GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

# Memorandum

**DATE:** July 12, 2019

**TO:** Michigan's Fire Service

**FROM:** Kevin J. Sehlmeyer, State Fire Marshal/Director

**SUBJECT:** Driver Training

The purpose of this memo is to re-affirm the Michigan Fire Fighters Training Council approved driver training course and the Bureau of Fire Services' policy and procedure.

**Curriculum:**

The two (2) curricula approved by the Michigan Fire Fighters Training Council to conduct driver training are the VFIS Driver Training and McNeil & Co. Driver Training programs. Both courses are designed to be eight (8) hours of classroom instruction followed by practical driving skills. Our staff and many instructors throughout the state have shared that it does take all eight (8) hours to properly cover all objectives, videos and testing for the classroom portion of the course. Any classroom course being conducted in less than eight (8) hours is not meeting the objectives set forth in the curriculum as approved by the Michigan Fire Fighters Training Council.

**Written and Practical Test:**

The written exam at the end of the classroom session is required. The scantron forms need to be completed accurately and sent to the Bureau of Fire Services to be graded. The instructor of record needs to review each scantron form to confirm the ovals are completely filled in and that the student PIN, date, and examination code have been entered correctly using a #2 pencil before initialing the scan sheet and sending it to the bureau. The "pass" oval SHALL NOT be filled in on the scantron form under the written or practical portion by any instructor. After the written exam is graded and the score is added to the student's training activity in SMOKE, all students who passed the written exam can then participate in the practical skills testing at their department.

The department chief is the only individual authorized to pass the student for their practical portion of the driver training course for a member of their fire department. The

fire chief will need to enter the “pass” for the practical in SMOKE on the student’s training activity. Attached is an instruction sheet describing how the fire chief or designee enters the “pass” for the driver training in the student’s training activity.

**Course Registration and Exam Requests:**

Courses must be registered in SMOKE six (6) weeks prior to the start of the course. This gives the students time to register for their course and allows bureau staff to prepare and send exam materials to the course manager two (2) weeks prior to the exam date after receiving the FFTD Examination Request (BFS-230).

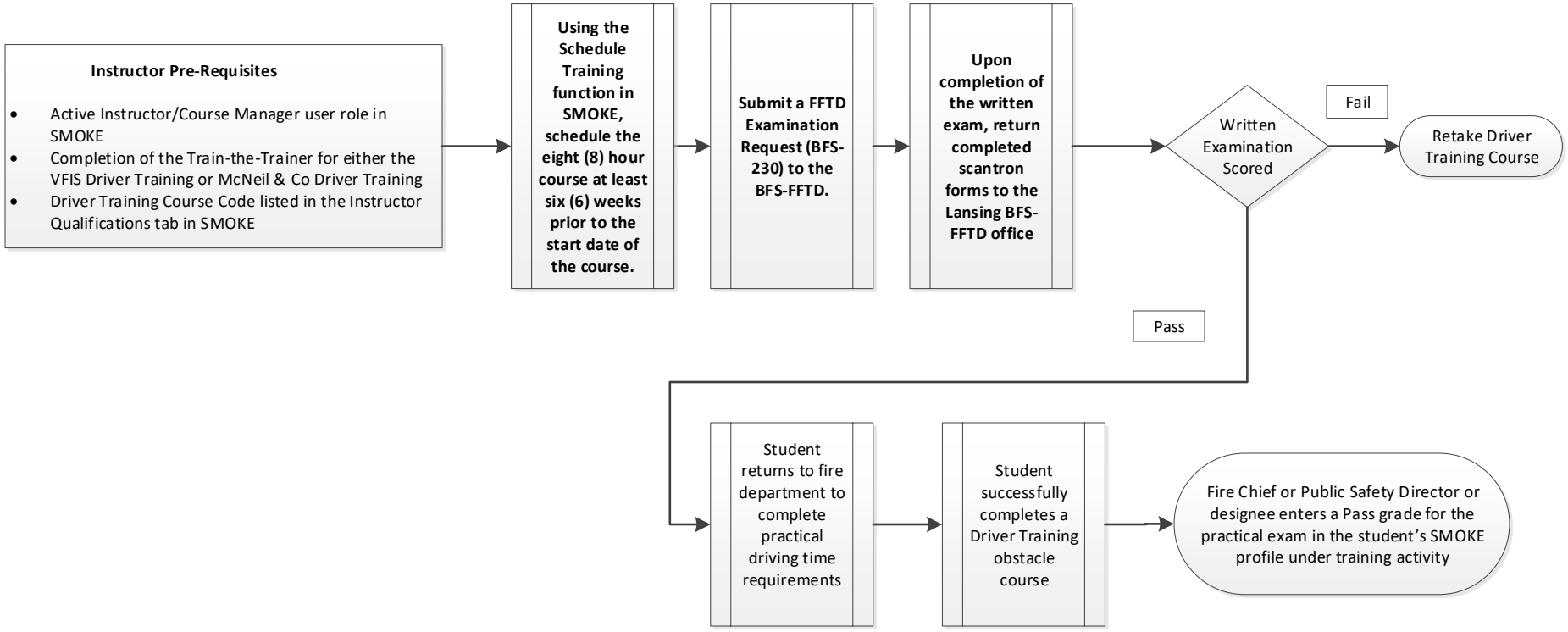
If you have any questions regarding driver training, please contact your region coordinator.


