

San Juan River Fire Department

MEMORANDUM

DATE: March 6, 20XX
TO: Brad Simmons, Driver
Engine 3A
FROM: Mark Yang, Fire Officer
Engine 2A
SUBJECT: Backing Accident-Notice of Discussion

This memo serves as written documentation of our discussions regarding the vehicle accident in the parking lot of the Holiday Inn, located at 9780 Winter Street, San Juan on March 6, 20XX. This accident involved Engine 3 and a parked vehicle while Engine 3 was attempting to back out of a parking lot upon the completion of a medical aid emergency response.

I would like to remind you of the expectations of the department and myself as to the position, and the responsibilities, of a Fire Engine Driver when operating fire apparatus. A “Golden Circle” shall be completed to help identify any hazards that may be present prior to any attempt in moving SJRFD apparatus.

Per the **SJRFD Driver Handbook, Page 10**, *Back-up guides are to be utilized for all suppression apparatus while backing. Addition guides should be utilized when conditions warrant them.* This particular accident

MEMBERS RECEIVE FULL ACCESS TO ANSWER KEY CONTENT