

SDSD Detention Services Bureau – Sheriff's Transportation Unit Green Sheet

DATE:	MAY 2022
NUMBER:	D.9.T.2
SUBJECT:	DRIVING SKILLS ORIENTATION, TRAINING AND CERTIFICATION
RELATED SECTIONS:	D.9.T.1

Purpose:

To provide a unit specific training program designed to give a new driver the skills, knowledge and ability to successfully obtain their class "B" driver's license. This comprehensive training program includes yearly driver recertification.

Policy:

The Sheriff's Transportation Unit (STU) is responsible for conducting driver's training of personnel assigned to STU. Per Sheriff's Policy and Procedure section 5.2, the California Department of Motor Vehicles and the U.S Department of Transportation, STU drivers must have a valid class B commercial driver's license with passenger and air brake endorsements.

Effective February 7, 2022, per the Federal Motor Carrier Safety Administration (FMCSA) all new drivers assigned to Sheriff's Transportation Unit will participate and complete the Entry-Level Driver Training (ELDT) program as a part of their driver training instruction. In addition, the Sheriff's Transportation Unit will document and comply with all Training Provider Registry (TPR) regulations.

Upon successful completion of the STU phase training program, the new driver will have received 80 hours of MCI bus orientation and 280 hours of phase training.

Procedure:

- I. The STU phase training program will be under the supervision of the STU Training Sergeant and coordinated by the STU Training Coordinator.
 - A. Orientation Phase - 10 days consisting of a skills course and on-road training
 1. Driver skills course – conducted in a parking lot or other closed area. The certification course consists of the following:
 - a) Parallel parking
 - b) Offset street
 - c) One-hundred-foot backing
 - d) Ally dock
 - e) Decreasing Clearance
 - f) Measured right hand turn
 - g) Serpentine
 2. The deputy-in-training must successfully drive the skills course three times without hitting any cones. Hitting is defined as knocking over or moving a cone an inch or more with any part of the vehicle and or hitting a part of the cone other than the base.

3. The deputy-in-training has three training days to complete the skills course. Failure to complete the skills course within the allotted time is grounds for administrative removal.
4. On-road training will be conducted after successful completion of the skills course. The on-road training must be done in accordance with U.S. DOT and D.M.V regulations. Deputies that have a learner's permit can only drive vehicles without passengers. The road training will include visiting all Sheriff's detention facilities, court houses and logging numerous miles in varying driving conditions.
5. The deputy-in-training will conduct a vehicle pre-trip inspection following DMV regulations and the guidelines in the STU pre-trip manual.
6. The deputy-in-training will receive a written evaluation at the end of Orientation.

II. Phase 1

A. 10 days working on actual bus runs

1. The deputy-in-training will only drive the bus when empty. (No incarcerated persons on board)
2. Conduct pre-trip inspections according to DMV regulations and the STU pre-trip manual.
3. The deputy-in-training should receive extra driving instruction during the shift. This extra instruction should include vehicle pre-trip inspections.
4. Learn the Security Deputy position. Backing procedures, I Mobile/MDC, driver's logs, weapon security, inmate accountability, property/mail delivery and radio communications.
5. The deputy-in-training will take the DMV driving test at the end of Phase 1. The test will be scheduled on the last day of phase 1 or the next available day. If the Deputy does not pass the DMV driving test, they will be rescheduled on the last day of phase 2.

III. Phase 2

A. 10 days working on actual bus runs

1. Can operate the bus with incarcerated persons on board after successfully passing the DMV driving test. If the deputy-in-training did not pass the DMV driving test they will continue to only drive when the bus is empty.
2. Conduct pre-trip inspections according to DMV regulations and the STU pre-trip manual.
3. If the deputy-in-training passed the DMV drivers test, this phase should focus on STU day to day operations, emergency procedures, vehicle accidents, mechanical breakdowns, etc.
4. Receive daily evaluations. If the deputy-in-training is not consistently driving up to STU standards, extra training or phase training extensions may be recommended.
5. All mandatory reading and reports should be completed.
6. If the deputy-in-training did not pass the DMV drivers test at the end of phase 1, the DMV drivers test will be rescheduled at the end of Phase 2. If the Deputy cannot pass the DMV drivers test, this will be grounds for administrative removal from STU.

IV. Phase 3

A. 10 days working on actual bus runs

1. Must have passed the DMV driving test and obtained a commercial class B license.
2. Should have worked both A.M. and P.M. shifts.
3. Should be able to operate all vehicles in STU fleet.
4. Receive daily evaluations. If the deputy-in-training is not consistently driving up to STU standards, extra training or phase training extensions may be recommended.

V. Clinic Phase

A. 5 working days assigned to clinics

1. Be exposed to the various clinics and hospital locations
2. Transport to/from various agencies
3. Learn how clinic runs are assigned

VI. STU Yearly Recertification

A. All Deputies assigned to STU will complete a yearly driver recertification course.

1. Recertification consists of a driving skills course, vehicle pre-trip inspection, driving skills, a STU written test and a general knowledge written test.
2. Failure to pass any portion of the yearly recertification will result in suspension of driving privileges. Refer to STU Green Sheet D.9.T.1.
3. Per STU Green Sheet D.9.T.1 Drivers failing recertification will be assigned to remedial drivers training.

VII. ACCELERATED TRAINING PROGRAM (ALPS)

- A. ALPS Training is specifically designed for deputies that were previously assigned to STU and have returned to STU after an assignment in another area of the department. Deputies assigned to ALPS should have maintained their Class B driver's license from their previous tenure at STU. Training for these deputies will consist of the Bus Orientation Phase and a minimum of one Phase of regular training. The length of ALPS Training depends on the progress of the deputy-in-training. If the deputy-in-training has not attained an "acceptable" level of training, the deputy-in-training will be extended in Phase 1 and/or be required to complete all three phases of training.