



<b>Maine EMS Policy/Procedure</b>			
<b>EMS Education</b>			
<b>Policy #</b>	<b>Title</b>		<b>Date Issued</b>
2022-04-13-01	<b>Policy on Ambulance Vehicle Operator Courses (AVOC)</b>		2022-04-13
<b>Policy Superseded</b>	<b>Next Review Date</b>	<b>Author</b>	<b>Pages</b>
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<b>Approved By:</b>	J. Sam Hurley, MPH, EMPS, NRP (Maine EMS Director)		

**I. Scope**

- A. This document sets forth Maine EMS policy for satisfaction of requirements for an ambulance vehicle operator course (AVOC), in accordance with:
  - i. Maine statute Title 32 M.R.S. Chapter 2-B §85(6); and
  - ii. Maine EMS Rules, Chapter 3, §7 (5A)

**II. Applicability**

- A. This policy is applicable to:
  - i. Ground ambulance transporting services
  - ii. Non-transporting services providing EMS response
  - iii. Persons whose job description includes operating an ambulance in an emergency mode or transporting a patient
  - iv. Instructors of courses which satisfy requirements for an ambulance vehicle operator course, in accordance with Maine statute Title 32 M.R.S. Chapter 2-B §85(6), and Maine EMS Rules, Chapter 3, §7 (5A); and
  - v. Any course submitted for approval and/or approved by Maine EMS as satisfying the requirements for an ambulance vehicle operator course in accordance with Maine statute Title 32 M.R.S. Chapter 2-B §85(6) and Maine EMS Rules, Chapter 3, §7 (5A).

**III. Review**

- A. This policy shall be reviewed for revision by Maine EMS five (5) years after last date of approval and as needed.

#### **IV. Background**

- A. The Maine EMS AVOC curriculum was developed in 2006. It was last updated in 2012. The current edition of the course would require significant overhaul to meet contemporary standards, including but not limited to, updating and/or creating the following:
  - i. Course manual
  - ii. Lesson plan
  - iii. Cognitive evaluation
  - iv. Course set-up guide for practical evolutions
  - v. Citation of resources and standards
  - vi. An Instructor course
  - vii. Up-to-date Title 29-A Review.
- B. Other items of consideration, necessary for program maintenance, include:
  - i. Course liability
  - ii. Access to and/or retention of subject matter expertise for curriculum review and revision
  - iii. A program of consistent, regular curriculum review and revision
  - iv. Instructor maintenance and administration
- C. At the time the course was initially developed, there were not many available commercially developed ambulance vehicle operator course programs in Maine. Currently there are multiple commercially available courses that satisfy standards established for drivers of ambulance vehicles by both NHTSA and Maine Title 32. These courses contain the elements described above, are well vetted, are maintained by the organizations which have developed them, and for which instructor initial and refresher training is available.
- D. A review of the Maine EMS AVOC program was conducted by the Education Committee by a subcommittee consisting of Committee Chair Brian Chamberlin, Co-Chair Aiden Koplovsky and Fred Porter to evaluate the feasibility of updating and maintaining the program. At the end of the program review, a proposal was drawn up by the subcommittee and submitted to the Maine EMS Board by the Education Committee with the recommendation of sunsetting the program and using commercially available ambulance vehicle operator courses to satisfy requirements, instead. The proposal was approved by the EMS Board on April 7, 2021.

## V. Policy

### A. Maine EMS AVOC Program Sunset

- i. Effective June 30, 2022, the Maine EMS AVOC Program will officially sunset. This program shall no longer be maintained, administrated, delivered, or otherwise supported by Maine EMS after this date.

1. This policy applies to the following:

- a. Use of the course curriculum for AVOC certification purposes
- b. Support, administration, and delivery of this curriculum
- c. Issuing of certificates of completion for this curriculum

### B. Ambulance vehicle operator courses satisfying requirements of Title 32 M.R.S. Chapter 2-B §85(6), and Maine EMS Rules, Chapter 3, §7 (5A)

- i. Effective June 30, 2022, completion of any course satisfying requirements in accordance with Appendix A of this policy may be used to demonstrate compliance with ambulance vehicle operator course training requirements as set forth in Maine Title 32 and Main EMS Rules.

