

# Hopkins Emergency Response Organization (HERO)

## Emergency Vehicle Operator Completion Packet for NEW Drivers

Objective	Date	Signature of Completion
Be at least 18 years of age by the start of EVOC		
Provide a copy of Current Driving Record		
Phase I: EVOC Lecture		
Phase II: Cone Course and Non-Emergency Driving		
Phase III: Written Examination		
Phase IV: Emergency Driving		
Phase V: Car Orientation		

By signing here both parties are agreeing that the candidate named below has successfully completed the Driver Training as outlined in this packet and in the SOG. I, the trainee, certify that I have demonstrated adequate knowledge of skills, procedures, policies, protocols, and all other aspects expected of an Emergency Driver for the Johns Hopkins Emergency Response Organization (HERO).

\_\_\_\_\_  
Name of Candidate

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Equipment Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Captain

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Completion

## **PHASE I: EVOC Lecture**

To complete this phase the trainee must attend a Lifeline-approved Emergency Vehicle Operation Course (EVOC) lecture.

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## **PHASE II**

### **Phase IIa: Cone Course**

After completing the in-person lecture, the trainee must complete a Lifeline-approved cone course with a HERO Ambulance.

### **Phase IIb: Non-Emergency Driving**

The trainee shall record a minimum of six (6) hours of non-emergency driving (minimum two (2) hours at night) with an approved emergency driver. While a minimum of 6 hours is required, it is recommended that the trainee complete sufficient routine driving time to feel comfortable with the unit and their abilities.

<b>Objective</b>	<b>Date</b>	<b>Pass</b>	<b>Fail</b>	<b>Remedial</b>	<b>Signature of Completion</b>
Lift patient in/out ambulance					
Lift patient in/out ambulance					
Back in/out designated parking space					
Back in/out designated parking space					
Drive to and back in/out Union Memorial					
Drive to and back in/out Mercy					
Drive to and back in/out JHH					
Drive to Shock Trauma					
Drive to and back in/out Sinai Hospital					
Back into designated HERO ambulance parking space					

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location(s): \_\_\_\_\_

Weather/road conditions: \_\_\_\_\_ Traffic: \_\_\_\_\_

Total driving hours: \_\_\_\_\_ Excellent / Satisfactory / Unsatisfactory

Comments: \_\_\_\_\_

\_\_\_\_\_

Evaluator Name and Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location(s): \_\_\_\_\_

Weather/road conditions: \_\_\_\_\_ Traffic: \_\_\_\_\_

Total driving hours: \_\_\_\_\_ Excellent / Satisfactory / Unsatisfactory

Comments: \_\_\_\_\_

\_\_\_\_\_

Evaluator Name and Signature: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location(s): \_\_\_\_\_

Weather/road conditions: \_\_\_\_\_ Traffic: \_\_\_\_\_

Total driving hours: \_\_\_\_\_ Excellent / Satisfactory / Unsatisfactory

Comments: \_\_\_\_\_

\_\_\_\_\_

Evaluator Name and Signature: \_\_\_\_\_

*\*If more driving time is completed than what is available, please continue to fill out evaluations for the trainee.*

\_\_\_\_\_

### **PHASE III: Area Familiarization and Ambulance Operation Examination**

The trainee must email the Equipment Officer once they have completed the prior sections to take the examination. This will be a written examination to evaluate their knowledge of ambulance and radio operations, hospital transports, transfer of care, vehicle care, area familiarization, and any other pertinent information.

Once the trainee receives written notification from the Equipment Officer that they have passed this phase, they may begin Emergency Driving.

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### **PHASE IV: Emergency Driving**

The trainee shall operate as the emergency vehicle driver with an approved emergency driver trainer in the front seat to navigate and evaluate. While operating, the trainee is responsible for all driver/operator duties including, but not limited to: the vehicle checkout, safely responding and/or transporting the patient and crew, and observing all Maryland traffic laws. The driver evaluator is responsible for observing and correcting the candidate at all points through the process. While a minimum number of responses/transports is required, it is recommended that the trainee complete sufficient routine driving time to feel comfortable with the unit and their abilities.

<b>Objective</b>	<b>Date</b>	<b>Signature of Completion</b>
Successful demonstration of driver/operator skills on at least <b>4 emergency</b> responses.		
Success demonstration of driver/operator skills on at least 3 patient transports.		

**Emergency Driving Evaluation #\_\_**

Date: \_\_\_\_\_ Time of day: \_\_\_\_\_ Name of evaluator: \_\_\_\_\_

Weather conditions: \_\_\_\_\_ Traffic conditions: \_\_\_\_\_

Locations: \_\_\_\_\_ (circle applicable):

Routine Response  
Emergency Response

Routine Transport  
Emergency Transport

Please evaluate the candidate on the following competencies, using the given scale guide:

(I) Performs independently and requires no direction or assistance to initiate or complete the skill, task, and/or role. (G) Needs guidance and some assistance from others or evaluator to complete the skill, task, and/or role. (R) Requires remediation, requires significant coaching to complete the task or was unable to perform the skill, task, and/or role. (N) The skill was either not performed by the trainee or was not necessary for this call. For a candidate to pass the evaluation, they must receive no (R) ratings and no more than 4 (G) ratings.

**SKILLS ASSESSMENT**

Primary road driving	I / G / R / N
General driving etiquette	I / G / R / N
Adheres to speed limit	I / G / R / N
Radio communication	I / G / R / N
Braking	I / G / R / N
Acceleration	I / G / R / N
Backing procedures	I / G / R / N
Approaching intersections (emergent)	I / G / R / N
Approaching intersections (non-emergent)	I / G / R / N
Proper use of emergency lights and sirens	I / G / R / N
Ambulance check out	I / G / R / N
Scene placement	I / G / R / N
Understands directions and area	I / G / R / N
Scene placement	I / G / R / N

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of evaluator:** \_\_\_\_\_

### **PHASE V: Car Orientation**

At any time after the cone course is completed, the trainee may complete car orientation under the supervision of the Equipment Officer. The car orientation will include an overview of the car's features and equipment, and the trainee will be expected to complete a brief session of routine driving on Homewood campus under the supervision of the Equipment Officer. When phases I, IIa, and V are completed, the trainee is cleared to operate the car.