
S.O.P. #: 700-15
SUBJECT: EMERGENCY VEHICLE OPERATOR (EVO) PROGRAM
DIVISION: FIRE-RESCUE ACADEMY

Objective: To provide standardized training guidelines to operate any class of fire department emergency vehicle in Baltimore County and to provide a process for career members of the fire department to obtain a State of Maryland Emergency Vehicle Operator (EVO) Card in order to operate Class A or Class B fire apparatus without a Commercial or Non-Commercial Driver's License.

Section 1: Classification of Vehicle Types

A. Classes of vehicles are as follows:

1. Class A Vehicles: Combination vehicles with a gross vehicle weight of 26,001 lbs. or more.
Examples: Tiller Trucks, USAR.
2. Class B Vehicles: Non-combination vehicles having a gross vehicle weight of 26,001 lbs or more.
Examples: Rear or Mid-Mount Trucks/Towers, Rescue Squads, Engines, Tankers, FRA Bus.
3. Class C Vehicles: Motor vehicles having a gross vehicle weight under 26,001 lbs.
Examples: Ambulances, Brush Trucks, Utility Vehicles such as pick-ups and sedans.

Section 2: Training Requirements and Driver Qualifications

- A. In order to drive or operate any fire department vehicle or equipment under non-emergency or emergency conditions, personnel must have successfully completed an approved Emergency Vehicle Operator training course, as determined by the Chief Officer of the Fire-Rescue Academy. Documentation of course completion must be on file with the Fire-Rescue Academy.
- B. In order to obtain an EVO Card for class A and B vehicles through Baltimore County, drivers must meet the following qualifications:
1. Understand and obey all Baltimore County, State of Maryland, and federal driving laws and regulations as demonstrated by successfully passing (70% or greater) a general knowledge pre-test based on the Maryland CDL driver's manual administered by the Fire-Rescue Academy. Candidates will not be issued a provisional EVO card without a passing score.
 2. Complete the Maryland Fire and Rescue Institute (MFRI) Emergency Vehicle Operator's Course.
 3. Successfully complete driver training and practical testing enumerated in Sections 4 and 5.

Section 3: Process for Obtaining a Provisional EVO Card

- A. Driver training on Class A or Class B vehicles shall only take place with a current Provisional State of Maryland Certified Emergency Vehicle Operator Card. To obtain an initial or replacement Provisional EVO Card:
1. Potential drivers must make an appointment with the Fire Chief's designee at the Fire Rescue Academy (FRA) via interoffice mail or e-mail. This can be done by sending the following documentation to the Fire-Rescue Academy attention to EVO program coordinator and provide the following:
 - a. Card or transcript showing successful completion of MFRI EVOC course
 - b. Copy of current driver's license (The candidate's address must match driving record.)
 - c. Copy of the current driving record. This record must not be more than thirty (30) days old. A noncertified copy will be accepted and may be obtained online from the MVA.

- d. Copy of the Fire Department identification card
 - e. State of Maryland Certified Provisional EVO Card Request Form (Attachment B)
2. Once the Request Form is received, the candidate will be contacted to schedule provisional testing. Once the general knowledge test has been successfully passed, a Provisional EVO Card is issued with an expiration date six (6) months from the date of issue. The Provisional EVO Card will allow the individual to begin driver's training per Section 4 below.
 3. Samples of the Provisional EVO Card and the EVO Card can be found in Attachment A.

Section 4: Driver Training

1. The candidate may only drive those vehicles specified on the candidate's Provisional EVO Card, with the exception of Class C vehicles which can be operated by those individuals with documented Emergency Vehicle Operator Training enumerated in Section 2 of this SOP. Class A and B vehicles can be operated with the Class A Provisional Card. The candidate must be accompanied by a member who is licensed to drive the vehicle.
2. At no point shall the candidate drive in an emergency mode while operating under a Provisional EVO card or otherwise take the place of a FADO while enroute to or at the scene of an incident.
3. The following documentation should take place prior to practical testing and bring copies of the following with you:
 - a. A driving log (Attachment C) shall be completed for each supervised driving experience with a minimum of ten (10) hours of practical driving time that must include a variety of day and night driving and various weather conditions.
 - b. A minimum of ten (10) daily vehicle checks (Form #330) shall be provided with the driving log.
 - c. A copy of the member's fire department ID card.
 - d. A copy of the member's current driver's license.

Section 5: Expiration of Provisional EVO Card

1. All Provisional EVO cards shall have a six (6) month expiration date from the original date of issue. If the Provisional EVO card expires, candidates who wish to renew their Provisional EVO card must be currently enrolled in, or have completed the following classes:
 - a. MFRI pumps (or approved equivalent as determined by the Chief Officer of the FRA)
 - b. MFRI truck company operations/aerial operations class (or approved equivalent as determined by the Chief Officer of the FRA)
2. Candidates must show proof of enrollment (i.e., Instructor's Certification Letter) or completion of these classes by submitting copies of their MFRI transcript or course completion cards.
3. No extensions will be granted for Provisional EVO Cards. If the Provisional EVO Card expires prior to the card holder completing the Full EVO Card certification process, it is the responsibility of the card holder to notify the Fire-Rescue Academy and he or she will be required to re-apply for the Provisional EVO Card and re-take the provisional test.

