

# Aerial Apparatus Driver/Operator (NFPA Fire Apparatus Driver/Operator)

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## Certification Task Book (2017)



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

## Overview

### Authority

This certification task book includes the certification training standards set forth in the Fire Apparatus Driver/Operator Certification Training Standards Guide (2017) which is based on NFPA: 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications (2017).

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Published by: State Fire Training, 2251 Harvard Street, Suite 400, Sacramento, CA 95815

Cover photo courtesy of Kevin Williams, CAL FIRE

### Purpose

The State Fire Training certification task book is a performance-based document that identifies the minimum requirements necessary to perform the duties of that certification. Completion of a certification task book verifies that the candidate has the required experience, holds the required position, and has demonstrated the job performance requirements to obtain that certification.

### Assumptions

With the exception of the Fire Fighter 1 and 2 certifications, a candidate may begin the task book initiation process upon completion of all required education components (courses).

Each job performance requirement (JPR) shall be evaluated after the candidate's fire chief initiates the task book.

An evaluator may verify satisfactory execution of a job performance requirement (JPR) through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

State Fire Training task books do not count towards the NWCG task book limit. There is no limit to the number of State Fire Training task books a candidate may pursue at one time if the candidate meets the initiation requirements of each.

It is the candidate's responsibility to routinely check the State Fire Training website for updates to an initiated task book. Any State Fire Training issued update or addendum is required for task book completion.

A candidate must complete a task book within five years its initiation date. Otherwise, a candidate must initiate a new task books using the certification's current published version.

## Roles and Responsibilities

### Candidate

The candidate is the individual pursuing certification.

### Initiation

The candidate shall:

1. Complete all Initiation Requirements.
  - Please print or type.
2. Obtain their fire chief's signature as approval to open the task book.
  - A candidate may not obtain evaluation signatures prior to the fire chief's initiation approval date.

### Completion

The candidate shall:

1. Complete all Job Performance Requirements.
  - Ensure that an evaluator initials, signs, and dates each task to verify completion.
2. Complete all Completion Requirements.
3. Sign and date the candidate verification statement under **Review and Approval** with a handwritten signature.
4. Obtain their fire chief's handwritten (not stamped) signature on the fire chief verification section.
5. Create and retain a physical or high-resolution digital copy of the completed task book

### Submission

The candidate shall:

1. Submit a copy (physical or digital) of the completed task book and any supporting documentation to State Fire Training.
  - See Submission and Review below.

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

### Evaluator

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

An evaluator may verify satisfactory execution through the following methods:

- First-hand observation
- Review of documentation that verifies prior satisfactory execution

A qualified evaluator is designated by the candidate's fire chief\* and holds an equivalent or higher-level certification. If no such evaluator is present, the fire chief shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements.

A task book evaluator may be, but is not required to be, a registered skills evaluator who oversees a State Fire Training certification exam.

A certification task book may have more than one evaluator.

All evaluators shall:

1. Complete a block on the **Signature Verification** page with a handwritten signature.
2. Review and understand the candidate's certification task book requirements and responsibilities.
3. Verify the candidate's successful completion of one or more job performance requirements through observation or review.
  - Do not evaluate any job performance requirement (JPR) until after the candidate's fire chief initiates the task book.
  - Sign all appropriate lines in the certification task book with a handwritten signature or approved digital signature (e.g. Docusign or Adobe Sign) to record demonstrated performance of tasks.

\* For certification task books that do not require fire chief initiation, academy instructors serve as or designate evaluators.

## Fire Chief

The fire chief is the individual who initiates (when applicable) and then reviews and confirms the completion of a candidate's certification task book.

A fire chief may identify an authorized designee already on file with State Fire Training to fulfill any task book responsibilities assigned to the fire chief. (See *State Fire Training Procedures Manual*, 4.2.2: Authorized Signatories.)

## Initiation

The fire chief shall:

1. Review and understand the candidate's certification task book requirements and responsibilities.

2. Verify that the candidate has met all **Initiation Requirements** prior to initiating the candidate's task book.
3. Open the candidate's task book by signing the **Fire Chief Approval** verification statement with a handwritten (not stamped) signature.
4. Designate qualified evaluators.

## Completion

The fire chief shall:

1. Confirm that the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
  - Ensure that all **Job Performance Requirements** were evaluated after the initiation date.
2. Confirm that the candidate meets the **Completion Requirements**.
3. Sign and date the Fire Chief verification statement under **Review and Approval** with a handwritten signature.
  - If signing as an authorized designee, verify that your signature is on file with State Fire Training.

