



City of Manassas Fire and Rescue Services
Standard Operating Procedure

Student Ride-Along	Presented Date: 09/15/2011 Effective Date: 10/20/2011 Revision Date: 04/16/2015	Page 1 of 7	2.14b
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PURPOSE:

To establish a standard for the City of Manassas Fire Rescue Services Student Ride-Along Program. The program is to provide the EMS student the opportunity to observe field operations and perform skills as authorized by their level of instruction to satisfy clinical hours as outlined by the class curriculum.

POLICY:

An EMS student may participate in the ride-along program if he or she is enrolled in and pursuing a professional certificate, associate's degree, or higher program in EMS from a college or university currently accredited by the Commonwealth of Virginia's Office of EMS. Such individuals are referred to as "Students" in this SOP. Individuals under the age of 18 years old are ineligible to ride-along as Students.

It is the responsibility of the Fire and Rescue Chief, or his designee, to approve all applications prior to Students riding on apparatus. It is the responsibility of the Duty Crew Officer in Charge / Attendant in Charge (OIC/AIC) to ensure that Students have complied with the Fire and Rescue Services Student Ride-Along program requirements before riding on apparatus. This includes the completion of the waiver of liability and HIPAA participant agreement.

Students may only take part in rescue calls to the extent permitted under this SOP.

PROCESS

- To be considered for the Ride-Along program, a Student must submit a request to the Fire and Rescue Chief on the Student Ride-Along application, specifying the station where the Student wishes to ride. Any request less than five business days before the first requested ride-along date will not be considered.
- If the Fire and Rescue Chief approves the application, the Student must read and sign the Ride-Along Program HIPAA Participant Agreement and Waiver of Civil Liability, as well as the Informed Consent, forms for the period the Student will be riding.
- The original signed forms shall be maintained on file with the Clinical Coordinator for the City of Manassas Fire and Rescue Services for a period of three years after the last ride-along by that Student. A copy of the forms shall be forwarded to the appropriate Volunteer Chief and Career Lieutenant. These forms are personnel records for purposes of the Virginia Freedom of Information Act and related laws.

- Copies of the Ride-Along Application are available at all stations and the Fire and Rescue Department Headquarters Administration.
- No Student may ride along on City apparatus if he or she has a conviction or pending indictment that would prohibit him or her from being hired by the City of Manassas under the provisions of City Code § 2-138. Other circumstances that disqualify an applicant include being the subject of a restraining order for a person or address in or near Manassas.

AUTHORITY AND RESPONSIBILITY

1. Ride-Along Hours and Standards

- a. Students approved for ride-alongs must schedule their needed hours with the EMS Training Officer who will maintain a calendar of all Students. The Fire and Rescue Chief retains ultimate authority with regard to such scheduling.
- b. Students may only perform skills which their instructors or class administrators have authorized them to perform, after appropriate instruction as part of on-going certification training.
- c. Failure to follow the directions of the OIC/AIC will result in the Student's loss of the privilege to participate in ride-alongs.
- d. The Fire and Rescue Chief shall determine whether a crew has appropriate qualifications and equipment to take a Student on a ride-along.

2. Dress and Appearance

- a. Students shall be neat and clean in appearance. Their personal hygiene and grooming must be acceptable to the shift duty officer and chief. While participating in the Ride-Along Program, the Student is, in effect, representing Fire and Rescue Services.
- b. Students shall wear suitable attire. Dark pants and light plain shirts are recommended (no jeans). No writing or artwork is allowed on clothing, except small brand logos are acceptable. Shorts and tank tops are prohibited. Riders must wear flat, closed-toe shoes (steel-toe shoes are strongly recommended).
- c. Students shall wear a name badge or other appropriate badge provided by their school.
- d. Students shall wear safety vests provided by the Department when in or near moving traffic.
- d. Students shall wear no jewelry, except a ring and a watch are permitted.

