



Task Book for the Position of:

DRIVER/OPERATOR – TENDER

(DO-TN)

TASK BOOK INITIATION

Trainee's Name: _____

Task Book Initiated By: _____

Date Initiated: _____

TASK BOOK COMPLETION

I verify that the above named trainee has successfully demonstrated all tasks for the position of DOTN according to the requirements listed in this task book. All tasks listed have been documented and initialed. The trainee has reached a state of competence to be able to operate independently at this position.

Final Evaluator's Signature: _____

Final Evaluator's Printed Name: _____

Position: _____

Date Completed: _____

VERIFICATION OF QUALIFICATIONS

I verify that the above named trainee possesses a properly completed task book and has been evaluated by persons qualified at the position of DOTN and has met the requirements of this position.

Signature: _____

Printed Name: _____

Title: | Battalion Chief | Chief of Department | (circle one)

Date Cleared for Position: _____

This task book lists the competencies, behaviors, and tasks required for successful performance in the designated position. Trainees must be observed completing all tasks and show knowledge and competency in their performance during the completion of this task book.

Trainees are evaluated by an individual that is currently qualified in the position for which the trainee is being evaluated. The evaluator will document competent completion of a task by initialing and dating the given task. The trainee should ensure that the evaluator has also filled out the initial confirmation page on the last page of the task book. Competent completion of a task is defined as the trainee performing the task properly and in the appropriate context without prompting or guidance from the evaluator. The evaluator may order a task to be performed in certain conditions and then evaluate its proper execution, but the evaluator should not have to guide the trainee through a task. Completion of a task in a task book is an evaluation process, not a training process.

Evaluation and confirmation of the trainee’s performance may occur over the course of multiple incidents and shifts. Likewise, sign-off of tasks may involve multiple evaluators over the course of the task book completion period.

Each task has a code associated with it indicating the type of activity in which the task may be completed. The codes are:

CODES		DESCRIPTION
I	Incident	The task must be completed during an incident or while interacting with live conditions
D	Demonstration	The task must be completed by demonstrated the required skill in a controlled environment (i.e. apparatus check, formal evaluation, etc.)
S	Simulation	The task can be demonstrated through a simulated condition that requires interaction with actual systems used for that task (i.e. working with the pump, radio equipment, or tools on the apparatus during a drill or evolution)
A	Any	This task can be completed under any situation (Classroom discussion outside of initial training, simulation, actual incidents, daily job duties, etc.)
R	Rare Event	Rare events are those that have limited opportunities to evaluate performance in a real-world setting. Evaluators should determine through interview, demonstration, and/or simulation how the trainee would handle the task if they have not had the opportunity to deal with the task under actual conditions.

While tasks can be performed in any situation, they must be completed on the specific type of event for which they are coded. Tasks within the task book are numbered sequentially; however, the tasks do not need to be completed in sequential order.

The bullet points under each numbered task are examples or indicators of items or actions related to the task. The purpose of the bullets is to assist the evaluator in evaluating the trainee. The bullets are not all-inclusive. Evaluate and initial each task based only on the trainee’s mastery of the various aspects of the numbered tasks.

Driver/Operator Qualification - Tender

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee shall locate and demonstrate the proper operation of equipment on the apparatus.		
1. Locates all powered equipment on the apparatus <ul style="list-style-type: none"> • Trainee immediately approaches the correct closed compartment and retrieves the requested powered equipment. <ul style="list-style-type: none"> ○ Items included in this evaluation include all small engine equipment and accessories (i.e. rescue tools to go with the power plant), battery operated tools and monitors/detectors, air powered devices, and similar equipment. 	D S	
2. Properly operates and shuts down all powered equipment <ul style="list-style-type: none"> • Trainee operates all equipment referenced above, understands their purpose, and properly prepares the equipment for storage and transport on the apparatus 	D S	
3. Properly locates a minimum of 20 items on the apparatus (in addition to powered equipment) as requested by the evaluator <ul style="list-style-type: none"> • Trainee immediately approaches the correct closed compartment or storage location on the apparatus and retrieves the requested equipment without error. • The evaluator requests items from a variety of locations on the apparatus 	D	
4. Properly identifies the function of items referenced above	D	

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee shall identify and operate the various controls and equipment in the cab		
1. Trainee identifies location and function of cab switches: <ul style="list-style-type: none"> • Master switch and sub switches • Scene lighting • Emergency lighting • Headlights • Windshield wipers • Auxiliary braking system 	D	

<p>2. Trainee shall demonstrate startup or apparatus and preparation for response:</p> <ul style="list-style-type: none"> • Proper seat and mirror adjustment • Proper startup procedure • Seatbelt use / assurance that other riders are belted before moving the apparatus • Use of emergency lighting and siren(s)/air horn 	D S	
<p>3. Trainee shall demonstrate function of the mobile radio</p> <ul style="list-style-type: none"> • Selecting the correct channel for a given response • Changing zones • Operating scan on/off • Identify emergency ID button and how to reset 	D S	
<p>4. Trainee shall demonstrate basic operation of the MDC</p> <ul style="list-style-type: none"> • Logging in personnel • Confirming MDC connection and current status • Displaying an incident • Stating the unit • Displaying and navigating the map controls • Creating an incident 	D S	