### C. Program transition

- i. Interim program use of Maine EMS AVOC course

1. Training centers, EMS services, and Maine EMS AVOC course instructors are authorized to use the current AVOC course and issue certificates of completion until June 30, 2022.
2. AVOC courses submitted prior to June 30, 2022 must begin prior to that date. Any course submitted with a start date after June 30, 2022 will not be approved.
3. Training centers, services and instructors may continue to use commercially available courses listed in **Appendix B** of this policy

- ii. Approval of equivalent ambulance vehicle operator courses prior to AVOC sunset

1. Maine EMS currently maintains a list of equivalent courses which have been approved for use to satisfy requirements of Title 32 and Maine EMS Rules (see Appendix: B)
2. Services, training centers, and instructors currently using the Maine EMS AVOC program who wish to transition to an approved program (Appendix: B) or submit an additional program for approval prior to the above AVOC sunset date may do so in accordance with Section IV and Appendix: A of this policy.

- iii. Grandfathering

1. All persons whose job description includes operating an ambulance in an emergency mode or transporting a patient,

who have already taken the Maine EMS AVOC or equivalent course approved by Maine EMS, and possess certificates of completion, and have otherwise satisfied requirements of Maine Title 32 M.R.S. Chapter 2-B §85(6) and Maine EMS Rules, Chapter 3, §7 (5A), shall be grandfathered under this policy and shall not have to repeat an AVOC or equivalent course, or obtain refresher training to satisfy those requirements, as written in those regulations.

## VI. Submission of ambulance vehicle operator courses for approval by Maine EMS

- A. Effective June 30, 2022.
- B. This section outlines the process for submission of courses that are approved by Maine EMS as satisfying the requirements of Maine Title 32 and Maine EMS Rules.
- C. This section DOES NOT outline the process for course approval for continuing education hour credit. This is a separate standardized process.
  - i. Instructor/organizational application for course approval for CEH credit may be performed using the standard online process for course CEH approval.
- D. Application process
  - i. Courses must be submitted to Maine EMS by a sponsoring organization or instructor wishing to use and/or teach the submitted course using the online request form (Appendix C), which can be found on the Maine EMS website.
    1. <https://www.maine.gov/ems/sites/maine.gov/ems/files/inline-files/20220412-Request-to-Add-AVOC-Course-Equivalency-Approval.pdf>
    2. EMAIL: [maine.ems@maine.gov](mailto:maine.ems@maine.gov)
  - ii. ***Applicants are responsible for providing all necessary course materials as requested and demonstrating that the course meets all criteria specified for approval in accordance with Appendix A: Criteria for Course Equivalency with Maine Title 32 and Maine EMS Rules.***
  - iii. Forms must be filled out completely with required course information.
  - iv. Applicants will receive an email acknowledging receipt of the application materials.
  - v. Once received, applications will be reviewed by Maine EMS for approval. Applicants should allow 10 business days for processing and reply.

**VII. Approval**

- A. Once approved, applicants will be notified by email and the course will be added to the list of approved courses, which is maintained by Maine EMS and available on the Maine EMS website.
- B. Applicants are responsible for ensuring programs they utilize are and remain compliant with approval criteria for the duration they use the program.
- C. Course instructors for any given approved course are responsible for notifying Maine EMS of major curriculum changes, newer editions, versions, etc., via email, within 30 days of notification of:
  - i. Changes in course or textbook edition
  - ii. Changes in course name
  - iii. Major changes in course content and/or course format

**VIII. Appendices**

- A. Appendix A: Criteria for Course Equivalency with Maine Title 32 and Maine EMS Rules
- B. Appendix B: Currently approved AVOC/EVOC Courses
- C. Appendix C: Application for Approval of Ambulance Vehicle Operator Course Equivalency

