

	Section 900 – Administration / Organization		Procedure & Instruction	
	<h2>Rider Program</h2>		Number	900-29
			Version	1.0
			Dated	09/13/06
			Page	1 of 4
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Purpose

This document establishes the procedures for allowing individuals who are not employed by AFD to ride on AFD vehicles.

Policy

It is policy of the Anchorage Fire Department to:

- a) assist medical and fire/rescue personnel from other agencies in acquiring experience and training
- b) enhance public relations by allowing rides on fire department vehicles
- c) ensure that all such riders are properly documented as meeting with regulatory requirements

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Procedure & Instruction

1.0 Overview

1.1 The Anchorage Fire Department will allow other fire departments, EMS organizations, public safety departments, educational institutions, and other allied health professionals and their organizations to place their members, employees, or students in Anchorage Fire Department stations and upon MICUs and/or fire apparatus for limited periods of time so that they may observe fire/EMS operations and/or receive fire/EMS training experience.

1.1.1 These members, employees, or students may participate in the following categories of the Rider Program:

- a) FF/EMS Professional
- b) Observer
- c) School Program

1.1.2 Members of the public may be permitted to participate in the following categories of the Rider Program:

- a) Santa Claus Express
- b) Youth Rider Participant
- c) Public Relations
- d) Social Events

2.0 Documentation

2.1 A Rider Release and Waiver of Claims will be issued by a member of the Command Staff for all Rider Program participants with the exception of Municipal officials and employees and members of the Chugiak and Girdwood VFDs.

2.1.1 The issuing member of the Command Staff is responsible for determining which category of the Rider Program is applicable to the Rider Program participant and that all requirements of the particular category are met prior to rider assignment, scheduling, and participation. See the Rider Release and Waiver of Claims for category requirements.

2.1.2 Riders must provide written documentation of meeting the regulatory requirements indicated on the AFD Rider Release and Waiver of Claims. Individuals shall comply with all appropriate sections of the AFD Rider Release and Waiver of Claims.

2.2 The original signed Rider Release and Waiver of Claims form is to be placed on file with the designated Fire Office Associate at the Anchorage Regional Fire Training Center and a copy of the release provided to the Rider Program participant.

2.3 A copy of a Rider Release and Waiver of Claims must be in the possession of the participant while assigned to an Anchorage Fire Department station and while riding upon a fire apparatus or MICU.

2.4 Persons desiring to participate in the "FF/EMS Professional," "Observer," or "School Program" category of the Rider Program must have on file with the Anchorage Regional Fire Training Center a letter from their sponsoring organization stating the following:

- a) The organization will identify the members, employees, or students that are eligible to participate in a Rider Program.
- b) Authorization will be given to eligible members, employees, or students to participate in the Rider Program.
- c) That the authorized member, employee, or student is covered under their own and/or the associated organization's insurance program(s) while participating in the Rider Program.
- d) The sponsoring organization assumes responsibility for Exposure Tracking and follow-up required for employees as per 29 CFR 1910.1030.

3.0 Assignment and Scheduling

- 3.1 Assignment and scheduling of riders will be completed by the Command Staff officer issuing the Rider Release and Waiver of Claims or their designee. Thus, assignment and scheduling of riders can be routinely completed by company officers as the designee of a Command Staff officer.
 - 3.1.1 Assignment and scheduling of riders will be documented and entered in the Ops Schedule prior to the rider's participation in the program, so as to coordinate assignments and scheduling and to avoid conflicts with other scheduled department events and training activities. Upon assignment of a rider in the Ops Schedule, a courtesy email notification will be sent to the Senior Station Captain of the station involved for dissemination to the company officer(s) on the shift involved. If a scheduling conflict is anticipated or identified, the person scheduling the rider will be made aware of the need for rider reassignment.
 - 3.1.2 Whenever possible, the coordination of rider assignment and scheduling on MICUs will take into account activities scheduled for the MICU in the Ops Schedule, with the understanding that department need and/or unforeseen assignments for the MICU may necessitate flexibility of rider reassignment to a different MICU on the day of the scheduled Rider Program participation. The company officer(s) and a Chief Medical Officer will coordinate as needed to accommodate both the department and rider as needed for MICU assignments.

4.0 Rider Supervision, Duties, and Attire

- 4.1 Riders will be under the immediate supervision of an Anchorage Fire Department company officer in the fire stations and on fire apparatus.
 - 4.1.1 While away from the fire station on an MICU, riders will be under the direct supervision of the paramedic firefighter. All activities of the rider will be coordinated and approved by the company officer in the fire station and on fire apparatus or by the firefighter paramedic while onboard the MICU.
- 4.2 Any occurrence of improper behavior, breach of discipline, or any other indiscretion, as determined by a company officer or Command Staff officer, shall be cause to immediately void the Rider Release and Waiver of Claims and associated permission to participate in the Rider Program.
 - 4.2.1 In such instances the Rider Release and Waiver of Claims will be surrendered to a company officer or Command Staff officer, and the rider will immediately leave the fire station. The officer will send an email notification to the Training Division and to the AFD officer that issued the Rider Release and Waiver of Claims.

- 4.2.2 Any such person will not be allowed rider privileges for one year; after which time their status may be reevaluated.
- 4.3 Duties of the rider participants shall be limited in scope. The main purpose of their participation is to observe AFD operations.
- 4.3.1 Riders are prohibited from participating in activities which would place the rider at risk such as interior structural firefighting, confined space rescue, high risk emergency medical procedures, etc.
- 4.3.2 Riders can participate in drills, emergency scene support activities, and station duties as directed by and under the supervision of the company officer or MICU firefighter paramedic responsible for the rider's safety.
- 4.4 Riders shall wear their organization's appropriate duty uniform, if provided; otherwise they shall wear a white or light colored shirt with collar, dark colored long pants (no blue jeans) and black shoes or boots (no athletic shoes).
- 4.4.1 No Rider Program participant is to be provided with or wear any uniform item that identifies them as an AFD employee.
- 4.5 No rider will be allowed to ride apparatus (except battalion or staff vehicles) without appropriate PPE.
- 4.5.1 For riders on an MICU, gloves and safety glasses eye protection are to be worn during the duration of all patient contact. Mask airway protection is to be worn by the rider when deemed necessary by the MICU staff.
- 4.5.2 Each company officer will be expected to closely supervise this provision and will be held accountable for compliance on fire apparatus and the MICU firefighter paramedic will be accountable for compliance with PPE use by riders on their MICU.

5.0 Public Relations Rides

- 5.1 Battalion Chiefs may, with concurrence of the Deputy Chief of Operations, allow non-emergency services personnel to ride with them for limited periods of time.
- 5.1.1 In these cases a "Public Relations" category Rider Release and Waiver of Claims should be completed, with the copy given to the rider and the original forwarded to the Anchorage Regional Fire Training Center.
- 5.1.2 Chief Medical Officers and Chief Safety Officers can complete the "Public Relations" release paperwork for riders with them at their discretion and distribute the original and copy as per the above.
- 5.1.3 Municipal officials and employees as well as members of the Chugiak and Girdwood VFDs are exempt from the release requirements.

6.0 Version History

Supersedes:		
P&I	900-29 dated 5/03/06	
Memo		
Revisions:		
Date:	Version #	Changes
09/13/06	1.0	Complete Revision