted properly. *“ Semi- Annually 100’ rear mount”*
- **Rung cover & clips-** Check rung covers are secure, not torn, and do not turn. *“Monthly 100’ rear mount”*
- **Rung Alignment-** Check for proper operation of rung alignment indicator *“Monthly 100’ rear mount”*
- **Ladder Load-** Check Display of ladder load capacity for acceptable tolerances.
- **PTO and Pump mounting-** check if any mounting hardware is loose, damaged or missing. Check hoses, and mounting flanges for leaks. *“Monthly 100’ rear mount”*
- **Boom Support and Mounting-** check if any mounting hardware is loose, damaged or missing. Check for defective welds and structural cracks. *“Monthly 100’ rear mount”*

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- **Hoses and Electrical cables-** Inspect hoses and electrical cable routing inside of stabilizer beam housing for leaks, loose connections, corrosion, arcing, wear, chafing, proper tension or missing/damaged mounting hardware. “*Semi-Annually 100’ rear mount*”
- **Extension and Retraction Cables (wire rope)-** To check tension, extend the ladder to one-half extension. Stop extending the ladder at a location where the rung indicator is lit. Check the tension of the cables, if there is more than ½ inch of slack an adjustment is needed. “*Semi- Annually 100’ rear mount*”
- **Base Slide and Bottom Pads-**Check adjustment on the side thrust pads, be sure that the pads are making contact with the sides of the mid rung rail and that the mid section is centered in the base section. Check the bottom pads to see if the mid section is traveling on top of these pads and not on the base section itself. The minimum clearance to the base section is 1/8 inch. “*Semi- Annually 100’ rear mount*”
- **Stabilizer Jack Pads-** Inspect the stabilizer pads for proper installation and freedom of movement. These are the feet attached to the bottom of the jack beams, on which the stabilizers sit. “*Semi- Annually 100’ rear mount*”

These following items are to be addressed throughout the year, for the 95’ mid-mount aerial platform.

- **Safety decals-** and other operational decals are in place, and they are not damaged or missing. “*Monthly 95’ mid mount*”
- **Auxiliary equipment-** is securely mounted on the aerial, or platform. Fasteners are secure not damaged or missing. “*Monthly 95’ mid mount*”
- **Hydraulic Pump & PTO Installation-** Check PTO to transmission mounting, also check pump mounting; Check all hoses and mounting flanges for leakage. “*Semi-Annually 95’ mid mount*”
- **Aerial Cradle-** Check aerial cradle for secure mounting, defective welds, or structural cracks. “*Monthly 95’ mid mount*”
- **Stabilizer Extension Cylinders-** Remove covers plates from the beam housing and inspect the inside of the stabilizer beams for any chafing or leakage of hoses and fitting. Check for any signs of binding. “*Semi-Annually 95’ mid mount*”
- **Electro-Hydraulic Swivel-** Check the electro-hydraulic swivel for mounting security and check for leaks. Also, check electrical wires for wear. “*Semi-annually 95’ mid mount*”