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee shall demonstrate safe driving and handling practices for the apparatus type.		
<p>1. The trainee demonstrates safe driving and handling practices over the course of a minimum of 10 road miles.</p> <ul style="list-style-type: none"> • Continually scans the surroundings (ahead, behind, sides, side streets, intersections, etc.) • Keeps the apparatus centered in the traffic lane • Demonstrates proper speed for conditions • Demonstrates smooth braking and knowledge of proper braking distance • Navigates left and right turns with proper clearances and proper turning radius • Is observant of side and overhead clearance • Exhibits proper backing procedures with the use of a guide • Exhibits proper backing procedures for situations where a guide is not available 	A	
<p>2. Trainee explains the following terms and how they affect apparatus handling:</p> <ul style="list-style-type: none"> • Center of gravity • Water tank slosh • Apparatus weight • Velocity (speed) • Explain how these factors combine to make brush trucks inherently unstable vehicles 	D	

TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee properly engages and operates the pump.		
1. Properly engages the pump: <ul style="list-style-type: none"> • Identifies drive system as midship or PTO • Sets brake • Engages pump • Ensures transmission is in proper position • Confirms pump engaged via in-cab indicators • Exits cab and sets wheel chocks 	A	
2. Establishes tank-to-pump operation <ul style="list-style-type: none"> • Establishes water supply • Charges selected hoseline and establishes desired flow • Set the pressure control device • Monitor remaining water supply • Report when below ¼ tank 	A	
3. Establishes a nursing operation to an attack engine <ul style="list-style-type: none"> • Position behind or in front of attack engine (without blocking roadway or ladder deployment) • Deploys 3" hoseline from a discharge to an attack engine intake • Charge line to transfer water • Advise attack engine when at ¼ tank • Determine if tender is remaining as the nurse with other apparatus offloading to the tender or if the tender is to shuttle water • Refill water tank from resupply apparatus' or properly disconnects to proceed to a fill site 	A	
4. Prepares and utilizes a fill site <ul style="list-style-type: none"> • Locates an appropriate fill site • Deploys 5" from hydrant steamer to manifold <ul style="list-style-type: none"> ○ Alternate method: Utilize gate valve on hydrant to 3" line • Utilizes 5" or 3" line from manifold to fill tender • Demonstrates connecting to pump intake and pumping into tank for refill • Demonstrates use of 3" or 5" direct fill • Properly disconnects from fill site • Observes roadway safety practices at fill site 	A	

<p>5. Operates tender in a dump tank shuttle operation</p> <ul style="list-style-type: none"> • With an assistant, direct the deployment of the dump tank, hard suction, and strainer <ul style="list-style-type: none"> ○ Select level site with good approach and departure ○ Prep site to prevent dump tank damage ○ Deploy dump tank • Be able to provide drafting instruction to drafting apparatus operator <ul style="list-style-type: none"> ○ Attachment of hard suction and checking for storz drafting gaskets where needed ○ Closing of all pump valves except draft intake ○ RPMs raised to 1000 rpm ○ Prime until steady water flow from primer discharge ○ Slowly raise pressure and open a discharge to move water through pump • Aligns dump chute to dump tank and dumps water via guide's direction and/or camera use • Proceeds to fill site • Demonstrates/explains how multiple dump tanks can be utilized with transfer through hard suction and jet siphon 	A	
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TASK	CODE	EVALUATOR/NOTES: Initial & date upon completion of task
Behavior: The trainee demonstrates proper operation and application of the foam system.		
<p>1. Establishes pumping operation:</p> <ul style="list-style-type: none"> • Properly sets apparatus into pump mode • Exits cab and sets wheel chocks • Establish water supply to pump 	D S	

TASK		
Behavior: The trainee shall complete VFIS – Driver Training		
<ol style="list-style-type: none"> 1. Classroom course work 2. Hand on Training – Driving Course 	S	

<p>3. Trainee safely demonstrated the following with competence during a code 3 response</p> <ul style="list-style-type: none"> • Maintains emotional control and focus on driving operations • Maintains proper apparatus placement on the roadway during the response (lane placement) • Scans surroundings (ahead, side streets, intersections, mirrors, etc.) • Exhibits proper speed for road, traffic, and weather conditions • Exhibits proper use of warning signals • Exhibits knowledge of proper knowledge and use of braking distance • Navigates left and right turns with proper side clearance • Maintains proper awareness of overhead clearance • Spots apparatus properly for incident type and crew safety • Adheres to MFR policies and best practices for emergency driving 	<p>I</p>	<p style="text-align: center;">Response #3</p> <p>Date:</p> <p>Type of incident:</p> <input type="checkbox"/> Highway response
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