Dan Hammerberg, Region 1 Coordinator
Phone: 906-399-4399
Email: HammerbergD@michigan.gov

TJ Richardson, Region 2 Coordinator
Phone: 517-285-6803
Email: RichardsonT14@michigan.gov


Attachments: Driver Training Pathway
Fire Chief’s Responsibility – Driver Training Practical Pass-Fail Entry in SMOKE

# Driver Training Registration and Finalization Pathway

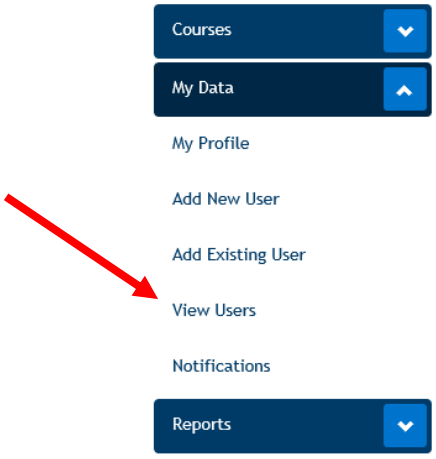



Email all Exam Request Forms to:
LARA-BFS-SMOKE@michigan.gov

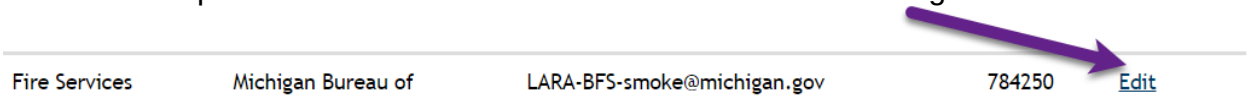
**Fire Chief's Responsibility**
**Driver Training Practical Pass-Fail Entry in SMOKE**

The fire chief is responsible to ensure that all department members successfully complete the Michigan Fire Fighter Training Council Driver Training practical skills training requirement and that each member is trained in the safe operation of their department's apparatus. A fire department member without a commercial driver license (CDL) is not authorized to operate fire apparatus with a gross vehicle weight of 26,001 pounds or more until they have successfully passed a Michigan Fire Fighters Training Council Driver Training course written exam followed by completing familiarization with their department apparatus and successfully passing a driving course practical exam. Below is the formal process for the fire chief to document that a member has meet both the written and practical requirements to drive a fire department emergency vehicle in the state of Michigan.

The fire chief must open the member's training record by selecting "View Users" under the left-hand menu options shown below:

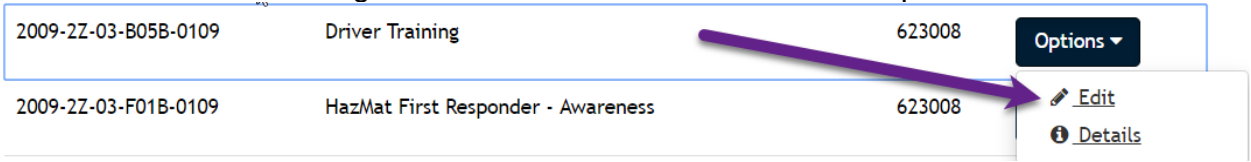



Locate the department member in the list and click "Edit" on the right side of the line.



