



DRIVER/OPERATOR PRACTICAL EXAM REQUESTS

In order to provide an efficient and consistent approach to scheduling driver candidate testing the Driver Training Program has established the following process:

1. Candidate completes pre-requisites and preparation.

Prior to submitting any request to the Driver Training Program, the candidate's officer will verify that all candidate prerequisites are completed per the Driver Training Program guidelines. Those prerequisites can be found in the candidate's vehicle training manual. Any prerequisites that have not been completed and documented by the date of the exam will result in immediate postponement of the exam.

2. Candidate's officer develops three potential exam dates in coordination with the Battalion Chief.

Once the officer is confident in the candidate's preparation, the candidate's officer will identify three options for exam dates in coordination with their chain-of-command. Coordination with the chain-of-command is intended to minimize conflicts with other Department-wide or Battalion priorities, maintain adequate operational resources in the field, and reduce the potential for cancellations. When making plans for the exam, consider the following as guidelines for resource needs:

Exam Type	Duration	Location	Crew Resources
Engine	8 hrs (1 day)	PSTA	Personnel to manage deployed attack and supply hose.
straight body Aerial and Aerial Tower	8 hrs (1 day)	PSTA	Personnel to assist with ropes evolutions.
Tractor Drawn Aerial	12 hrs (2 days)	PSTA	Personnel to assist with ropes and rescue equipment evolutions.
Rescue Squad	16 hrs (2 days)	PSTA	Personnel to assist with ropes and rescue equipment evolutions.
Tanker	4 hrs	In quarters	Personnel to assist with dump tank exercise (evaluator's discretion).
Brush Truck	4 hrs	In quarters	none
EMS transport unit	3 hrs	PSTA	none



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3. Candidate's officer proposes the exam dates to the Driver Training staff.

Once three options are identified, the candidate's officer will submit the three dates to the Driver Training Program staff via email to "*_FRSDriverTraining*" for consideration. Whenever possible, one of the options will be accommodated by the Driver Training Program staff. Evaluator and facility availability are the primary factors impacting the final decision.

- Please note that requests for Tractor Drawn Aerial and Rescue Squad exams should include three pairs of days for each option.
- The Driver Training staff will attempt to honor the most preferred date(s) if the Officer provides a prioritized list.

4. Driver Training staff identifies a final exam date, arranges the evaluator, and makes final notifications to the Candidate and Candidate's Officer.

The Driver Training Program staff will communicate directly with the candidate's officer when a test date is finalized.

The Candidate will receive an email confirmation directly from a Driver Training Program Representative stating the final test date and details regarding the requirements for the exam.

5. Candidate's officer notifies their chain-of-command to have the exam placed on the apparatus tracker.

It is incumbent upon the candidate's officer to communicate the test date to their chain-of-command for inclusion in operational planning, including the "apparatus tracker" calendar titled "&FRS.ApparatusMovement".

- While an expectation exists for Operations to honor the chosen test date, it is recognized that there will always be factors beyond the control of staff that may result in last minute adjustments to the schedule.

6. Candidate completes the exam.