Section 6: Practical Testing

1. Any time after fourteen (14) days of the Provisional EVO Card issue date, the candidate may request practical examination by the Fire Rescue Academy by submitting a Form 5 to the FRA.
2. On the appointment date, the candidate and appropriate apparatus will report to the Jacksonville training site for the practical test.
3. The practical evaluation will consist of the following items:
 - a. Pre-trip Vehicle Inspection (to include a successful Air Brake test)
 - b. Basic Vehicle Control
 1. Forward Stop
 2. Straight line backing
 3. Offset alley backing
 4. Parallel parking (driver's side)
 - c. On-Road Test
4. Upon successful completion of the practical examination, the evaluator will submit the appropriate paperwork for issuance of an EVO Card by the Fire Chief's designee at the Fire-Rescue Academy.
5. Candidates will be required to pick up their EVO card in person from the Fire-Rescue Academy, as it must be endorsed by the candidate prior to issue.
6. Candidates who do not successfully complete the practical exam may test a second time after fourteen (14) days. The retest shall be rescheduled using a Form 5. A Form 51 (Acknowledgment of Remediation) must be completed by the company officer and must accompany the applicant before retesting.
7. Candidates who do not successfully complete the retest of the practical exam may test a third time after another fourteen (14) days. The retest shall be rescheduled using a Form 5. A Form 51 must be completed by the company officer and must accompany the applicant before retesting.
8. Candidates who do not successfully complete the practical exam following three attempts must return to their field assignment for retraining. They will not be able to retest within a ninety (90) day period from the last attempt. The next test shall be scheduled using a Form 5. A Form 51 must be completed by the company officer and must accompany the applicant before retesting. Members are encouraged to request additional educational opportunities through the Online Form 5 process.

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 SUBJECT: EMERGENCY VEHICLE OPERATOR (EVO) CARD ISSUANCE

Attachment A – Sample EVO Cards

**STATE OF MARYLAND CERTIFIED
EMERGENCY VEHICLE OPERATOR**

John B. Doe
 Name

D-123-456-789-012
 Driver's License #

Operator Signature
 Baltimore County Fire Department
 Organization

EMERGENCY VEHICLES QUALIFIED TO OPERATE

VEHICLE	ISSUING OFFICIAL	DATE
Class A		/ /
Class B		/ /

This certifies the named emergency vehicle operator has complied with the requirements of COMAR 11.17.20 and is authorized by the Baltimore County Fire Department to operate the type of emergency vehicles for the Class listed above as authorized under Transportation Article §16-102 (a)(12).

**STATE OF MARYLAND CERTIFIED
EMERGENCY VEHICLE OPERATOR**

John B. Doe
 Name

D-123-456-789-012
 Driver's License #

Operator Signature
 Baltimore County Fire Department
 Organization

PROVISIONAL expires: ___/___/___

EMERGENCY VEHICLES QUALIFIED TO OPERATE



VEHICLE	ISSUING OFFICIAL	DATE
Class A		/ /
Class B		/ /

This certifies the named emergency vehicle operator has complied with the requirements of COMAR 11.17.20 and is authorized by the Baltimore County Fire Department to operate the type of emergency vehicles for the Class listed above as authorized under Transportation Article §16-102 (a)(12).

**AUTHORIZED FOR NON-EMERGENCY DRIVER'S
TRAINING USE WITH A QUALIFIED OPERATOR**

Attachment B – Provisional EVO Card Request Form

This is a sample request form. Full form available at the link below:
http://www.baltimorecountymd.gov/Agencies/fire/fire_academy/fado/

	Baltimore County Fire Department Fire-Rescue Academy 1545 Sparrows Point Boulevard Sparrows Point, Maryland 21219 Phone: (410) 887-7523 Fax: (410) 887-7572	
Provisional EVO Card Request Form		
<p>We are requesting a Provisional State of Maryland Certified Emergency Vehicle Operator Card for the individual below so they may start the Driver's Training process for Class A/Class B Apparatus.</p>		
Candidate: _____		
Name/Rank		Signature
C# _____	Station: _____	Shift: _____
Vehicle Class: <input type="checkbox"/> Class A <input type="checkbox"/> Class B		
SAMPLE		
Requested By: _____		
Name/Rank		Signature
Contact Number: _____		
Date of Request: ____/____/____		
Attached:		
<ul style="list-style-type: none">• Copy of MFRI 39-hour EVOC course completion card• Copy of current driver's license• Copy of BCoFD ID card• Copy of current driving record		
Rev. 12/19/2013		

Attachment C – Driving Log

This is a sample driving log. Full form available at the link below:
http://www.baltimorecountymd.gov/Agencies/fire/fire_academy/fado/

	Baltimore County Fire Department Fire-Rescue Academy 1545 Sparrows Point Boulevard Sparrows Point, Maryland 21219 Phone: (410) 887-7523 Fax: (410) 887-7572	
FADO Turn-In Driving Log		
Name: _____		ID # _____

Date	Unit #	Time	Course or Road	Weather Conditions	Initials
SAMPLE					

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