

Emergency Vehicle Technician 3 (NFPA Emergency Vehicle Technician III)

Instructor Task Book (2020)



California Department of Forestry and Fire Protection
Office of the State Fire Marshal
State Fire Training

Purpose and Process

Purpose

The State Fire Training Instructor: Emergency Vehicle Technician 3 instructor trainee task book is a performance-based document. It lists the minimum Job Performance, Certification, Education, and Position requirements a candidate must meet to teach Emergency Vehicle Technician 3 courses.

Initiation and Completion Process

Candidate Responsibilities

The candidate is the individual pursuing instructor registration.

The candidate shall:

1. Complete the “Candidate” and “Task Book Initiation Requirements” sections on the Task Book Initiation page.
 - Please print.
2. Complete a block on the Signature Verification page with an original wet-ink signature.
3. Complete all Experience requirements.
4. Complete all Position requirements.
5. Obtain the registered instructor’s signature as approval to open the task book using the “Task Book Initiation Approval” section on the Task Book Initiation page.
 - A candidate may not obtain evaluation signatures for any job performance requirements completed prior to the initiation approval date.
6. Complete all Job Performance Requirements.
 - Ensure that an evaluator initials, signs, and dates each task to verify completion.
7. Sign and date the “Candidate” verification section on the Review and Approval page with an original wet-ink signature.
8. Obtain his or fire chief’s original wet-ink signature on the “Candidate’s Fire Chief” verification section on the Review and Approval page.
9. Create and retain a physical or scanned digital copy of the complete task book.
10. Submit the completed task book and any supporting documentation to State Fire Training when registering to instruct Emergency Vehicle Technician 3.

It is the candidate’s responsibility to routinely check the State Fire Training website for updates and addendums to open task books. When State Fire Training issues an update or addendum to an open task book, that update, or addendum is required for task book completion.

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Evaluator Responsibilities

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement.

A qualified evaluator is a State Fire Training Registered Instructor for Emergency Vehicle Technician or approved Vendor Expert Instructor authorized by the Instructor of Record.

An instructor task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the Signature Verification page with an original wet-ink signature.
2. Review and understand the candidate's instructor task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
 - A candidate may not obtain evaluation signatures for any job performance requirements completed prior to the initiation approval date.
 - Sign all appropriate lines in the instructor task book with an original wet-ink signature or approved digital signature (e.g. DocuSign or Adobe Sign; a scanned copy of a signature is not acceptable) to record demonstrated performance of tasks.

Registered Instructor / Instructor of Record Responsibilities

The State Fire Training Registered Instructor of the Emergency Vehicle Technician courses is the individual who reviews and confirms the completion of a candidate's task book initiation requirements.

The registered instructor shall:

1. Review and understand the candidate's instructor task book requirements and responsibilities.
2. Verify that the candidate has met all requirements and prerequisites prior to initiating the candidate's task book.
3. Open the candidate's task book by signing the "Task Book Initiation Approval" section on the Task Book Initiation page with a wet-ink signature.

Submission and Review Process

A candidate should not submit a task book until he or she has completed all requirements and obtained all signatures. State Fire Training will reject and return an incomplete task book.

Submit the completed task book and any supporting documentation to State Fire Training.

Office of the State Fire Marshal
State Fire Training
Attn: Instructor Registration
2251 Harvard Street, Suite 400
Sacramento, CA 95815

State Fire Training reviews all submitted task books.

If the task book is complete, State Fire Training will authorize the task book and retain a digital copy of the authorized task book in the candidate's career file.

If the task book is incomplete, State Fire Training will return the task book with a notification indicating what needs to be completed prior to resubmission.

Completion of this instructor task book is one step in the instructor registration process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required to teach Emergency Vehicle Technician 3 courses.

Task Book Initiation

Each JPR shall be conducted, reviewed, and validated after the candidate initiates the task book.

This task book must be completed within three years of initiation.

Candidate

Name: _____

SFT ID Number: _____

Fire Agency: _____

Task Book Initiation Requirements

The following requirements must be completed prior to opening this task book.

Certification	Complete
Emergency Vehicle Technician 3	<input type="checkbox"/>
Instructor II, or Current Registered Instructor with State Fire Training	<input type="checkbox"/>

Education	Complete
Emergency Vehicle Technician 3A: Human Resource Management / Fleet Specifications and Records B; or Specifications Writing Class (CFMA) and Fire Management I or Company Officer 2A (SFT)	<input type="checkbox"/>
Gasoline Engines [T1] (ASE)	<input type="checkbox"/>
Diesel Engines [T2] (ASE)	<input type="checkbox"/>
Drive Train [T3] (ASE)	<input type="checkbox"/>
Brakes [T4] (ASE)	<input type="checkbox"/>
Suspension and Steering [T5] (ASE)	<input type="checkbox"/>
Electrical/Electronic Systems [T6] (ASE)	<input type="checkbox"/>
Heating, Ventilation, and Air Conditioning (HVAC) [T7] (ASE)	<input type="checkbox"/>
Preventative Maintenance Inspections [T8] (ASE)	<input type="checkbox"/>
CFR 396.25: Brake Inspector Qualification (DOT)	<input type="checkbox"/>

Task Book Initiation Approval

SFT Registered Instructor / Instructor of Record: _____
Printed Name

I, the undersigned, am the person authorized to verify the candidate has successfully completed the Instructor: Emergency Vehicle Technician 3 course and verify the candidate's task book requirements and to initiate this task book in partial fulfillment of the requirements to teach Emergency Vehicle Technician 3. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements to open the task book documented herein are true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection.

SFT Registered Instructor / Instructor of Record Signature

Date

Signature Verification

The following individuals are SFT registered Emergency Vehicle Technician 3 instructors and have the authority to verify portions of this instructor task book using the signature recorded below.