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- **Lift Cylinders-** Inspect the lift cylinder for proper mounting; Check cylinder pins and retaining bolts; Check cylinder rod for any unusual leakage; Check pins at turntable and on the aerial base section for security, as well as their lock bolts; Check all hoses to the cylinders for any leakage, proper routing, and chafing. *“Monthly 95’ mid mount”*
- **Hydraulic Cylinders, Main Extension & Basket Leveling-** Inspect hydraulic cylinders for proper mounting and rigging; Check cylinder rod for any unusual leakage; Check security of all cylinder mounting bolts and pins; Check all hoses to the hydraulic cylinders for proper routing, leakage, and chafing. *“Monthly 95’ mid mount”*
- **Base Side & Bottom Pads-** Inspect base side and bottom pads for proper adjustment; To check adjustment on side thrust pads be sure that pads are making contact with sides of mid rung rails and that the mid section is centered in the base section; Check bottom pads to see if the mid section is traveling on the top of these pads and not on the base section itself. The minimum clearance to the base section is 1/8 inch. *“Semi-annually 95’ mid mount”*
- **Extension & Retraction cables-** To check the tension, extend ladder to one-half extension. Stop extending the ladder at a location where the rung indicator is lit. Check the tension on all cables. If there is more than 1/2” slack, an adjustment is needed. *“Semi-annually 95’ mid mount”*
- **Ladder Alignment-** Inspect the alignment of the ladder section. *“Semi-annually 95’ mid mount”*
- **Base Section Pivot Pins & Lift Cylinder Pins-** Check the base section pivot pins and lift cylinder pins for security, and cracking. *“Monthly 95’ mid mount”*
- **Waterway & Water Monitor-** Check waterway and water monitor for security and leakage. *“Semi-annually 95’ mid mount”*
- **Rotation Bearing Bolts-** Check rotation bearing bolts for looseness. *“Monthly 95’ mid mount”*
- **Stabilizer Jacks-** Check stabilizer jacks for tightness and clearance between guide pads. *“Semi-annually 95’ mid mount”*
- **Stabilizer Beams-** Check stabilizer beams for scoring. *“Monthly 95’ mid mount”*
- **Jack Cylinder-** Check the security of the bottom bolts on the jack cylinders. *“Semi-annually 95’ mid mount”*

These following items are to be addressed throughout the year, for the 105’ aerial ladder.

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- **Safety decals-** and other operational decals are in place, and they are not damaged or missing. *“Monthly 105’ aerial”*
- **Hydraulic pump and PTO-**Inspect installation; Check PTO mounting to transmission; also check pump mounting; Check all hoses and mounting flanges for any leakage. *“Monthly 105’ aerial”*
- **Check aerial cradle-** for secure mounting, defective welds or structural cracks. *“Monthly 105’ aerial”*
- **Stabilizer extension cylinders-** Check for proper rigging; Remove the cover plates on the beam housing and inspect inside of stabilizer beams for any chafing or leakage of hoses and fittings; Check for any signs of binding. *“Semi-annually 105’ aerial”*
- **Inspect electro-hydraulic-**swivel for mounting security and check for leaks; also, check electrical wires for wear. *“Semi-annually 105’ aerial”*
- **Lift Cylinders-** Inspect the lift cylinder for proper mounting; Check cylinder pins and retaining bolts; Check cylinder rod for any unusual leakage; Check pins at turntable and on the aerial base section for security, as well as their lock bolts; Check all hoses to the cylinders for any leakage, proper routing, and chafing. *“Monthly 105’ aerial”*
- **Extension Cylinders -** Inspect extension cylinders for proper mounting and rigging; Check cylinder rod for any unusual leakage; Check security of all cylinder mounting bolts and pins; Check all hoses to the extension cylinders for proper routing, leakage, and chafing. *“Semi-annually 105’ aerial”*
- **Extension & Retraction cables-** To check the tension, extend ladder to one-half extension. Stop extending the ladder at a location where the rung indicator is lit. Check the tension on all cables. If there is more than ½” slack, an adjustment is needed. *“Semi-annually 105’ aerial”*
- **Base Side & Bottom Pads-** Inspect base side and bottom pads for proper adjustment; To check adjustment on side thrust pads be sure that pads are making contact with sides of mid rung rails and that the mid section is centered in the base section; Check bottom pads to see if the mid section is traveling on the top of these pads and not on the base section itself. The minimum clearance to the base section is 1/8 inch. *“Semi-annually 105’ aerial”*
- **Mid Pads & Slide Pads-** Inspect pads on the underside of mid at the rear, also check pads on either side of mid located at the rear of mid sections; Check slide pads to insure there is no metal to metal contact between the base, and mid sections; Check adjustment on side pads to insure that the mid section is centered in the base section, and there is no metal to metal contact. *“Semi-annually 105’ aerial”*

