
	STANDARD OPERATING GUIDELINE			
	OPERATIONS			
	APPARATUS DRIVING OPERATIONS			
	Effective: 01/Oct/92	Revised: 28/Dec/2020	S.O.G. #: O-325	

1.0 Purpose

- 1.1 The purpose of this guideline is to establish standards for the safe and efficient operation of all apparatus assigned to the Fire Department.
- 1.2 The definition of apparatus is defined as all motor vehicles assigned to and operated by the Highland Park Fire Department or the City of Highland Park.

2.0 Responsibility

- 2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

3.0 License Requirements



- 3.1 It shall be the responsibility of each member of the Department to obtain and maintain a Class “B” license from the State of Illinois, or from the State of Wisconsin if that is the location of his/her residence.
- 3.2 It shall be the duty of all members to notify their Battalion Chief and their Company Officer of any operator’s license suspension or revocation.
 - 3.2.1 Failure to notify the Company Officer or Battalion Chief of license suspension or revocation shall subject the member to disciplinary action.

4.0 Ability to Operate Apparatus

- 4.1 It shall be the responsibility of the member to notify the Company Officer and/or Battalion Chief of any physical, mental, or undetermined condition that would prevent the member from operating the apparatus in a safe manner as prescribed by the laws of the State of Illinois or the City of Highland Park.
 - 4.1.1 Failure to notify the Company Officer or Battalion Chief of a physical, mental, or undetermined condition that would prevent the member from operating the apparatus in a safe manner as prescribed by the laws of the State of Illinois or the City of Highland Park shall subject the member to disciplinary action.

5.0 General Responsibilities

- 5.1 Driving procedures shall be in accordance with the rules of the State of Illinois and safe and accepted practices.
- 5.2 The Company Officer shall bear equal responsibility for the safe and efficient operation of the apparatus with the driver.
- 5.3 The Company Officer shall hold the driver directly responsible for reckless and negligent driving.
- 5.4 It is the responsibility of the Company Officer to determine that the driver meets the qualifications of this guideline.
- 5.5 Both the driver and the Company Officer will be held accountable for failing to notify the Battalion Chief and relieving Company of any conditions that would indicate that the apparatus is unsafe to operate.
 - 5.5.1 At certain times, the Fire Department mechanic may be requested to check the worthiness of a piece of apparatus. His comments as to the worthiness of any apparatus and any special considerations to be followed shall be noted in the Daily Log Program and reported to the Battalion Chief.



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6.0 Drivers Responsibility

- 6.1 Responsibilities of the driver shall be determined by the Company Officer and will include, but not be limited to, the following items:
- 6.1.1 Daily apparatus check in accordance with Highland Park Fire Department Apparatus Check-Out Form HPF -42.
 - 6.1.2 Cleanliness of the apparatus and equipment and its readiness for use.
 - 6.1.3 The Company Officer or Acting Company Officer shall review the daily apparatus check sheet and sign the bottom of this document. Communication between the driver and the Company Officer is important, especially as it relates to the condition and readiness of the apparatus.
 - 6.1.4 Passing on of pertinent information to the relieving driver regarding the condition of the apparatus and equipment. The driver will review the previous day's check-out sheet, sign it, and turn it in to the Company Officer.

