

Springdale Fire Department
Backup Driver
Certification Program



Task Book Guide

SPRINGDALE FIRE DEPARTMENT

Backup Driver Certification Program

Task Book Guide

I. PURPOSE

The purpose of this guide is to provide instructions and guidance for the use of Backup Driver Task Books (B.D.T.B. s) in the qualification of personnel for the Backup Driver position.

II. USE OF THIS GUIDE

This guide is designed for use by managers, evaluators, and others who may be in a position of administering the qualifications process.

III. PERFORMANCED BASED QUALIFICATION SYSTEM

The Backup Driver Qualification Program is a “performance based” qualifications program. In this program, the primary criteria for qualification are individual performance as observed by an evaluator using approved standards.

Qualification is based on real performance, as measured on the job, and perceived performance, as measured by an examination or classroom activities.

IV. TASK BOOK DESIGN AND USE

Each section and page of the B.D.T.B. is important to the process.

- A. The cover includes the title of the position. The cover also contains a block of information that includes the name of the individual (Candidate) and the person initiating the B.D.T.B. and the date that it was initiated. The Training Battalion Chief will enter this information and initiate.
- B. The Verification/Certification of Completed Task Book on the reverse side of the cover provides a record of the final evaluator’s recommendation and agency certification. This may be kept on file by the agency to support certification in the position. The final evaluator will complete the verification section and the Training Battalion Chief will complete the certification, when appropriate.

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The Qualification Record includes:

- D. The **left column** contains a listing of the tasks which must be performed. If a specific standard is required, it will be specified in the task. Sub items of tasks, identified as bullet statements, further define what is included in the task and how the task is to be performed. **All highlighted statements within a task which require an action (contain an action verb) must be demonstrated before that task can be signed off.**
- E. The **column labeled CODE** will contain one of four abbreviations which are defined in the footnotes. These specify the type of situation in which evaluation of the task must occur.
1. **Tasks** labeled with a **“0”** can be completed in any situation. “0” (other) is the least restrictive. Successful completion of a training course which tests skills/knowledge associated with the task is acceptable, as is evaluation of performance under simulated or on-the-job situations. Assignment to an incident is not required. An example of a “0” situation is one in which an administrative officer, as a part of their regular job, may perform many of the tasks associated with a finance/administrative position for which they have been identified as a Candidate. In this case, an evaluator may observe and document performance of the “0” tasks in the regular job setting.
 2. **Tasks** labeled as **“P”** must be performed on an incident. Evaluation may occur on any type of incident (flood, wildfire, structural fire, prescribed fire, vehicle incident, etc....).
 3. **Tasks** labeled as **“F”** must be performed in the field.
 4. **Some tasks are labeled with one of the above designations plus “/R”**. This means that this task would rarely occur and opportunities to evaluate performance in a real setting would be limited. This label applies to tasks which are required in such situations as accidents, injuries. The evaluator must use some discretion in evaluating these tasks. The evaluator may be able to determine, through interview, if the Candidate would be able to perform the task in a real situation. Also the Candidate’s Battalion Chief may need to arrange for an evaluation under simulated conditions.
- F. The column labeled **“Evaluator Comments”** refers to any comments the evaluator may want to record. These comments are important and may help in assessment of individual’s qualifications before being certified.

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- G. The **right-hand** column provides space for the evaluator to **initial** and **date** when the task is completed. **All tasks must be completed, initialed, and dated** before the Candidate can be recommended for certification in the position.
- H. The **Evaluation Record** (four blocks at the end of the B.D.T.B.) is for recording information about the type and complexity of the incident on which the evaluation was made and the recommendations of the evaluator. There are specific instructions for completion of the evaluation record included in the B.D.T.B..

V. RESPONSIBILITIES

A. The Training Battalion Chief

The Training BC is the designated manager for the certification program. It is the responsibility of the Training BC to:

1. **Ensure** that persons selected as Candidates meet all prerequisite training and experience requirements for the position as stated in the **Springdale Fire Department Policies and Procedure Manual and Operational Procedures**.
2. Explain to the Candidate the purpose of the B.D.T.B. and the training and qualification process, and ensure that the Candidate clearly understands the responsibilities.
3. Issues and initiates the Backup Driver Task Booklet. **B.D.T.B.'s can be issued by the Training B.C. or the Company Officer, at the discretion of the Training B.C.**
4. Review and confirm the completion of the B.D.T.B. with the Candidates shift Battalion Chief and Captain.
5. Complete a Final Skills Evaluation with the Candidate.
6. Conduct a close-out interview with the Candidate.
7. Complete the certification section in the "Final Evaluators Verification Certificate."
8. **Issue proof of certification** as required by the Operational Directives. This proof is normally a letter announcing completion of program.

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9. Place completed "Verification Certificate" in Candidates department personnel file.

B. The Shift Battalion Chief and Captains

Are responsible for:

1. Managing the Backup Driver Program on their shift in accordance with the Task Book Administrators Guide and Operational Procedures.
2. Proper use of task booklets, and certification of Candidates on their shift.
3. Providing opportunities for evaluation and/or making the Candidate available for evaluation.
4. Tracking the progress of Candidate.
5. Reviewing and confirming completion of Backup Driver Task Book.
6. Conducting an oral interview with the Candidate in accordance with the B.D.T.B.
7. Making a determination of certification.
8. Immediate Captain will complete verification section in the "Final Evaluator's Verification Certificate" upon determination of certification. Training Battalion chief will complete certification section.

C. The Candidate

Is the individual to whom an B.D.T.B. has been issued. It is the responsibility of the Candidate for:

1. Reviewing and understanding instructions in the B.D.T.B., the Task Book Administrator's Guide, and Operational Procedures.
2. Identify goals and objectives for an assignment.
3. Ensure that they are ready to perform the task prior to attempting.
4. Make sure a qualified evaluator initials all tasks as they are completed.
5. Safeguard the B.D.T.B..

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6. Provide the completed B.D.T.B. to the Training Battalion Chief. The original is kept in the Candidates department personnel file.
7. Accepting responsibility and recognizing that this is a voluntary process.

D. The Evaluator

The evaluator is the person who will actually observe the tasks being performed and document successful performance. It is the responsibility of the evaluator to:

1. Be certified in the position being evaluated.
2. Determine prior to performing task if the Candidate has the skills and knowledge and abilities to perform the task. The functions of training and evaluation must remain separate. They can be performed in sequence but not at the same time.
3. Explain the procedure and objectives which should be met during the evaluation.
4. Accurately evaluate and record the demonstrated performance of tasks. This is the evaluator's most important responsibility and what makes the whole performance based qualification system work.

VI. **COMMENTS AND RECOMMENDATIONS**

- A. Comments and recommendations on the B.D.T.B.'s and the qualification process should be submitted in writing, through Department channels, to the Training Battalion Chief. The planned revision interval will be annually or as needed. Candidates that have entered the B.D.C.P. are required to meet the updated standards.