**IX. References**

- A. Title 32 M.R.S. Chapter 2-B §85(6), Maine Emergency Medical Service Act of 1982
- B. Maine Emergency Medical Services System Rules, Chapter 3, §7 (5A); 27 Jan 2021,
- C. "Basic Ambulance Operator Course Proposal," Proposal to the Maine EMS Board; Aiden Koplovsky Co-Chair Maine EMS Education Committee; 3 Mar 2021

## **APPENDIX A: Criteria for Course Equivalency with Maine Title 32 and Maine EMS Rules**

- I. For the purpose of satisfying applicable requirements contained in Maine Title 32 and Maine EMS Rules, an emergency vehicle driver/operator course, ambulance vehicle operator course or any course combining the two, must meet all of the following criteria:
  - A. Is a commercially available course
  - B. Has a process for training, qualifying, and maintaining instructors which is locally available and accessible to potential instructors in Maine, and includes the following elements:
    - i. Instructor eligibility requirements,
    - ii. An instructor training course,
    - iii. A process for maintaining and/or providing refresher training for instructors, and
    - iv. A mechanism for instructor reciprocity/equivalency certification
  - C. Has a published curriculum and includes the following materials, which are accessible to instructors:
    - i. Course objectives,
    - ii. Lesson plans,
    - iii. Syllabus,
    - iv. Course content and presentation materials, and
    - v. Mechanism for student evaluation of the course;
  - D. Meets or exceeds the most current version of the National Highway Traffic Safety Administration (NHTSA) Standards for Emergency Vehicle Operator Courses (EVOC);
  - E. Contains an ambulance module or covers the following didactic material with specific reference to ambulance vehicles:
    - i. Law/legal applications,
    - ii. Ambulance types,
    - iii. Ambulance operations,
    - iv. Vehicle maintenance and readiness,
    - v. Communications and responsibilities,
    - vi. Navigation and route planning,
    - vii. Basic driving maneuvers and normal operations,
    - viii. High risk driving situations,
    - ix. Operations in emergency modes,
    - x. Safety considerations for passengers and patients,
    - xi. Maine Title 29 Review,
      1. Chapter 1: General Provisions,
      2. Chapter 19, Subchapter 1: Rules of the Road, and
      3. Chapter 19, Subchapter 2: Violations
  - F. Includes a cognitive student evaluation

- G. Includes a student Practical skills course:
  - i. Must be performed using a Type I, II or III ambulance vehicle
  - ii. Serpentine
  - iii. Diminishing clearance
  - iv. Braking while turning
  - v. Straight line braking
  - vi. Three-point turn
  - vii. Right side road turn,
  - viii. Left side road turn, and
  - ix. Slow speed lane change
- H. Includes a student psychomotor driving skills performance evaluation; and
- I. Issues a course completion certificate with the following information:
  - i. Program Name,
  - ii. Sponsoring Agency
  - iii. Instructor Name
  - iv. Student name
  - v. Course hours
  - vi. Date of completion.

## **APPENDIX B: Currently approved AVOC/EVOC Courses**

- I. The following courses are currently approved by Maine EMS as satisfying ambulance vehicle requirements in accordance with Title 32 and Maine EMS Rules:
  - A. *Ambulance Services Insurance Program (ASIP), McNeil & Co*
  - B. *Coaching the Emergency Vehicle Operator 4 (CEVO 4), Coaching Systems LLC*
    - i. *(CEVO 3 acceptable)*
  - C. *EMS Vehicle Operator Safety (EVOS), National Association of Emergency Medical Technicians, (NAEMT)*
  - D. *Emergency Vehicle Driver Training/ EMS Vehicle Operation (EVDT/EMSVO), Volunteer Firemen's Insurance Services (VFIS)*
  - E. *Emergency Vehicle Operator Course (EVOC) 1995 Standards, DOT-NHTSA*



**APPENDIX C: Application for Approval of Ambulance Vehicle  
Operator Course Equivalency**



## APPLICATION

### Request for Program Review and Approval AVOC Equivalency

**Scope:** This application is used for EMS services, EMS Instructors, Training Centers, and other training entities to apply for approval of a commercially available EVDT/EVOC/AVOC program curriculum for equivalency in accordance with Maine Title 32 M.R.S. Chapter 2-B §85(6), Maine Emergency Medical Service Act of 1982.

