

## **Fontana Police Department Driver Training Awareness Safety Guidelines**

It shall be the policy of the Fontana Police Department to conduct all training in a manner as to promote an attitude of safety among instructors and students alike. The intent of these guidelines is to promote student and instructor safety awareness and to reduce the potential risk for injuries.

The efforts of all personnel involved in training shall be directed toward ensuring a safe atmosphere within which maximum training benefit can be realized.

### **I. Staff / Administrative Responsibilities**

- A. The instructors shall be provided with a copy of specific safety guidelines pertaining to their course of instruction prior to the commitment of their class.
- B. The training staff shall ensure that at least two forms of emergency communication are accessible at the training site; cell phone and emergency police radio.
- C. Instructional staff present at the training site shall be trained in first aid and CPR.
- D. The training staff shall identify medical facilities and emergency services that are available for subjects to call in the event of an emergency or student injury.
- E. A first aid kit, fire extinguisher, and pry tool shall be immediately available at the training site. **(5.2.5)**
- F. The training staff shall brief the students of safety procedures.
- G. The training staff shall provide a designated safe zone and restroom facilities.
- H. The training staff shall have a written operational plan detailing actions to be taken in the event of a student or instructor injury.

- I. Each instructor shall be required to successfully complete a POST-certified Driver Training Instructor Course, or its equivalent. **(5.3.1)**

## II. Instructor Responsibilities

- A. Instructors are responsible for conducting safety inspections and/or otherwise assessing the safety of the equipment and facility used for training.
- B. Instructors shall incorporate a safety policy into their lesson plans and either orally review the policy with the class or incorporate the written safety policy into the course.
- C. The instructors shall advise the students of the responsibility to report and/or stop unsafe actions during training.
- D. The instructors shall follow the course outline as submitted and approved by POST for presentation as a certified training course.
- E. The instructors shall display an attitude of safety and professional demeanor at all times.
- F. The instructors shall be easily identified from among the class participants utilizing a red shirt or vest. The purpose of this is to make instructors easily identifiable to any class participant and to enhance the safety of each class.
- G. The instructor shall ensure students utilize seatbelts while seated in the vehicle and when the vehicle is in motion.
- H. The instructor shall ensure students not actively involved in training/driving session are in the designated safe zone/staging area.
- I. Instructors shall ask students to identify any injuries or pre-existing medical restrictions that may affect their ability to safely participate in training.
- J. Instructors shall ensure students are dressed professionally appropriate for the activities. Shoes are required. Footwear shall be similar/comparable to uniform boots/shoes. Sandals, flip flops, or any shoes which expose toes and/or heels are not allowed. Shoes shall be securely affixed so not to inadvertently slip off the student's foot/feet while driving.
- K. The presenter's safety rules shall be reemphasized to students immediately prior to actual behind-the wheel training. **(5.5.1)**

- L. Instructors shall be aware of any physical fatigue factors that affect the ability of the student to safely perform. **(5.5.2)**
- M. Instructors shall select a safe zone for students that is set apart from the active driving area, where students can stage entry to the active site, as well as engage in rest and recovery. **(5.5.3)**

### **III. Student Responsibilities**

- A. Students shall immediately notify the course instructor of any known pre-existing medical condition that is likely to be aggravated during training or will affect performance during training.
- B. Students shall immediately notify the course instructor of any injuries sustained during training.
- C. Students are responsible for adhering to all safety requirements of individual courses.
- D. Students share a responsibility for identifying and notifying an instructor of any unsafe condition.
- E. Students shall notify Instructors/Staff of any injuries or pre-existing medical restrictions that may affect their ability to safely participate in training.
- F. Students shall utilize safety/seat belts while driving and/or seated in the vehicle. Safety/seatbelts shall be worn while seated in the vehicle at all times. **(5.2.3)**
- G. Students are required to dress professionally appropriate for the activities. Shoes are required and shall be footwear similar/comparable to uniformed duty/work boots/shoes. Sandals, flip flops, or any shoes which expose toes and/or heels are not allowed. Shoes shall be secured firmly so not to inadvertently slip off the students foot/feet while driving.