7.0 Operations

- 7.1 Drivers shall not move the apparatus until all personnel are seated and have attached their seat belts. The only exception to this rule may occur when E.M.S. personnel are performing patient care in the patient compartment of an ambulance.
- 7.2 Drivers shall ensure that the proper overhead door is fully raised before passing under the door.
- 7.3 Apparatus warning lights and siren shall be activated when responding to alarms. Certain alarms may dictate a non-emergency response. These alarms shall include:
 - 7.3.1 Trouble fire alarms.
 - 7.3.2 Non-symptomatic carbon monoxide alarms.
 - 7.3.3 Non-emergency lockouts.
 - 7.3.4 Any other alarm where the Company Officer (or the Ambulance crew on transports to the Hospital) feels the activation of warning devices is not necessary.
- 7.4 Drivers shall be advised to control the speed of the apparatus when approaching corners or intersections or changing lanes in traffic, especially in congested areas. Drivers shall be instructed to use the most direct route and to drive and control the speed of the apparatus with a degree of care commensurate with the proper protection of life and property. Company Officers will monitor apparatus speed and make corrections if needed.
- 7.5 Upon arrival at the incident scene, apparatus warning lights will remain on for the safety of the personnel operating on the scene.
 - 7.5.1 For incidents on Route 41 or any other traffic accidents, warning lights may be left activated.
- 7.6 Drivers will, if necessary, bring their apparatus to a full stop at cross streets and controlled intersections when responding on alarms.
- 7.7 When returning to quarters or out on details, Fire Department apparatus shall strictly observe all traffic and speed regulations.

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- 7.8 Drivers will exercise extreme caution when approaching school buses and come to a complete stop at the appropriate signal. The driver will then wait for a signal from the bus driver to continue.
- 7.9 All apparatus responding to an alarm from the same quarters shall take the same route unless otherwise instructed by the Company Officer.
- 7.10 All apparatus responding along the same route shall be aligned in single file.
- 7.11 When apparatus is returning to quarters, warning lights and sirens shall not be used.
- 7.12 When responding on a change of quarter's assignment, no warning lights or siren shall be used.
- 7.13 It shall be the responsibility of the driver to ensure that proper care is taken to prevent damage to apparatus and equipment while operating at the scene of a fire or other emergency.
- 7.14 When backing up any Fire Department apparatus or equipment that requires the use of mirrors for the driver to see, a spotter shall be assigned from the Company to ensure that a clear path is maintained.

8.0 Accidents Involving Apparatus Responding On an Emergency Incident

- 8.1 When any apparatus assigned to the Fire Department has been involved in an accident, the following guidelines shall be followed:
 - 8.1.1 The apparatus shall be brought to a stop and an immediate assessment for injuries shall be made.
 - 8.1.2 Advise the Highland Park Dispatcher that "Unit Number" has been involved in a vehicular accident and give the location and type of injuries if any are to be reported.
 - 8.1.3 The Highland Park Dispatchers will notify the on-duty Battalion Chief immediately, who will respond to the scene to initiate a department investigation.
 - 8.1.3.1 If, at the discretion of the Company Officer, there are no injuries, the apparatus may proceed to the alarm.
 - 8.1.3.2 In any injury accident, a member of the Company shall be left at the scene to attend to the injured parties until such time as an ambulance arrives at the scene.
 - 8.1.3.3 The Company Officer will notify the Dispatchers immediately if the apparatus is unable to continue the emergency response. The dispatcher will notify the Battalion Chief and make the necessary adjustments to the response.
 - 8.1.3.4 The Chief of the Fire Department shall be notified of any vehicular accident involving Fire Department apparatus.
 - 8.1.4 The damaged vehicle should be taken to the Repair Shops if the damage is serious, and the department mechanic notified. If the damage is minor, the vehicle can return to quarters.

9.0 Accidents Involving Apparatus Not Responding On an Emergency Incident

- 9.1 When any apparatus assigned to the Fire Department has been involved in an accident, the following guidelines shall be followed:
 - 9.1.1 The apparatus shall be brought to a stop and an immediate assessment for injuries shall be made.

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- 9.1.2 Advise the Highland Park Dispatcher that “Unit Number” has been involved in a vehicular accident and give the location and type of injuries if any are to be reported.
- 9.1.3 The Highland Park Dispatchers will notify the on-duty Battalion Chief immediately, who will respond to the scene to initiate a department investigation.
- 9.1.4 Members shall disembark and render whatever aid is necessary at the scene.
- 9.1.5 The apparatus shall remain on the scene until released by the investigating authority.
- 9.1.6 The Chief of the Fire Department shall be notified of any vehicular accident involving Fire Department apparatus.
- 9.1.7 The damaged vehicle should be taken to the Repair Shops if the damage is serious, and the department mechanic notified. If the damage is minor, the vehicle can return to quarters and the mechanic can look at it at his discretion.

