



NUMBER	EMS 106
TITLE	Driver Qualifications & Training
CATEGORY	PERSONNEL & TRAINING
APPROVED BY	Board of Supervisors
EFFECTIVE DATE	2026-03-17
ORIGINATION & REVISION DATES	2026-03-17

PURPOSE

To establish minimum qualifications, training requirements, and competency standards for personnel authorized to operate emergency vehicles for the organization.

GUIDELINE

In addition to any criteria in this guideline, all employees that will operate Cedar County vehicles must meet the minimum requirements for drivers as established by the Cedar County Board of Supervisors. This includes criteria for insurability. Drivers that may need to operate their personal vehicle in the course of their employment are also required to carry a minimum level of automotive insurance coverage on any vehicle that they operate.

All drivers must possess a valid Class D or higher State of Iowa Driver's License. Any license restrictions cannot be such that they would not be able to perform job duties as established in the job description, though some accommodations may be made as required by law.

Motor vehicle record checks are conducted upon hire and annually thereafter. This process is centrally managed for the county by the Secondary Roads Department. Motor Vehicle records that are deemed uninsurable will be reviewed by the EMS Director to determine the feasibility of the employee's continued employment. Excessive minor violations, accidents, and or a serious violation such as reckless driving or OWI (operating while impaired) may result in suspension/revocation of driving privileges and/or employment.

DRIVER TRAINING

All drivers will be required to complete new hire and refresher driver training specific to the agency. In addition, all drivers will be required to complete or provide a completion certificate for a formal, commercially available emergency vehicle operations course, though completion of any practical driving component of that course is not required. The EMS Director will determine whether a previously completed course meets the needs of the agency, and if not, the agency will provide an appropriate course for the driver to complete.

New Hire Training

While in the field training evaluation program (FTEP), all new employees will complete agency-specific training to include:

- Review of Iowa motor vehicle law including Iowa Code 321.231 regarding operation of emergency vehicles
- Shift vehicle inspection check lists



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- Map orientation including city and county response areas as well as location of hospitals, clinics, care centers, and other target properties
- Communications equipment to include mobile and portable radios, cellular phones, and computers and tablets
- Emergency vehicle warning equipment
- Use of white lights when responding to the station in private vehicles, if authorized to do so

In addition to the above, employees will observe and then practice driving techniques in both routine and emergency situations to include:

- Braking
- Distance and clearance judgment
- Turning
- Backing
- Turn arounds
- Operations on residential, commercial, and regular and limited-access highways
- Operations on paved and gravel roads

Opportunities for monitored, behind-the-wheel experience will progress, at the discretion of the driver's field training officer (FTO), as follows:

- Routine driving, including returning to the station following a call
- Routine response to a call
- Emergency response to a call
- Routine and emergency patient transport

Annual Refresher Training

Training will be made available to staff annually. All staff will be required to attend a minimum of one session every three (3) years. Annual training will include:

- Review of Iowa motor vehicle law including Iowa Code 321.231 regarding operation of emergency vehicles
- Review of shift vehicle inspection check lists
- Review of maps including city and county response areas as well as location of hospitals, clinics, care centers, and other target properties
- Review of communications equipment to include mobile and portable radios, cellular phones, and computers and tablets
- Review of emergency vehicle warning equipment
- Review use of white lights when responding to the station in private vehicles, if authorized to do so

Provision for behind-the-wheel practice and coaching will be available if requested by the employee or if deemed necessary by leadership.



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Targeted Training

If a specific driving concern arises, additional training targeted at the concern area may be required. This training may be required of specific drivers or all drivers depending on the circumstances.

Additionally, any other training required by the county’s motor vehicle insurance carrier will also be required of all drivers.