

# Fire Apparatus Driver/Operator – Pumping Apparatus

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**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 – Pumping 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.](#)

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

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(916) 445-8200

Cover photo courtesy of Drew Oliphant, Los Angeles Fire Department

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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. **4.2.1** Perform routine tests, inspections, and servicing functions on the systems and components specified in the following list, given a fire department vehicle, its manufacturer's specifications, and policies and procedures of the jurisdiction, so that the operational status of the vehicle is verified:

- (1) Braking system
- (2) Coolant system
- (3) Electrical system
- (4) Exhaust system
- (5) Fuel systems
- (6) Steering and suspension systems
- (7) Batteries
- (8) Belts
- (9) Body, frame, and cab
- (10) Fluids
- (11) Lighting
- (12) Oil and lubrication
- (13) Tires
- (14) Tools, appliances, and equipment

\_\_\_\_\_   
 Date Completed

\_\_\_\_\_   
 Evaluator Verification

2. **4.2.2** Document the routine tests, inspections, and servicing functions, given maintenance and inspection forms, so that all items are checked for operation and deficiencies are reported.

\_\_\_\_\_   
 Date Completed

\_\_\_\_\_   
 Evaluator Verification

3. **5.1.1** Perform the routine tests, inspections, and servicing functions specified in the following list in addition to those in 4.2.1, given a fire department pumper, its manufacturer’s specifications, and policies and procedures of the jurisdiction, so that the operational status of the pumper is verified:

- (1) Water tank and other extinguishing agent levels (if applicable)
- (2) Pumping systems
- (3) Foam systems

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

### Driving/Operating

4. **4.3.1** Operate a fire apparatus, given a vehicle and a predetermined route on a public way that incorporates the maneuvers and features that the driver/operator is expected to encounter during normal operations, so that the vehicle is operated in compliance with all applicable state and local laws and departmental rules and regulations.

- (1) Four left turns and four right turns
- (2) A straight section of urban business street or a two-lane rural road at least 1 mile in length
- (3) One through-intersection and two intersections where a stop has to be made
- (4) One railroad crossing
- (5) One curve, either left or right
- (6) A section of limited-access highway that includes a conventional ramp entrance and exit and a section of road long enough to allow two lane changes
- (7) A downgrade steep enough and long enough to require downshifting and braking
- (8) An upgrade steep enough and long enough to require gear changing to maintain speed
- (9) One underpass or a low clearance or bridge

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

5. **4.3.2** Back a vehicle from a roadway into restricted spaces on both the right and left sides of the vehicle, given a fire apparatus, a spotter, and restricted spaces 12 feet 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 having to stop and pull forward and without striking obstructions.

\_\_\_\_\_

Date Completed

\_\_\_\_\_

Evaluator Verification

6. **4.3.3** Maneuver a vehicle around obstructions on a roadway while moving forward and in reverse, given a fire apparatus, a spotter for backing, 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 the obstructions.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

7. **4.3.4** 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 vehicle cannot perform a U-turn without stopping and backing up, so that the vehicle is turned 180 degrees without striking obstructions within the given space.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

8. **4.3.5** 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 accurately judges the ability of the vehicle to pass through the openings and so that no obstructions are struck.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

9. **4.3.6** Operate a vehicle using defensive driving techniques, given an assignment and a fire apparatus, so that control of the vehicle is maintained.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

10. **4.3.7** Operate all fixed systems and equipment on the vehicle not specifically addressed elsewhere in this standard, given systems and equipment, manufacturer’s specifications and instructions, and departmental 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.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Evaluator Verification

11. **5.2.1** Produce effective hand or master streams, given the sources specified in the following list, so that the pump is engaged, all pressure control and vehicle safety devices are set, the rated flow of the nozzle is achieved and maintained, and the apparatus is continuously monitored for potential problems:

(1) Internal tank

- (2) Pressurized source
- (3) Static source
- (4) Transfer from internal tank to external source

12. **5.2.2** Pump a supply line of 2½” or larger, given a relay pumping evolution the length and size of the line and the desired flow and intake pressure, so that the correct pressure and flow are provided to the next pumper in the relay.