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- **Fly Pads & Slide Pads-** Inspect pads mounting on forward end of mid that the fly runs on, also check pads on either side of fly located at the rear of fly section; Check slide pads to insure there is no metal to metal contact between fly and slide brackets; Check adjustment on the side pads to insure that the fly is centered in the mid section and that there is no metal to metal contact. *“Semi-annually 105’ aerial”*
- **Base Section Pivot Pins & Lift Cylinder Pins-** Check the base section pivot pins and lift cylinder pins for security, and cracking. *“Monthly 105’ aerial”*
- **Stabilizer Jacks-** Check stabilizer jacks for tightness and clearance between guide pads. *“Semi-annually 105’ aerial”*
- **Stabilizer Beams-** Check stabilizer beams for scoring. *“Monthly 105’ aerial”*
- **Pinion Gear Bolts-** Check for looseness of bolts on rotation shaft. *“Monthly 105’ aerial”*
- **Jack Cylinder-** Check the security of the bottom bolts on the jack cylinders. *“Semi-annually 105’ aerial”*

8. Rescue Apparatus Inspection

This daily check will include the inspection of the medical equipment, power tools and med radio.

8.1. Air Bags

- This equipment will be inspected and operated daily to check for deficiencies.
- Ensure that the *appropriate* SCBA bottle is available and full of air.

8.2. Pneumatic Tool (Air Chisel)

- This equipment will be inspected and operated daily to check for deficiencies.
- The Air Chisel and all of its accessories must be clean, free of rust/corrosion and leaking fluid.

8.3. Med Radio

- The Driver will ensure that the Med Radio is properly functioning on a daily basis.

8.4. Hydraulic Extrication Tools

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8.5. Patient moving devices

- The gurney will be inspected for proper operation daily.

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8.6. Large oxygen cylinder

8.7. Specialized Equipment

If equipped on the apparatus all of the following equipment must be clean, free of rust/corrosion, defects and in proper working condition.

- Swift Water Rescue Equipment (if equipped)
- Wild land Equipment (If equipped)

9. Haz-Mat Squad Inspection

This daily check will include the inspection of the apparatus mounted equipment and operating systems.

9.1. Generator

- Ensure that the main breaker is in the off position before starting.
- Engage the generator, and check the operation of all lighting and electrical equipment.
- Ensure air filters are clean and dry.
- The generator must be clean, free of rust/corrosion and leaking fluid.

9.2. NightScan Powerlite

- Inspect the light tower for proper operation. All lights will be inspected for damage. The light tower will be operated in all ranges of motion.
- This equipment will be clean, free of rust/corrosion and all moving parts properly lubricated.

9.3. Side-mounted Awning

- This equipment will be clean, free of rust/corrosion and all moving parts properly lubricated.

9.4. Sierra Pump and air Cylinders

- Ensure the system is fully charged.
- The system/equipment will be clean, free of rust/corrosion and all moving parts properly lubricated.

9.5. Air/Gas Monitors

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- Reference the monitors operation and maintenance manual to ensure they are functioning correctly.

9.6. R.I.T. Pack/Search rope

- Ensure the air cylinder is full and all of the necessary hose lines and face piece mounted regulator are free of defects and operating properly.
- The 200' search rope will be clean, properly stored inside the rope bag and ready for immediate deployment.
- Ensure the R.I.T. Pack is secure and ready for immediate use. All of this equipment will be clean and free of rust/corrosion.

10. Heavy Technical Rescue Inspection

This daily check will include the inspection of the apparatus mounted equipment and operating systems.

10.1. Generator

- Ensure that the main breaker is in the off position before starting.
- Engage the generator, and check the operation of all lighting and electrical equipment.
- Ensure air filters are clean and dry.
- The generator must be clean, free of rust/corrosion and leaking fluid.

10.2. Hydraulic System

- Check the filter and fluid level of the hydraulic system - add fluid as needed.
- Engage the Hydraulic PTO, and check the operation of all equipment.
- Ensure that the open center valves operate properly.
- The hydraulic pressure should be within manufacturers' recommendations.
- Hydraulic pressure lines will be inspected for leakage at fittings and at crimp on ends. Also, inspect for routing and signs of hose chafing.

