

# Fire Apparatus Driver/Operator – Aerial Apparatus

**Certification Task Book  
August 2015**



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

# Fire Apparatus Driver/Operator – Aerial Apparatus

Certification Task Book  
August 2015

**Candidate:** [Click here to enter text.](#)

**SFT ID Number:** [Click here to enter text.](#)

**Fire Agency:** [Click here to enter text.](#)

**Issued By:** [Click here to enter text.](#)

**Issue Date:** [Click here to enter text.](#)

---

This certification task book includes the certification training standards included in Fire Apparatus Driver/Operator – Aerial Apparatus CTS Guide (August 2015) which is based on NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications (2014).

---

Published by:  
State Fire Training, 1131 S Street, Sacramento, CA 95811  
(916) 445-8200

Cover photo courtesy of Jonathan Black, Santa Clara County Fire Department

# Table of Contents

Purpose and Process ..... 1

    Purpose ..... 1

    Responsibilities ..... 1

    Completion Process ..... 2

    Completion Timeframe ..... 3

Signature Verification ..... 4

Task Book Requirements ..... 5

    Job Performance Requirements ..... 5

    Experience ..... 7

    Rank or Position ..... 8

    Authority ..... 8

Review and Approval ..... 9

    Candidate Review ..... 9

    State Fire Training Review ..... 9

For Review Only

## Purpose and Process

The State Fire Training certification task book is a performance-based document. It lists the Experience, Rank or Position, and Job Performance requirements for certification.

### Purpose

Each certification task book focuses on a single State Fire Training job function certification. A certification task book 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 rank or position, and has demonstrated the job performance requirements necessary to obtain that certification.

### Responsibilities

#### Candidate Responsibilities

The candidate is the individual pursuing certification.

All candidates shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.
  - No date shall be prior to the issuance date.
- Complete the Experience, Rank, and Job Performance Requirements.
- Accurately record and maintain the certification task book.
- Sign and date the Candidate verification statement under the Authority section with an original wet-ink signature.
- Retain a copy of the completed certification task book.
- Submit the completed certification task book to State Fire Training.

#### Evaluator Responsibilities

An evaluator is any individual who verifies that the candidate can satisfactorily execute a job performance requirement. A qualified evaluator is designated by the candidate's fire chief (or authorized designee) and shall possess the equivalent or higher-level certification. If no such evaluator is present within the organization, the fire chief (or authorized designee) shall designate an individual with more experience than the candidate and a demonstrated ability to execute the job performance requirements. A certification task book may have more than one evaluator.

All evaluators shall:

- Complete a block on the Signature Verification page with an original wet-ink signature.

- Review and understand the candidate's certification task book requirements and responsibilities.
- Verify the candidate's successful completion of one or more job performance requirements through observation or review.
  - All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.
- Sign all appropriate lines in the certification task book with an original wet-ink signature to record demonstrated performance of tasks.

### Fire Chief Responsibilities

The fire chief (or authorized designee) is the individual who reviews and confirms the completion of a candidate's certification task book.

The fire chief (or authorized designee) shall:

- Designate qualified evaluators.
- Complete a block on the Signature Verification page with an original wet-ink signature.
- Review the candidate's certification task book requirements and responsibilities.
- Verify the candidate has obtained the appropriate signatures to verify successful completion of each job performance requirement.
  - Ensure that no signature or date is prior to the certification task book issuance date.
- Verify the experience segment is completed and sign the fire chief verification statement under Authority section with an original wet-ink signature. If signing as an authorized designee, verify that your signature is on file with State Fire Training.

### Completion Process

When you receive your certification task book:

1. Thoroughly review the Experience, Rank, and Job Performance Requirements segments to make sure that you understand them.
2. Confirm who will evaluate your job performance requirements with your fire agency.
3. Complete the Experience segment, if applicable.
4. Complete the Rank or Position segment.
5. Complete each requirement in the Job Performance Requirements segment and ensure that an evaluator signs and dates each one to verify completion. Also ensure that every evaluator is listed on the Signature Verification page.
6. Ask your fire chief (or authorized designee) to verify certification task book completion by signing the appropriate paragraph under Authority section.

7. Make a copy of the completed certification task book to retain with your personal records.
8. Mail the original certification task book to State Fire Training (see address below).

After receipt and successful review of your completed certification task book, State Fire Training will approve the certification task book and mail your certificate to you. State Fire Training retains the completed, authorized original certification task book in your career file.

If State Fire Training determines that your certification task book is incomplete State Fire Training will return insufficient components, replacement pages and a checklist indicating what needs to be completed.

**Do not submit this certification task book until you have:**

- Completed the Experience segment
- Fulfilled the Rank or Position segment
- Completed Job Performance Requirements
- Obtained all required signatures

**State Fire Training Mailing Address**

Office of the State Fire Marshal  
State Fire Training  
Attn: Certification Section  
1131 S Street  
Sacramento, CA 95811

**Completion Timeframe**

State Fire Training aims to update certification task books on a five-year cycle. A certification task book in process is valid until State Fire Training issues a new certification task book for the same job function certification.

If a candidate does not complete a certification task book before the release of a new version, State Fire Training will send the candidate a task book revision supplement identifying any revisions or new requirements. The candidate must fulfill all requirements included in the revision supplement and submit the revision supplement with the original task book.

## Signature Verification

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

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

<b>Name:</b> _____	<b>Name:</b> _____
Job Title: _____	Job Title: _____
Organization: _____	Organization: _____
Signature: _____	Signature: _____

## Task Book Requirements

### Job Performance Requirements

All job performance requirements must be performed in accordance with the standards of the authority having jurisdiction (AHJ) or the National Fire Protection Association (NFPA), whichever is more restrictive.

**All Job Performance Requirements (JPR's) shall be reviewed, validated and dated after issuance of the certification task book.**

### Preventive Maintenance

1. **[6.1.1]** Perform the routine tests, inspections, and servicing functions specified in the following list in addition to those specified in 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:

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| (1) Aerial device electrical systems | (6) Breathing air systems         |
| (2) Aerial device hydraulic systems  | (7) Cable systems (if applicable) |
| (3) Aerial device safety systems     | (8) Communication systems         |
| (4) Aerial ladder                    | (9) Slides and rollers            |
| (5) Aerial waterway                  | (10) Stabilizing systems          |

### Driving/Operating

2. **[6.2.1]** 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.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

3. **[6.2.2]** Stabilize an aerial apparatus, given a positioned vehicle and the manufacturer's recommendations, so that power can be transferred to the aerial device hydraulic system and the device can be deployed.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

- 4. **[6.2.3]** Maneuver and position the aerial device from each control station, given an incident location, a situation description, and an assignment, so that the aerial device is positioned to accomplish the assignment.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

- 5. **[6.2.4]** Lower an aerial device using the emergency operating system, given an aerial device, so that the aerial device is lowered to its bedded position.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

- 6. **[6.2.5]** Deploy and operate an elevated master stream, given an aerial device, a master stream device, and a desired flow so that the stream is effective and the aerial and master stream devices are operated correctly.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

For Review Only

**Experience**

The candidate meets the following requirements for experience.

- Have a minimum of one year full-time or two year’s volunteer or part time paid experience in a Recognized Fire Agency in California with the primary responsibility as an aerial apparatus driver/operator

Assignment	Agency	Start Date	End Date

\*Please attach additional pages if more space is needed to document experience.



