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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR & ECONOMIC GROWTH
LANSING

STANLEY "SKIP" PRUSS
DIRECTOR

DATE: November 7, 2008
TO: Fire Chief
Range Instructor
FROM: Joseph A. Grutza, Director
Office of Fire Fighter Training
SUBJECT: Completion of Driver Training Practical Skills

Driver Training Record, FM-123: Enclosed is the *Driver Training Record (FM-123)* for each member of your department who recently completed the classroom portion of the Office of Fire Fighter Training (OFFT) Driver Training Course.

Driver Training Practical Skills: Due to the high cost of fire apparatus and the need for response availability, most communities are not willing to loan apparatus for use in driver training courses. Therefore, each department is requested to arrange for training their members in the practical skills portion of the driver training course. The practical skills training includes completion of the Competency Course and a minimum ten (10) hours of supervised behind-the-wheel driving.

Range Instructor: It is recommended that the fire chief designate a Range Instructor who has successfully completed the OFFT Driver Training Course and has demonstrated competency to instruct others in the practical skills portion of the OFFT driver training course. The fire chief may also arrange for members to receive practical skills training from a qualified instructor outside of the department.

Competency Course: Attached are the instructions, score sheet, and layout for the competency course. Please make copies of the score sheet as necessary.

Fire Chief's Responsibility and Authority: The fire chief is responsible to insure that all affected members successfully complete the practical skills driver training requirements and are trained in the safe operation of department apparatus. The fire chief has the authority to withhold his or her signature from the FM-123 until the member successfully completes training.

Submittal of Driver Training Record, FM-123: After the fire chief signs and dates the *Driver Training Record, FM-123*, it should be forwarded to the OFFT, P.O. Box 30700, Lansing, Michigan 48909 to be validated. Processing time should be 30 days or less.

Authorization to Operate Fire Apparatus: A department member without a CDL is not authorized to operate fire apparatus with a gross vehicle weight rating of 26,001 pounds or more until the validated *Driver Training Record, FM123*, is received back from the OFFT.

DLEG is an equal opportunity employer/program.
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