

**Authority Having Jurisdiction requirements for Driver Operator, DOP & DOA Practical testing**

* Ensure a department liaison is in contact with a lead proctor
* Request the appropriate practical with the Division of Fire Safety at least 30 days prior to the proposed test date.
* Ensure all candidates have access to and time to practice the appropriate JPR’s at least 30 days prior to the test date.
* Prior to the test date ensure the candidates have completed JPR’s 1 thru 3 and ensure they have been signed by the training chief or his designee.
* Ensure the candidate has completed the appropriate scantron prior to the test date.
* Secure a large unobstructed area that will accommodate all four driving JPR’s.
* For safety reasons the driving track must be closed to all vehicle and pedestrian traffic while practice and testing sessions are taking place.
* Properly set-up the driving course for candidate practice and testing. Enlist the help of the proctor if needed.
* Assign spotters (that are not test candidates) to help the proctors with testing.
* Obtain approximately 100 traffic cones (12” minimum in height) for the drive course set-up. For track uniformity and consistency it is preferred that the cones to be used during the test be of the same style.
* Ensure that all apparatus used are in proper working order and available for candidate practice and testing.
* Secure an area suitable for performing the DOP and/or DOA JPR’s. A site with pressurized fire hydrants, room to draft, buildings or structures to ladder, and an area that will not be damaged from flowing water or water run-off must be obtained.
* Drafting is a required JPR regardless if your department drafts or not. Buy or borrow drafting equipment if need be.
* Have shelter from the elements for candidates to stage.
* Have candidate drinking water at the test site.