Please print except for the Signature line. Print and add additional signature pages as needed.

Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

Job Performance Requirements

This instructor task book includes the training objectives included in the Instructor Emergency Vehicle Technician course plan, which is based on NFPA 1071: Standard for Emergency Vehicle Technician Professional Qualifications (2020).

The candidate must complete each job performance requirement (JPR) in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

Each task must be performed twice.

- The two instances must occur during two different courses.
- The same evaluator can sign off on the same task twice.

Example of correct evaluation:

Correct: Task completed during two separate courses and may be evaluated by the same individuals.

	Course Code	Date	Initials
1 st Evaluation	AAA123	6/10/2020	JAS
2 nd Evaluation	BBB123	10/10/2020	JAS

Incorrect: Task completed twice during one course but evaluated by two separate individuals

	Course Code	Date	Initials
1 st Evaluation	AAA123	6/10/2020	JAS
2 nd Evaluation	AAA123	6/10/2020	CWJ

1. Perform repairs on low-voltage electrical system components, given an emergency response vehicle, manufacturer's specifications, an assignment or inspection report detailing a deficiency or deformation, SOPs, test and calibration equipment, and tools, so that defective components are diagnosed; deformed, broken, loose, worn, or missing parts of low-voltage electrical system components are repaired, replaced, or rebuilt to manufacturer's specifications; charging systems, starting systems, lighting systems, electrical accessories, and other electrical systems are returned to operation; correct test equipment is used; hazards are avoided; correct parts are used; diagnostic checks are conducted and performance is verified; and repairs are documented in accordance

with the procedures of the manufacturer and the authority having jurisdiction. (NFPA 5.4.1) (CTS 8-1)

	Course Code	Date	Initials
1st Evaluation			
2nd Evaluation			

- Complete performance testing on low-voltage electrical system components including batteries, charging systems, starting systems, onboard chargers, electrical loads, solenoids, and relay devices in accordance with NFPA 1911, given an emergency response vehicle, manufacturer's specifications, SOPs, test and calibration equipment, and tools, so that components are performance tested to assure they are operating in accordance with manufacturer's specifications and NFPA standards; performance tests are conducted to verify that repairs are completed; and all testing is documented in accordance with the procedures of the manufacturer and the authority having jurisdiction. (NFPA 5.4.3) (CTS 8-2)

	Course Code	Date	Initials
1st Evaluation			
2nd Evaluation			

- Inspect the electronic controls and instrumentation, given an emergency response vehicle; SOPs; manufacturer specifications; tools; test, calibration, and diagnostic equipment; schematics; and an inspection checklist, so that the mounting security is verified; operation and condition of the electronic control system is verified to be within manufacturer specifications; all checklist items are inspected; defects and deficiencies, including broken, loose, worn, or missing parts, are identified and reported; and inspection and tests are documented in accordance with the procedures of the manufacturer and the authority having jurisdiction. (AHJ / OSFM) (CTS 8-3)

	Course Code	Date	Initials
1st Evaluation			
2nd Evaluation			

- Perform maintenance on the electronic controls and instrumentation, given an emergency response vehicle; manufacturer specifications; a maintenance schedule or assignment; a maintenance checklist; SOPs; test, calibration, and diagnostic equipment; and tools, so that deformed, broken, loose, worn, or missing parts are repaired or replaced; the operational condition is preserved or restored; calibration and

adjustments are performed; activities are documented; and additional repair needs are reported. (OSFM) (CTS 8-4)

	Course Code	Date	Initials
1st Evaluation			
2nd Evaluation			

5. Perform repairs on electronic controls and instrumentation, given an emergency response vehicle, manufacturer's specifications, an assignment or inspection report detailing a deficiency or deformation, SOPs, test and calibration equipment, and tools, so that defective components are diagnosed; deformed, broken, loose, worn, or missing parts of an electronic control or instrumentation are repaired, replaced, or rebuilt to manufacturer's specifications; engine, transmission, and brake electronic control units or electronic control modules, pump throttles and pressure control devices, and instrumentation are returned to operation; programming is correct; load control devices, sequencer, interfaces, and interlocks are operational; correct test equipment is used; correct parts are used; correct tests and programming procedures are followed; diagnostic checks are conducted and performance is verified; and repairs are documented in accordance with the procedures of the manufacturer and the authority having jurisdiction. (NFPA 5.4.2) (CTS 8-5)

	Course Code	Date	Initials
1st Evaluation			
2nd Evaluation			

6. Complete performance testing on electronic controls and instrumentation including electronic engine, pump control systems, transmission, brake controls, load control devices, sequencers, interfaces, and interlocks, given an emergency response vehicle; manufacturer specifications; SOPs; test, calibration, and diagnostic equipment; and tools, in accordance with NFPA 1911 so that components are tested to assure they are operating in accordance with manufacturer specifications and NFPA standards; performance tests are conducted to verify that repairs are completed; and all testing is documented in accordance with the procedures of the manufacturer and the authority having jurisdiction. (AHJ / OSFM) (CTS 8-6)

	Course Code	Date	Initials
1st Evaluation			
2nd Evaluation			

7. Complete braking performance test on apparatus in accordance with NFPA 1911, given an emergency response vehicle, an applicable driving license (if required), and a calibrated driving course so that the apparatus braking system performance is verified to ensure that the braking ability of the apparatus complies with the requirements of NFPA 1911 and federal and state regulations; and all testing is documented in accordance with the requirements of NFPA standards and the authority having jurisdiction. (NFPA 5.2.3) (CTS 2-7)

	Course Code	Date	Initials
1st Evaluation			
2nd Evaluation			