10.3. Air Compressor

- The compressor and all hose lines will be clean, free of rust/corrosion and all moving parts properly lubricated.
- Ensure the air pressure regulator is functioning properly.

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10.4. Electric Cord/Hose Reels

- Ensure all cords/hose line reels are properly stored, clean and functioning properly.

10.5. NightScan Powerlite

- Inspect the light tower for proper operation. All lights will be inspected for damage. The light tower will be operated in all ranges of motion.
- This equipment will be clean, free of rust/corrosion and all moving parts properly lubricated.

10.6. Side-mounted Awning

- This equipment will be clean, free of rust/corrosion and all moving parts properly lubricated.

10.7. Warn Winch

- Ensure the apparatus mounts have a single pin to hold the winch in place.
- Mount the winch to an anchor point on the apparatus. Ensure the winch will “power-in and out”.
- Ensure the cable is free to deploy.
- This equipment will be clean, free of rust/corrosion and all moving parts properly lubricated.

10.8. R.I.T. Pack/Search rope

- Ensure the air cylinder is full and all of the necessary hose lines and face piece mounted regulator are free of defects and operating properly.
- The 200’ search rope will be clean, properly stored inside the rope bag and ready for immediate deployment.
- Ensure the R.I.T. Pack is secure and ready for immediate use. All of this equipment will be clean and free of rust/corrosion.

11. Brush Truck Inspection

This daily check will include the inspection of the hose, nozzles apparatus pump, portable pumps carried on a Brush Truck.

11.1. Hose and Nozzles

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- Ensure that the pre-connected attack lines are of the correct length, properly loaded and are available for deployment.
- Ensure all hose packs are properly loaded and are ready for deployment.
- All nozzles must be clean, free of rust/corrosion and all moving parts properly lubricated.
- Ensure all of the proper adapters and fittings match.

11.2. Apparatus-mounted Pump

- Visually check the onboard water and foam concentrate tank. Compare the indicator lights to the actual levels. Both tanks must be FULL at all times.
- Operate (open and close) all discharge, intake, bleeder and drain valves. Check for smooth, easy operation. Ensure all caps are easily operated and free of corrosion. Open the “tank to pump” valve last and leave it in the open position. All pumps will be left “wet” unless they are stored outside in a freezing environment.
- Engage the pump. Listen for unusual noises or knocks coming from the pump and observe all indicators of pump engagement at the pump panel.
- Ensure tank to pump is open. Operate the priming pump until a steady stream of water is discharged out the bottom of the apparatus. Open the tank fill/recirculator valve to flow water and increase engine RPM until the pump builds up at least 100psi.
- Ensure all gauges and instruments on the pump panel are working properly. Open discharge gauges one at a time and checks the individual gauges. Do not open the valves for pre-connected attack lines, these must be checked during drills or fire operations.
- Ensure Foam System is operational and primed if necessary.

11.3. Waterous Float Pump

○

11.4. Mark-3 Portable Pump

- This equipment will be clean, free of rust/corrosion and all moving parts properly lubricated. The pump bearing must be greased after every 8 hours of use.
- Check starter rope for excessive wear.
- Ensure fuel container is full, of the proper mix and/or grade and are clearly marked. All fuel should be changed out every Month. The fuel line and priming pump must be in proper working condition.

12. Command Vehicle

ALBUQUERQUE FIRE DEPARTMENT
STANDARD OPERATING GUIDELINES

Apparatus Inspection and Maintenance

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The Engine Co. Driver at the Battalion Commanders station will be responsible for the daily inspection of the Commanders vehicle and equipment. This daily check will include the inspection of the following:

12.1. R.I.T. Pack/Search rope

- Ensure the air cylinder is full and all of the necessary hose lines and face piece mounted regulator are operating properly.
- The 200' search rope will be clean, properly stored inside the rope bag and ready for immediate deployment.
- Ensure the R.I.T. Pack is secure and ready for immediate use. This equipment will be clean and free of rust/corrosion.