- Directions:**
1. Fill out request form (3 pages)
  2. Email to Maine EMS, attention EMS Education Coordinator: [maine.ems@maine.gov](mailto:maine.ems@maine.gov)

Requesting Organization/Instructor Information	
Name: Service License #: Date of Request Submission:	Training Officer/Contact: Phone: Email:
Program Information	
Program Name: Program Sponsor/Developer: Current Edition:	Program Contact Name: Program Contact #: Program Email/URL:
Method of Didactic Content Delivery: <i>(Check one)</i>	
Live Classroom <input type="checkbox"/> Online <input type="checkbox"/> Hybrid <input type="checkbox"/>	
Program Equivalency	
1. Does the requested program satisfy the equivalency criteria in accordance with the Maine EMS AVOC policy? <i>(See equivalency checklist on next page)</i>	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. If the requested program does <b>NOT</b> meet listed equivalency criteria, OR if there are items about which you have questions, please list them below	
	i.
	ii.
	iii.
	iv.
	v.
	vi.
	vii.
	viii.

## AVOC Program Equivalency Checklist

### Directions:

1. Check all list items that apply to the program you are requesting for equivalency.
2. List all items that do not apply, or that you have questions about, under item #2, in the "Program Equivalency" section of this application

For the purpose of satisfying applicable requirements contained in Maine Title 32 and Maine EMS Rules, an emergency vehicle driver/operator course, ambulance vehicle operator course or any course combining the two, must meet all of the following criteria:

- A. Is a commercially available course**
- B. Has a process for training, qualifying, and maintaining instructors which is locally available and accessible to potential instructors in Maine, and includes all of the following elements:**
  - i. Instructor eligibility requirements,
  - ii. An instructor training course,
  - iii. A process for maintaining and/or providing refresher training for instructors, and
  - iv. A mechanism for instructor reciprocity/equivalency certification
- C. Has a published curriculum and includes all of the following materials, which are accessible to instructors:**
  - i. Course objectives,
  - ii. Lesson plans,
  - iii. Syllabus,
  - v. Mechanism for student evaluation of the course;
- D. Meets or exceeds the National Highway Traffic Safety Administration (NHTSA) 1995 Standards for Emergency Vehicle Operator Courses (EVOC);**
- E. Contains an ambulance module or covers all of the following didactic material with specific reference to ambulance vehicles:**
  - i. Law/legal applications,
  - ii. Ambulance types,
  - iii. Ambulance operations,
  - iv. Vehicle maintenance and readiness,
  - v. Communications and responsibilities,
  - vi. Navigation and route planning,
  - vii. Basic driving maneuvers and normal operations,
  - viii. High risk driving situations,
  - ix. Operations in emergency modes,
  - x. Safety considerations for passengers and patients,
  - xi. Maine Title 29 Review,
    - 1. Chapter 1: General Provisions,
    - 2. Chapter 19, Subchapter 1: Rules of the Road, and
    - 3. Chapter 19, Subchapter 2: Violations
- F. Includes a cognitive student evaluation**

- G. Includes a student Practical skills course, to include all of the following:**
  - i. Must be performed using a Type I, II or III ambulance vehicle
  - ii. Serpentine
  - iv. Braking while turning
  - v. Straight line braking
  - vi. Three-point turn
  - vii. Right side road turn,
  - viii. Left side road turn, and
  - ix. Slow speed lane change
- H. Includes a student psychomotor driving skills performance evaluation; and**
- I. Issues a course completion certificate which includes all of the following information:**
  - i. Program Name,
  - ii. Sponsoring Agency
  - iii. Instructor Name
  - iv. Student name
  - v. Course hours
  - vi. Date of completion.