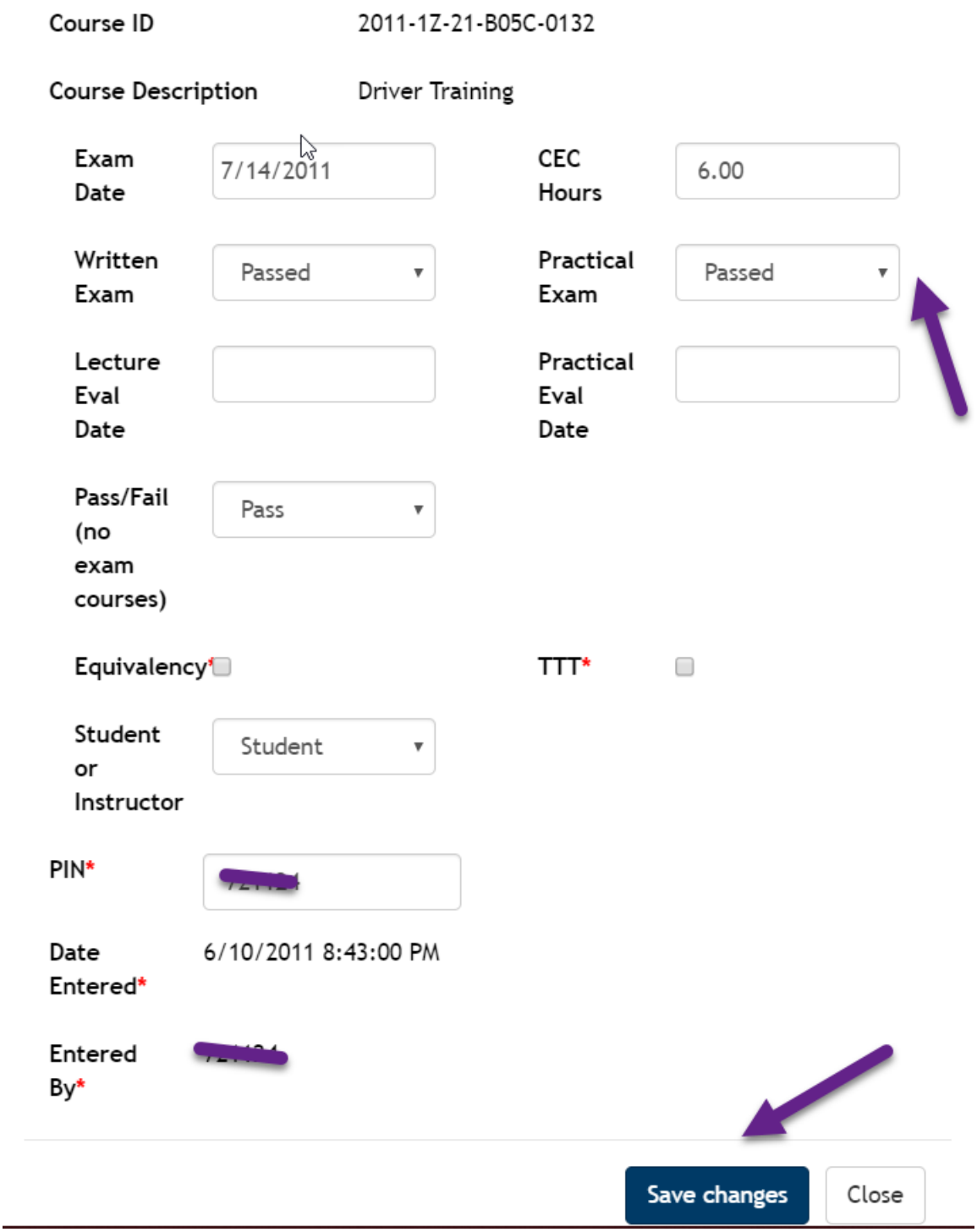

This will bring up the member's full profile. Select "Training Activity" at the top as shown below:

Locate the Driver Training Course and select "Edit" under the Options tab.

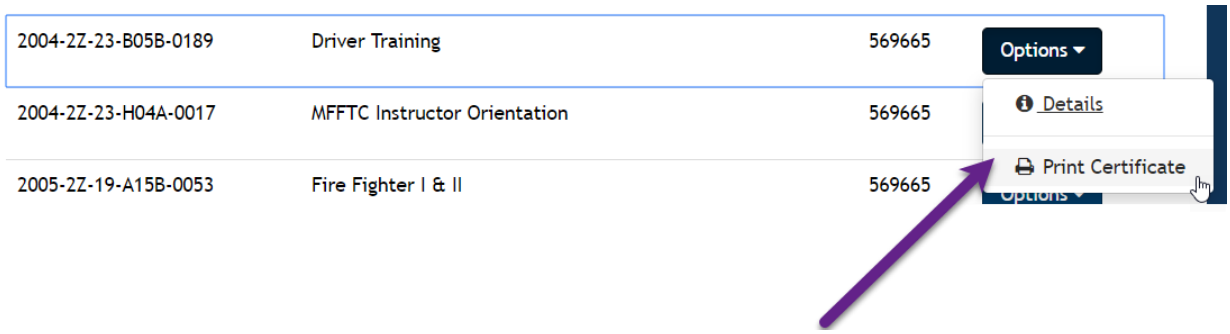


On the detail screen, click on the Practical Exam dropdown box and choose “Passed” as shown below:

You can then click on “Save Changes” on the bottom of the screen to update the training activity.



Once this process is complete, the fire chief and/or the department member can select “Print Certificate” from the Options tab associated with the Driver Training Class.




The Driver Training certificate should be printed and placed in the fire department file. Note: It is not necessary to forward the certificate to the Bureau of Fire Services, Fire Fighter Training Division.

**Remember: it is important for the fire chief to verify that each member of their department has completed the Michigan Fire Fighters Training Council approved Driver Training course, including passing the written exam prior to participating in the practical exam process. Once the passing of the written exam is validated the individual can participate in the practical portion of the driver training process. Once the fire chief can validate that both the written exam and practical driver process have been completed successfully, the fire chief must check the box on the members training profile in SMOKE to implement the CDL exception granted in the Michigan Motor Vehicle Code (PA 300 of 1949).**