## Submission and Review

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.

To submit a completed task book, please send the following to the address below:

- A copy of the completed task book (candidate may retain the original)
- All supporting documentation
- Payment

State Fire Training  
Attn: Certification  
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 State Fire Training 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 certification task book is one step in the certification process. Please refer to the *State Fire Training Procedures Manual* for the complete list of qualifications required for certification.

## Initiation Requirements

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

### Candidate Information

Name: \_\_\_\_\_

SFT ID Number: \_\_\_\_\_

Fire Agency: \_\_\_\_\_

### Prerequisites

The candidate meets the following prerequisites.

- OSFM Fire Fighter 1 certification  
**or**
- Appointment to the rank of Officer (Lieutenant or higher) **or** CAL FIRE rank of Fire Apparatus Engineer waives this certification prerequisite. *Performing in an “acting” capacity does not fulfill this requirement.*

Rank	Appointment Date

- Valid Class C Firefighter Endorsed **or** Commercial A **or** Commercial B driver’s license (per California Vehicle Code, Section 12804.11)

License or Permit	Granting Agency/Institution	License/Permit #	Expiration Date

*Include documentation to verify prerequisite requirements when you submit your task book unless verification is already documented in your SFT User Portal.*

## Education

The candidate has completed the following course(s).

- 1A: Fire Apparatus Driver/Operator (2008 or newer)
- 1C: Aerial Apparatus Operations (2015 or newer)

*Include documentation to verify prerequisite requirements when you submit your task book unless verification is already documented in your SFT User Portal.*

## Fire Chief Approval

Candidate's Fire Chief (please print): \_\_\_\_\_

I, the undersigned, am the person authorized to verify the candidate's task book initiation requirements and to initiate State Fire Training task books. 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 documentation may be cause for rejection.

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



## Signature Verification

The following individuals have the authority to verify portions of this certification task book using the signature recorded below.

Please print except for the Signature line where a handwritten signature is required.  
Add additional signature pages as needed.

**Name:** \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Name:** \_\_\_\_\_  
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**Name:** \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Signature: \_\_\_\_\_

## Job Performance Requirements

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.

When California requirements exceed or require revision to the NFPA standard, the corresponding Office of the State Fire Marshal-approved (OSFM) additions or revisions appear in *italics*.

All JPRs must be completed within a California fire agency or State Fire Training Accredited Regional Training Program (ARTP).

For JPRs that are not part of a candidate's regular work assignment or are a rare event, the evaluator may develop a scenario or interview that supports the required task and evaluate the candidate to the stated standard.

Each JPR shall be evaluated after the candidate's fire chief initiates the task book.

### Fire Apparatus

#### Preventative Maintenance

1. Perform visual and operational checks on the systems and components specified in the following list (battery(ies), braking system, coolant system, electrical system, fuel, hydraulic fluids, oil, tires, steering system, belts, tools, appliances, equipment, built-in safety features), given a fire *apparatus*, its manufacturer's specifications, *tools and equipment*, and policies and procedures of the jurisdiction, so that the operational status of the vehicle is verified. (NFPA 4.2.1) (CTS 1-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

2. Document visual and operational checks, given maintenance and inspection forms, so that all items are checked for operation and deficiencies are reported. (NFPA 4.2.2) (CTS 1-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Operations

3. Operate a fire apparatus *during emergency and non-emergency responses* using defensive driving techniques, given *an apparatus, an assignment, a predetermined route* on a public way that incorporates the maneuvers and features that the driver/operator is expected to encounter during normal operations, and *AHJ policies and procedures*, so that control of the apparatus is maintained and the *apparatus* is operated in compliance with all applicable state and local laws and *AHJ* rules and regulations. (NFPA 4.3.1 & 4.3.6) (CTS 2-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

4. Back a *fire apparatus* from a roadway into restricted spaces on both the right and left sides of the *apparatus*, given a fire apparatus, a spotter where the spotter assists the driver in performing the maneuver, and restricted spaces 12 ft (3.7 m) in width, requiring 90-degree right-hand and left-hand turns from the roadway, so that the vehicle is parked within the restricted areas without have to stop and pull forward and without striking obstructions. (NFPA 4.3.2) (CTS 2-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

