

VILLAGE OF PLOVER FIRE DEPARTMENT

STANDARD OPERATING PROCEDURE

Policy Number:	1211	Section:	1200 LINE OPERATIONS
Subject:	Vehicle Backing Procedures		
Effective Date:	04/07, 07/18	Author:	K.Voss
Purpose:	To establish a consistent set of guidelines for all department members regarding the driver/operator procedures and member related duties as it relates to backing apparatus and the vehicle exhaust system.		

Guideline:

EXITING THE STATION

1. Driver/Operator shall conduct a "circle of safety" by walking around the vehicle checking for loose equipment, open compartments, etc.
2. Driver/Operator shall not begin exiting the station until all members are on-board, accountability tags are acquired by OIC and all members are secured in seatbelts.
3. After ignition, the Driver/Operator shall visually inspect to assure that all shorelines have detached from the vehicle.
4. Driver/Operator shall shift apparatus in gear and slowly begin exiting the station at no more than 5 M.P.H. until vehicle exhaust system hose releases from the exhaust tailpipe*.
5. Driver/Operator shall slowly approach road entry area and wait for the right-of-way from traffic with emergency lights and siren fully operational before entering traffic.

RETURNING TO THE STATION

DRIVER/OPERATOR RESPONSIBILITIES

1. Driver/Operator shall enter front ramp area at slow speed
2. Driver/Operator shall stop in front of assigned apparatus overhead door, allowing the Vehicle Spotter to exit apparatus for purpose of connecting vehicle exhaust system hose* and performing spotter backing procedures.
3. Driver/Operator shall roll down the window completely and remove headset.
4. Make visual and verbal contact with the spotter and maintain this contact. **IF YOU CANNOT SEE OR HEAR THE SPOTTER, STOP!**
5. On the signal of the Vehicle Spotter, shift the transmission into reverse and begin moving on their command.
6. When the Vehicle Spotter stops the vehicle to connect the vehicle exhaust system hose, apply the foot brake and shift the transmission to neutral.*
7. Continue to follow the Vehicle Spotter's commands until the vehicle is positioned, then apply the parking brake, shift transmission to neutral and shut off the engine.

VEHICLE SPOTTER RESPONSIBILITIES

1. Communicate any observed hazards to the driver before proceeding to back unit, being sure to also check overhead clearance.
2. Obtain either visual or verbal acknowledgement with the driver that you are acting as his/her spotter.
3. Place yourself eight to ten feet to the rear of the unit in view of the driver's mirror.

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4. Establish visual and verbal contact with the driver and continue eye-to-eye contact in the mirror at all times.
5. Upon apparatus being positioned correctly, Vehicle Spotter shall signal Driver/Operator to stop the apparatus and proceed around the rear of the vehicle to the right side.*
6. Vehicle Spotter shall connect the vehicle exhaust system hose* and then proceed around the rear of the apparatus into position for signaling the Driver/Operator to begin backing the apparatus into the bay.
7. Vehicle Spotter shall then signal the Driver/Operator to continue backing into position.
8. Driver/Operator shall back the apparatus into the apparatus bay until signaled by the Vehicle Spotter to stop.
9. Stop the driver if any hazards are observed or if you are uncertain of the direction in which the driver is maneuvering.

SAFETY REQUIREMENTS

1. Consider whether there is a way to avoid backing when parking the vehicle.
2. Don't be in a hurry when backing.
3. Confirm who your spotter is and confirm any hazards he or she has observed.
4. Develop a thorough knowledge of spotter hand signals.
5. Use a spotter if at all possible. If there is no spotter available:
 - Reconsider backing up. Is it really necessary?
 - Make a reasonable attempt to get someone to act as a spotter.
 - If a spotter cannot be obtained, get out of the unit and walk around it, completing a "circle of safety" and surveying the backing area. Before proceeding to back the unit, be sure to also check overhead clearance.
6. Turn on emergency lights or hazards.
7. Give a two-blast warning on the horn just prior to backing.
8. Maximum safety shall be observed by all members at all times when working with the exiting and returning apparatus.
9. Any accidents, injuries associated with this process shall be immediately reported to the Fire Chief and/or any Fire Officer in absence of Fire Chief.

* Steps including the Vehicle Exhaust System should be omitted when operating equipment at Sta. 2.