#### **IV. Structural Staff to Student Ratio**

- A. There shall be at least one instructor for each three (3) students. One (1) student will be driving while the two (2) students in backseat will be observing. All low speed training – no high speed or pursuit training.
- B. Each presenter of driver training shall establish and identify an appropriate instructor-to-staff ratio. **(5.4.1)**
- C. Presenters shall consider lowering the instruction staff-to-student ratio for higher risk driving exercises. **(5.4.2)**

#### **V. Response to Injury**

In the event of an injury, the following actions shall be taken as necessary:

- 1. For minor injuries, render first aid as necessary and seek medical treatment from local workers compensation doctor.
- 2. For more serious injuries, obtain appropriate medical assistance. In all cases where a student loses consciousness, an evaluation shall be sought from a competent medical authority. The closest hospital/emergency medical facilities are:
  - i. Kaiser Hospital, 9961 Sierra Ave Fontana Ca. 92335.
  - ii. Arrowhead Regional Medical Center, 400 N Pepper Ave Colton Ca 92324.
- 3. Notify appropriate supervisory personnel in order to complete necessary paperwork and conduct an investigation.
- 4. The POST Regional Consultant shall be notified in writing within five (5) business days when an injury requiring more than basic first aid occurs during training.
- 5. Students who sustain an injury that requires treatment by a physician must obtain a medical release before they will be allowed to resume training.
- 6. A medical evaluation and clearance shall be required if a student loses consciousness during a training event.

7. A full investigation of student injuries will be completed as needed. This will serve to identify injury trends and is especially useful in high risk training practices and techniques.
8. Instructors shall be required to document details associated with any student injury that causes loss of time from the training course.

#### **VI. The Facility (5.1.1)**

1. The driving portion of this class will be held in the open asphalt lot centrally located in the city of Fontana. The building and parking lot formerly known as The Performing Arts Center (PAC).
2. The training area shall be enclosed by a physical barrier to restrict vehicular and pedestrian traffic. This barrier shall ensure uninvolved vehicles and pedestrians do not present safety hazards. **(5.1.2)**
3. The training area will be kept clear of vehicles and obstructions that might interfere with the training vehicle. This facility has two driveways that allow adequate access to the area for emergency vehicles. Training area boundaries will be clearly marked and easily visible to course participants.
4. Prior to the commencement of any driving, the roadway surface will be inspected for damage and/or unsafe conditions. Areas of concern will be excluded from the training and be marked with cones, barriers or tape. Surface conditions will be monitored continuously and problem areas will be promptly addressed. **(5.1.3)**
5. At least one (1) course instructor will be monitoring the staging area/safe zone which is located on the north east portion of the parking lot. There shall be a physical barrier to separate the safe zone/staging area from the training course. This area will be used to stage vehicles prior to entering the training area. Inside the safe zone/staging area there is access into building/lobby area of the PAC. Inside the PAC is access to a sitting area and restroom facilities. The area shall be used for breaks by students and instructors as needed.
6. The training staff shall continuously inspect the facility conditions so that safety hazards can be detected and corrected. At a minimum, inspections of the driver training facility shall be conducted daily. The inspection shall be completed before students are permitted to commence driving exercises. **(5.1.4)**

## VII. Equipment

1. Vehicles used for police driver training shall be regular black and white marked police vehicles. These police vehicles are equipped with heavy duty suspension systems, upgraded cooling, wider tires, and related improvements. The vehicles shall have working police radios, first aid kits, fire extinguishers, and pry tools. **(5.2.1)(5.2.5)**
2. All vehicles as a minimum standard shall be properly equipped with seat belt system provided by the vehicle manufacturer, or its equivalent. **(5.2.2)**
3. Safety equipment such as helmets, roll bars and aircraft-type occupant harness systems shall be utilized during high speed or pursuit training exercises. **(5.2.4) \*However, this training curriculum/scenario shall consist of slow speed maneuvers and the above listed "high speed" safety equipment should not be needed\***
4. Vehicles used for the training shall receive regular maintenance provided by the City of Fontana vehicle maintenance facility. The City of Fontana vehicle maintenance facility supervisor or his designee shall maintain the vehicles which will include but not limited to, frequent inspection of brakes, wheels, tires, steering, suspension components, and related equipment. **(5.2.6)**