10.0 Reporting Vehicular Accidents

- 10.1 Upon returning to quarters, the driver and Officer assigned to the involved apparatus shall complete a written statement describing the events leading up to the accident as they individually recall the events. In addition, the Company Officer will also fill out the City of Highland Park Accident Report Form packet.
 - 10.1.1 Upon completion of this information, it shall be forwarded to the Battalion Chief responsible for those personnel. In turn, the Battalion Chief will forward this information to the Deputy Chief after reviewing it.
- 10.2 No information involving the accident shall be given out without permission from the Fire Chief's office.

11.0 Reserve Apparatus

- 11.1 It is the desire of the department to maintain for use reserve equipment and apparatus that can be placed in-service when a front line piece of equipment is to be removed from service or to supplement front-line equipment.
- 11.2 When a piece of apparatus is to be removed from service, the on-duty Battalion Chief shall be notified immediately. If the expected out-of-service time is to be less than one hour, the Battalion Chief may, at his discretion, determine that reserve apparatus need not be placed in service.
- 11.3 Apparatus shall be changed over to the reserve apparatus as follows:
 - 11.3.1 Regular scheduled maintenance.
 - 11.3.1.1 The Company Officer shall notify the Battalion Chief and the dispatcher by radio that the apparatus is out of service.
 - 11.3.1.2 The Company who is going to use the reserve apparatus shall pick up the apparatus where it is located and change over the required equipment, documenting on paper the equipment switched over to the reserve apparatus.
 - 11.3.1.3 Once the change over is complete, the first line piece of apparatus will be delivered to the maintenance facility.

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11.3.2 **Unscheduled repairs**

11.3.2.1 If unscheduled repairs are necessary to apparatus or equipment, the same procedure as in 10.3.1 is to be utilized.

11.4 **Return to Service**

11.4.1 When repairs have been completed, the Company Officer will notify the on-duty Battalion Chief and the dispatchers that the Company is out of service to change over apparatus. Change over shall occur at the maintenance facility. Once the change over is completed, the Company Officer shall notify the Battalion Chief and the dispatchers that the Company is back in service with its primary apparatus.

11.4.2 All radios, warning lights, siren, and fluid levels shall be tested on the primary apparatus.

11.4.3 The reserve apparatus will be returned to its proper location and the Company who used it shall ensure that the apparatus or equipment is fueled, cleaned, and serviceable for possible use. Any deficiencies shall be noted in writing to the Battalion Chief.

11.4.4 In no circumstances shall the reserve apparatus be left in a condition where it cannot be immediately placed into service.

11.4.4.1 If the reserve apparatus or equipment has a deficiency that requires immediate attention, the Fire Department mechanic will be notified as soon as possible.

12.0 Fire Department Automobiles

12.1 Stations that house automobiles shall perform daily checks on these vehicles. This check will include fluids, gasoline, and cleanliness.

13.0 Other Considerations

13.1 **Backing.**

13.1.1 Personnel, when backing apparatus, shall make every attempt to have a spotter at the rear of the apparatus while backing.



13.1.2 The spotter and the driver shall be in visual contact to avoid injuries and property damage.

13.1.3 Night backing shall include the use of flashlights at the rear of the vehicle to aid the spotter in guiding the apparatus.

13.2 It shall be the responsibility of the Officer to operate the siren and air horn when responding to emergency alarms.

13.3 Drivers must consider the dangers their moving vehicles pose to emergency personnel and spectators who may be preoccupied with the emergency and inadvertently step in front of or behind a moving vehicle.

13.4 Drivers must use good judgment in the placement of fire apparatus. Working with the Company Officer, the apparatus will be placed in the best tactical location allowing for the Truck Company to gain access to the fire building.

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14.0 Reference

14.1 Highland Park Fire Department

Approved:  Fire Chief