



OPERATING GUIDELINE

Civilian Rider Program

OG: OPS-212
Date: November 22, 2022

Prepared By: Paul Johnson, Division Chief of EMS
Approved By: David Beebe, Fire Chief

1. INTENDED OUTCOME

- 1.1. To provide an administrative guideline for District personnel to follow when reviewing a request to ride-a-long, as a civilian, to emergency and non-emergency situations, in District vehicles/apparatus. This program will provide training and educational experience, as well as exposure to the fire/EMS profession for the public.

2. EXPECTATIONS

- 2.1. Crews will appropriately allow civilian riders to accompany them throughout their shift days.

3. PREFERRED METHOD

- 3.1. The following guidelines shall be followed when civilians are participating in this program and riding in District vehicles/apparatus.
 - 3.1.1. Battalion Chiefs will be responsible for scheduling the ride-a-longs. All requests for ride-a-longs will be sent to the BCs and they will follow up with the riders and schedule the ride-a-long
 - 3.1.2. Any person who participates in this program shall be at least eighteen (18) years of age. It is the district's preference that the individual is enrolled in an EMS or firefighting training program from an accredited institution/center for higher learning. The Chief, or his designee, may make an exception to these requirements and sign the "other" signature line listed in the Civilian Rider Release section.
 - 3.1.3. Any person who participates in this program shall sign a Civilian Rider Release form prior to beginning the ride-along. The completed form shall be turned in to the Battalion Chief within 48 hours of the ride-a-long and forwarded to Administration.
 - 3.1.4. Each person who participates in the program shall be covered under his/her own or other insurance plans.

- 3.1.5. Each ride-along participant shall be under the direct supervision of the Battalion Chief or Shift Supervisor and Company Officer on duty and will adhere to all orders and instructions given him/her.
- 3.1.6. Ride-along hours shall be from 0800 to 2000 hours. (NOTE: Special requests for a 24-hour ride-along must be approved by the Battalion Chief or their designee prior to the date requested).
- 3.1.7. Should an injury or an accident occur, it shall be immediately reported to the on-duty Battalion Chief or Shift Supervisor, the Deputy Chief, and/or the Chief of the Department.
- 3.1.8. A ride-along participant shall only observe emergency and non-emergency situations unless otherwise directed. Any problems arising while participating in the ride-along program shall be reported to the Battalion Chief or Shift Supervisor.
- 3.1.9. Failure of the participant to follow orders or directives shall result in immediate termination of the ride-a-long.
- 3.1.10. A copy of this Guideline shall be provided to each ride-along participant in the program.

David B Beebe

Dave Beebe, Fire Chief

11 / 30 / 2022

Date



Mountain View Fire Protection District Civilian Rider Release

This agreement is entered into on _____, 20____ between (print your full name) _____ (Now to be referred to as You/you) & Mountain View Fire Protection District (now to be referred to as "District"), headquartered at 3561 N. Stagecoach Road, Longmont, Colorado 80504

You have asked to participate in the district's Civilian Rider program involving accompanying and observing or participating with the district's personnel in providing emergency & non-emergency fire, ambulance, and related services.

Please mark the Civilian Ride you will be taking.

_____ Personal rider (1 SHIFT ONLY)

Sponsor Name: _____

_____ EMT (2 Shifts) 1st Shift Date _____ 2nd Shift Date _____

_____ Other- Specialty riders such as cadets, mentorships, EMT or EMR school students (high school), etc. Riders in this class must have written approval, signed below, from the Division Chief of EMS (if it's an EMS-related ride) and a Battalion Chief. Riders in this group are allowed to ride as many times as needed to complete their program, class, or task.

(Division Chief of EMS) (Date) (Battalion Chief) (Date)

You have asked to participate in this program either as an observer for our Paid Part-time or Volunteer program or to assist you in your training as an emergency medical technician for the general purpose of observing the operations of an ambulance and participating in patient care. No matter what the reason, participation in this program will require you to occupy buildings, facilities, and vehicles used by the district during its business day. By doing so you understand that you are exposing yourself to certain risks, including possible dangerous activity. These risks include but are not limited to, being injured during an emergency response, being exposed to an infectious disease such as Hepatitis B or the Human Immunodeficiency Virus (more commonly known as "HIV"), or being involved in a motor vehicle accident during the course of your ride.

By participating in the Civilian Rider program, you understand and agree that you are participating at your own risk and that Mountain View Fire Protection District is not accepting responsibility for your safety.



Mountain View Fire Protection District Civilian Rider Release

By signing this release, you, and not Mountain View Fire Protection District or any of its employees are assuming complete and total responsibility for all injuries, damages, or losses that you may incur because you participated in this program.

Please read and initial the following guidelines.

1. If something bad or unpleasant happens to you while participating in the Civilian Rider program, you, and not the district or its employees, will be responsible for any personal financial obligation you may incur and waive any claim against and release the District and its personnel from any liability in connection therewith. _____
2. You understand that you could be exposed to blood and other potentially infectious material, which may put you at risk for many contagious and possibly life-threatening diseases. Your doctor or the County Health Department can provide you with information as to where you can obtain vaccinations, at your own cost, for the Hepatitis B virus. Regardless of whether you elect to have this vaccination or not, you agree not to hold the district responsible and you waive any claim against and release the district and its personnel from any liability if you should contract any communicable disease.