12.2. Specialized Equipment

If equipped on the apparatus all of the following equipment must be clean, free of rust/corrosion, defects and in proper working condition.

- Swift Water Rescue Equipment (if equipped)
- Wild land Equipment (If equipped)
- Haz-Mat Equipment (if equipped)
- HTR Equipment (if equipped)

Definitions

Leakage, Class 1-Seepage of fluid, as indicated by wetness or discoloration, not enough to form drops.

Leakage, Class 2-Leakage of fluid great enough to form drops, but not enough to cause drops to fall from the item being inspected.

Leakage, Class 3-Leakage of fluid great enough to cause drops to fall from the item being inspected



ALBUQUERQUE FIRE DEPARTMENT

Apparatus Inspection Report

Engine Apparatus

Company ID#	Date (month/year)
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Daily Inspection Items
1. Engine Compartment (1.1-1.3)
2. Cab Interior (2.1 – 2.4)
3. Exterior Inspection (3.1 – 3.8)
4. Brake Testing (4.1 and 4.2)
5. General Tools and Equipment Inspection (5.1 – 5.6)
6. Engine Apparatus Inspection (6.1 – 6.4)

Day	ID# / Shift		
1			16
2			17
3			18
4			19
5			20
6			21
7			22
8			23
9			24
10			25
11			26
12			27
13			28
14			29
15			30
			31

Monthly Inspection Items	ID # / Shift / Date Completed
4. Brake Testing (4.3 – 4.8)	
6. Engine Apparatus Inspection (6.5)	



ALBUQUERQUE FIRE DEPARTMENT

Apparatus Inspection Report

Ladder Apparatus

Company ID#	Date (month/year)
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Daily Inspection Items
1. Engine Compartment (1.1-1.3)
2. Cab Interior (2.1 – 2.4)
3. Exterior Inspection (3.1 – 3.8)
4. Brake Testing (4.1 and 4.2)
5. General Tools and Equipment Inspection (5.1 – 5.6)
6. Ladder Inspection (7.1-7.9)

Day	ID# / Shift		
1			16
2			17
3			18
4			19
5			20
6			21
7			22
8			23
9			24
10			25
11			26
12			27
13			28
14			29
15			30
			31

Monthly Inspection Items	ID # / Shift / Date Completed
4. Brake Testing (4.3 – 4.8)	
6. Monthly/Semi—annual Inspection (7.10)	

City of Albuquerque
Albuquerque Fire Department
Safety Division

11510 Sunset Gardens SW
Albuquerque, New Mexico 87121

Date: 5/13/2005

The attached pages are a copy of the CITY OF ALBUQUERQUE AUTOMOBILE ACCIDENT REPORT with highlights of the areas most frequently left blank or filled incorrectly. The notes indicated the appropriate information that needs to be entered to complete the form. Be advised that the form should be filled out completely but, these are the areas that are frequently left blank and not signed.

This is just an example of what information should be entered prior to it being sent to the Safety Office. If you have any questions in regards to this or any issues involving Safety concerns please contact the Safety Office.

Supervisors description of what happened _____

Diagram of accident, giving name of streets and showing direction of travel (city vehicle to be marked Number 1, other vehicles Number 2, 3 etc.)

Did Police investigate? _____

Any citations and to whom? _____

Supervisor's Signature Immediate Supervisor (Officer) _____

Date _____

Dept. Head's Signature Chief of The Fire Department _____

Date _____

Activity Supervisor Investigating Commander _____

Prepared by Individual Preparing Report _____

Checked by AFD Safety Officer _____



Albuquerque Fire Department Commander's Accident Recommendations

Robert E. Ortega, Fire Chief

Recommend: **No Further Action**
 Disciplinary Action
 Other:

Coaching/Counseling
 Remedial Training