

	<b>Queen Anne's County Fire &amp; EMS Commission Operations Manual</b>	No. 01.04
	<b>Emergency Vehicle Operator Card</b>	Effective Date: September 5, 2013
		Revised Date: November 30, 2015

**I. SCOPE**

- A. This policy applies to all Queen Anne's County Fire Department's.

**II. PURPOSE**

- A. The purpose of this policy is to establish the procedures for requesting and issuing an emergency vehicle operator card to a member of any Queen Anne's County Fire Department who does not poses a Commercial or Non-Commercial Class A or B driver's license.

**III. RESPONSIBILITY**

- A. The Fire Chief of each Queen Anne's County Fire Department's and the FEC Chairman will be responsible for ensuring strict adherence to this policy.

**IV. PROCEDURE**

- A. Requirements for emergency vehicle operator card.
  - 1. Each Department and member must meet the requirements in Comar – 11.17.20.00 and under the Maryland Fire Laws section TR 16-102 (12).
  - 2. Each Department can require additional training prior to issuing an emergency vehicle operator card.
- B. Procedure for requesting an emergency vehicle operator card.
  - 1. Fire Department Procedure.
    - a. The Fire Chief of the department requesting the emergency vehicle operator card should request in writing on company letter head the name(s) of the member(s) who have meant the requirements within this policy.

- b. The Fire Chief of the department requesting the emergency vehicle operator card will be responsible for signing and dating the card in the appropriate class.
  - c. Each department will be responsible to keep all records that the member(s) have meant the requirements. All records must be placed in the member's personnel file.
2. Fire and EMS Commission Procedure.
- a. The FEC Chairman will be responsible for the safe keep of the emergency vehicle operator cards.
  - b. The FEC Chairman or his/her designee will place the letter of request and record the card number with the member's name in a file that will be kept at the FEC office.

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William H. Faust, Chairman  
Queen Anne's County Fire & EMS Commission