3. Please read and initial the section which pertains to the type of Civilian ride you will be participating in:

Personal Riders:

You should understand that participation in the District's Civilian Rider program is limited to the role of observing. You are not expected to, nor should you, assist or help the district's personnel in the performance of their jobs. Should you decide to offer or extend help or assistance, you do so at your own risk and will assume any financial responsibility for any negative consequences that may occur because of your decision, and you waive any claim against and release the district and its personnel from any liability in connection with your actions. _____



Mountain View Fire Protection District Civilian Rider Release

EMT Students/participants:

It is the policy of Mountain View Fire Protection District that the student is exposed to the best clinical experience possible. To that end, we will allow the following medical procedures at the ambulance crew's discretion.

a. EMT- Basic Students/participants:

- i. EMT-Basic students/participants will be allowed to participate in non-invasive, Basic Life Support procedures to include patient assessment, vital sign monitoring, oxygen administration, spinal immobilization, splinting, and CPR. _____
- ii. **NO** invasive procedures will be allowed for the EMT-Basic Student

b. EMT- Basic/ IV Therapy Students/participants:

- i. Non-invasive procedures listed in the **EMT- Basic Students** section

- ii. Invasive procedures to include peripheral IV therapy on **ADULTS** only

c. Other Students:

- i. **Shall remain within the scope of practice for the program they are in and shall never exceed the EMT scope listed above**
- ii. **If they have no scope of practice, they will adhere to civilian rider standards and observe only**

4. The following acts will **NOT** be permitted by students/participants or personal riders: Vehicle operation (driving), any procedures or medication that will require an unusual circumstance report, or incident report. Legal blood draws, due to the potential need to testify later, and any procedure not currently allowed for Mountain View Fire Protection District employees and are not permitted by non-employees. _____



Mountain View Fire Protection District Civilian Rider Release

5. You understand that no one who works for or represents the district has the authority to change the terms of this release. _____
6. You have read, understand, and agree to the terms of this release. _____
7. You understand that the terms of this release will remain in effect for any events occurring during the period specified by your selection on the front of this release.

8. You have received and understand the Civilian Rider/ Student Acts Allowed outline, which was attached to the release form, and understand that this outline is a receipt of the signed Civilian Rider Release Form. _____
9. ***In compliance with current HIPAA laws, you understand that you must maintain confidentiality anywhere you encounter the public, regarding any person you see, participate in the care of, or hear about, while you are participating in this ride-along program.*** _____

Civilian Rider Signature

Date

Print Name

Street Address

City, State, Zip

I certify that this Civilian Rider Release Form was signed in my presence and the person who signed has initialed the guidelines, waives, and releases and stated that she/he fully understands the meaning and consequences of signing this release.

Employee Signature

Date



Mountain View Fire Protection District Civilian Rider Release

Civilian Rider/ Student Acts Allowed

Mountain View Fire Protection District (MVFPD), provides an environment for observation of EMS and fire protection services for those who wish to participate in our Paid Part-time or Volunteer program, those who are students/participants at the EMT training level, and those who are interested in becoming members of this profession. This policy is designed as a guideline dictating standards of practice and professional actions by the participants while they are in attendance at MVFPD.

Dress Code

The students/participants that are allowed to ride at MVFPD will adhere to the following dress code when they are taking part in clinical/riding experiences.

- Navy Blue or Black pants
- White shirt. Polo, Uniform, or Oxford shirts are acceptable. School patches will be allowed
- Black or dark brown leather belt
- Navy blue or white undershirt with **NO** logos visible
- Dark brown or black leather boots. **NO** tennis shoes
- If desired, a plain dark blue baseball cap. **NO** patches or emblems will be allowed on hats
- Jacket appropriate for conditions
- Safety Glasses with **SIDE** shields. These **MUST** be OSHA compliant

Clothing items with emblems or logos of police, EMS, or hospital departments will **NOT** be allowed.

In the event there is a question about compliance with the dress code, the crew will refer the matter to the BC on duty. Students/participants may be asked to change their attire or be sent home if the attire is deemed inappropriate by MVFPD personnel.



Mountain View Fire Protection District
Civilian Rider Release

Operational Acts Allowed

While attending clinical time at Mountain View Fire Protection District, the student/participant's welfare is of utmost importance. The student/participant will be allowed to perform the following skills, as long as they do not conflict with the current policies or procedures of their training institution. If there is a difference in acts allowed, the student/participant will be held to the more restrictive of the policies.

- Entrance to scenes that pose **NO** risk to the student/participant
- The student/participant will **NOT** be allowed into situations such as vehicle extrication, extended search, and rescue operations requiring technical operations, or police/crime scenes. If one of these scenes is encountered, the student will be required to stay with the ambulance, fire apparatus, or in a command post that has been established in an area where they will not be exposed to any danger.
- The student/participant will **NOT** be allowed into any scene that requires specialized safety equipment to enter.
- The Mountain View Fire Protection District staff will have the option of having the student/participant remain in the ambulance or fire apparatus in any other situation that they deem appropriate.

Medical Acts Allowed

It is the policy of Mountain View Fire Protection District that the student is exposed to the best experience possible. To that end, we will allow the following medical procedures, **for EMT students only**, at the ambulance crew's discretion.

EMT-Basic Students

1. Non-invasive, BLS procedures to include:
 - Patient assessment
 - Vital sign monitoring
 - Oxygen administration
 - Spinal immobilization
 - Splinting
 - CPR
2. NO invasive procedures will be allowed for the EMT-Basic student

EMT-Basic/ IV Therapy Student



1. Non-invasive procedures listed above
2. Invasive procedures to include peripheral IV therapy on ADULTS only

Acts NOT Allowed for Students or any Participant

- Vehicle operation (Driving)
- Any procedure or medication that will require an unusual circumstance report or incident report
- Any procedures not currently allowed for Mountain View Fire Protection District employees.

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