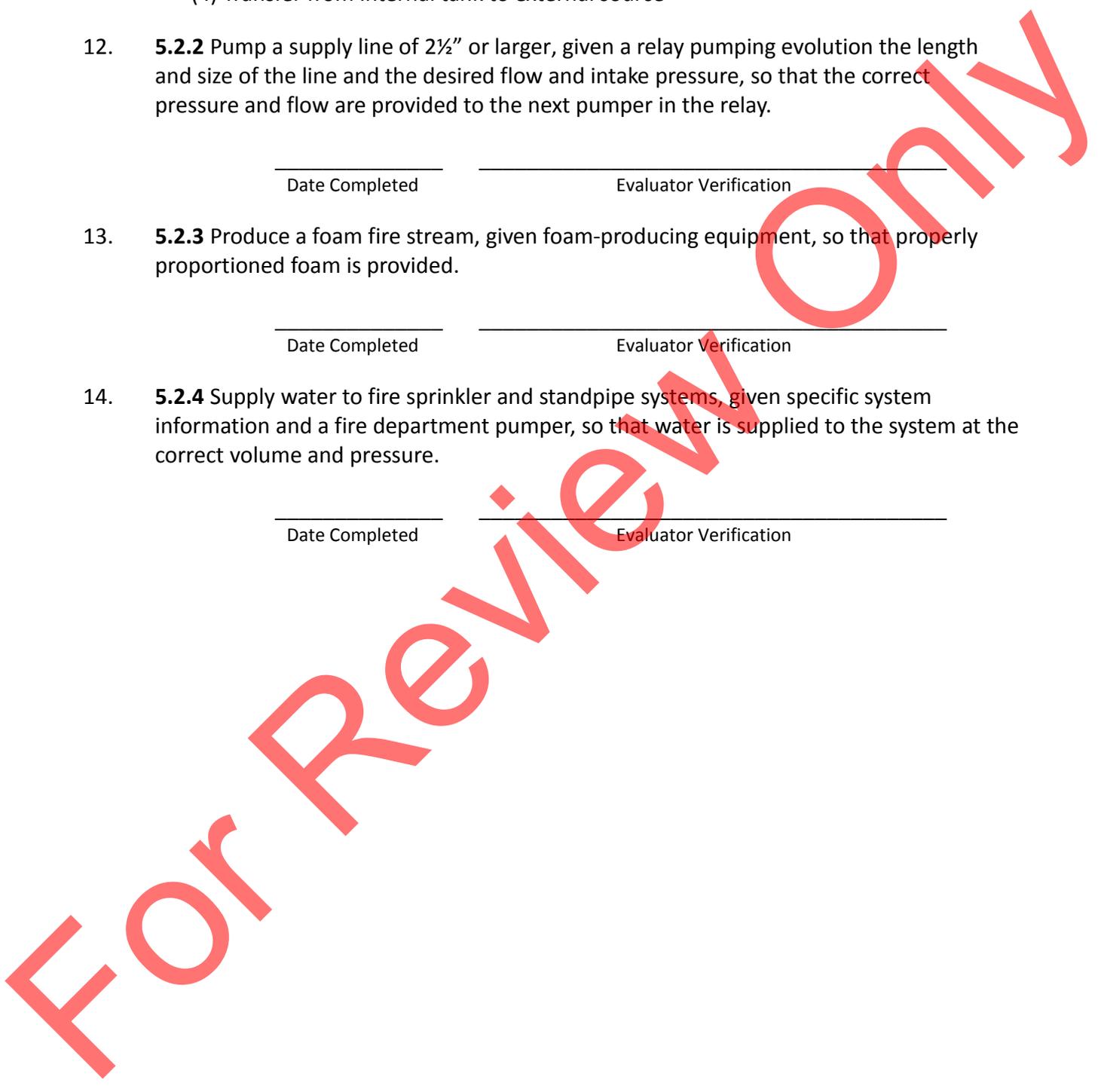
\_\_\_\_\_ Date Completed \_\_\_\_\_ Evaluator Verification

13. **5.2.3** Produce a foam fire stream, given foam-producing equipment, so that properly proportioned foam is provided.

\_\_\_\_\_ Date Completed \_\_\_\_\_ Evaluator Verification

14. **5.2.4** Supply water to fire sprinkler and standpipe systems, given specific system information and a fire department pumper, so that water is supplied to the system at the correct volume and pressure.

\_\_\_\_\_ Date Completed \_\_\_\_\_ Evaluator Verification



**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 a pumping apparatus driver/operator.

Assignment	Agency	Start Date	End Date

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

FOR REVIEW ONLY

**Rank or Position**

The candidate meets the following qualifications for rank or position. Performing in an acting capacity does not qualify.

Rank or Position	Agency	Appointment Date
Fire Apparatus Driver/Operator		

**Authority**

**Candidate's Fire Chief**

Candidate's Fire Chief: \_\_\_\_\_  
Fire Chief's (or Authorized Designee's) Printed Name

I, the undersigned, am the person authorized to verify the candidate's experience, rank, and job performance requirements. I hereby certify under penalty of perjury under the laws of the State of California, that completion of all experience, rank, and job performance requirements made 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.

\_\_\_\_\_  
Fire Chief's (or Authorized Representative's) Signature

\_\_\_\_\_  
Date