5. Maneuver a *fire apparatus* around obstructions on a roadway while moving forward and in reverse, given a fire apparatus, a spotter where the spotter assists the driver in performing the maneuver, and a roadway with obstructions, so that the vehicle is maneuvered through the obstructions without stopping to change the direction of travel and without striking any obstructions. (NFPA 4.3.3) (CTS 2-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

6. Turn a fire apparatus 180 degrees within a confined space, given a fire apparatus, a spotter for backing up, and an area in which the *apparatus* cannot perform a U-turn without stopping and backing up, so that the *apparatus* is turned 180 degrees without striking obstructions within the given space. (NFPA 4.3.4) (CTS 2-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

7. Maneuver a fire apparatus in areas with restricted horizontal and vertical clearances, given a fire apparatus and a course that requires the operator to move through areas of restricted horizontal and vertical clearances, so that the operator judges the ability of the *apparatus* to pass through the openings, *using continual motion*, and so that no obstructions are struck. (NFPA 4.3.5) (CTS 2-5)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

8. Operate all fixed systems and equipment on a *fire apparatus* not addressed elsewhere in this standard, given *fixed* systems and equipment, manufacturer's specifications *and requirements*, and *AHJ* policies and procedures for the systems and equipment, so that each system or piece of equipment is operated in accordance with the applicable instructions and policies. (NFPA 4.3.7) (CTS 2-6)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Aerial Apparatus

### Preventative Maintenance

9. Perform *and document* the visual and operation checks on the system and components specified in the following list (cable systems (if applicable), aerial device hydraulic systems, slides and rollers, stabilizing systems, aerial device safety systems, breathing air systems, communication systems) in addition to those specified in *NFPA 1002 4.2.1*, given a fire department aerial apparatus, and policies and procedures of the jurisdiction, so that the operational readiness of the aerial apparatus is verified. (NFPA 6.1.1) (CTS 6-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

### Operations

10. Maneuver and position an aerial apparatus, given an aerial apparatus, an incident location, a situation description, and an assignment, so that the apparatus is positioned for correct aerial device deployment. (NFPA 6.2.1 / OSFM) (CTS 7-1)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

11. Stabilize an aerial apparatus, given a positioned *aerial apparatus* and the manufacturer's *specifications and requirements*, so that power can be transferred to the aerial hydraulic system and the *aerial* can be deployed. (NFPA 6.2.2) (CTS 7-2)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

12. Maneuver and position the aerial device from each control station (*if applicable*), given a *stabilized aerial apparatus*, an incident location, a situation description, and an assignment, so that the aerial is positioned to accomplish the assignment. (NFPA 6.2.3) (CTS 7-3)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

13. Lower an aerial using the emergency operating system, given an aerial, so that the aerial is lowered to its bedded position. (NFPA 6.2.4) (CTS 7-4)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

14. Deploy and operate an elevated master stream, given a *stabilized* aerial, a master stream device, and a desired flow, so that the stream is effective. (NFPA 6.2.5 / OSFM) (CTS 7-5)

Evaluator Signature: \_\_\_\_\_ Date Verified: \_\_\_\_\_

## Completion Requirements

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

### Experience

The candidate meets the following experience requirements.

- Have a minimum of one year full-time or two years' volunteer or part-time paid experience in a recognized fire agency in California with the primary responsibility as an Aerial Apparatus Driver/Operator

Agency	Experience	Start Date	End Date

### Position

The candidate meets the position qualifications for this level of certification. The position requirement is met when the applicant fulfills the role of the specific duties as defined by the fire chief.

### Supporting Documentation

State Fire Training confirms that there are no supporting documentation requirements for this job function certification.

### Updates

The candidate has completed and enclosed all updates to this certification task book released by State Fire Training since its initial publication.

Number of enclosed updates: \_\_\_\_\_

## Completion Timeframe

The candidate has completed all requirements documented in this certification task book within five years of its initiation date.

Initiation Date (see Fire Chief signature under **Initiation Requirements**): \_\_\_\_\_

## Review and Approval

### Candidate

Candidate (please print): \_\_\_\_\_

I, the undersigned, am the person applying for certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements documented herein is true in every respect. I understand that misstatements, omissions of material facts, or falsification of information or documents may be cause for rejection or revocation.

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

### Fire Chief

Candidate's Fire Chief (please print): \_\_\_\_\_

I, the undersigned, am the person authorized to verify the candidate's qualifications for certification. I hereby certify under penalty of perjury under the laws of the State of California, that the completion of all requirements 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.

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