3. Conduct**a. Health and Safety**

- i. No firearms or other weapons may be brought onto department property or carried during the ride along, unless the Student is currently a certified active police officer with a jurisdiction in the Commonwealth of Virginia.
- ii. Students may not be under the influence of alcoholic beverages or drugs during a ride-along. The OIC/AIC will not allow a Student to ride along if there is any reason to suspect that the Student is under the influence.
- iii. Students shall wear a seat belt as per State Law and City of Manassas Fire and Rescue Services Standard Operating Procedure 2.11 "Seat Belt Usage."
- iv. Students shall carry a valid Virginia Drivers license or identification with them during the ride along.
- v. Use of tobacco products is not permitted in any station or vehicle.
- vi. Students are responsible for determining whether they are physically and psychologically healthy enough for a ride-along, and whether they are currently impaired due to illness, injury, medication, or the like. In any case of doubt, the Student should postpone the ride-along activity to another date.

b. Patient Privacy

- i. At no time will Students be permitted to take pictures or use a video camera or any other audio-visual recording device while on the scene of an incident.
- ii. All Students will treat PHI (private health information) as strictly confidential. The disclosure of PHI outside of the organizations who are working with the patient is strictly forbidden.
- iii. Students may not take, copy, or transmit response documents with individually identifiable information such as name, address, Social Security Number, photograph, medical history, or other information from which identity can be inferred.

c. Expenses

- i. Students will be responsible for bringing their own meals or can make arrangements to buy-in for meals with the officer in charge.

City of Manassas Fire and Rescue System Student Ride-Along Application

APPLICANT INFORMATION

The completed form must be returned to the Fire and Rescue Department Headquarters at least five business days prior to your requested participation. Any false information or omissions on this application may result in disqualification for ride-along privileges. Fire and Rescue Services reserves the right to deny ride-along privileges for any reason, without prior notice.

Full Name _____ Date of Birth ____/____/____

Home Address _____
_____, _____ - _____

Home Phone Number _____ Day Time Phone Number _____

EMS Training Site: _____

Instructor or Class Administrator at EMS Training Site name: _____

Signature of above person: _____

Date of signature: _____

Unit level / Student participation BLS ALS

Place of Employment or School _____

Employment / School Address _____

Employment / School Phone #: _____

Gender (circle): Male Female Position/Title _____

Dates you are requesting to "Ride-Along" _____ to _____

Please answer the following by placing a 'Y' for Yes, or an 'N' for No:

Are you subject to a court order restraining you from contacting any person? _____
If so, state the date of the order, the name of the court that issued it, the name of the party protected by the order, and the address of the party protected by the order:

Have you ever been convicted of a felony or a misdemeanor? _____ If Yes, please list the offense, date, and city or county of the court where you were convicted. Exclude any convictions adjudicated in juvenile court or under a youth offender law, and exclude any traffic infractions for which you paid only a fine.

Are you under indictment or do you have charges pending in any court for any crime? _____

Are you taking any medication that could impair your judgment in a stressful situation? _____
If so, indicate the situations and/or times when you are on this medication:

Have you ever participated in this program? _____ If yes, when did you last participate?
_____/_____/_____

Are you an unlawful user of marijuana, any depressant or stimulant, or any controlled substance?

I have read and understand the procedure for the Ride-Along Program of the City of Manassas Fire and Rescue Services The above information is true and accurate to the best of my knowledge.

Signature of Applicant: _____ Date: ____/____/_____

Printed Name: _____

FOR Fire and Rescue Chief Use:

Approved: Yes No

Signature: _____ Date ____/____/_____

Comments:

Return completed form to the: City of Manassas Fire and Rescue Department Headquarters.
9324 West Street, Suite 204 Manassas, Virginia 20110

If you have any questions, please call (703) 257-8458



City of Manassas Fire and Rescue Services Informed Consent – Ride-Along Program

I understand that there is a possible risk for exposure to potentially life-threatening infectious diseases by direct contact or body fluid exposure, aerosolized airborne means, aerosolized droplet means, or by agents potentially used for bioterrorism or biological warfare when participating in a ride-along program within the fire and rescue work environment.

I have been offered an opportunity to ask questions about the diseases and the risk for exposure, and to have those questions answered.

Should I become exposed to any potentially infectious materials, I will be advised by a representative of the City of Manassas Fire and Rescue Services of that exposure and to seek medical attention. I understand that the City of Manassas Fire and Rescue Services is **NOT** responsible for covering any costs associated with post-exposure medical treatment and/or counseling.

Name (Print legibly): _____

Signature: _____

Date: _____

Witness: _____

SOP APPROVED BY FIRE AND RESCUE COMMITTEE:

Marc T. Aveni
Councilman Marc T. Aveni, Fire and Rescue Committee Chairman

4-16-15
Date