OPERATING PROCEDURE NO. 12

SINGLE VEHICLE TRAINING

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Approved by:

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Training Director

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REVISION RECORD

Revision	Release Date	Description	Affected Sections
Original	2/17/2026	Initial release	All

FOREWORD

The purpose of this operating procedure is to outline the framework for single vehicle training that will be conducted independently of WASART's annual transport training. The goal of the framework is to ensure that single vehicle training is conducted to the same standards as the annual training.

Author's note: The focus of this initial draft is to lay out the procedures for driver training and qualification on W1 and W2. W3/T1, as the most complex of the three rigs, has additional requirements for trailering training and certification that will be addressed in a future revision to this document.

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1.0 GENERAL REQUIREMENTS

Individual components of this program shall be administered primarily by the hub managers for their respective vehicles, under the oversight of the Training Committee. Documents governing this program can be found on the Transport Training section of the web page and in the Single Vehicle Training folder within the Training Committee's section of Dropbox.

2.0 SCHEDULING

Students shall register for the training via the registration link on the WASART web page. They will then be referred to the appropriate vehicle hub manager for scheduling of a training session.

3.0 APPROVAL

Hub managers should coordinate with students on a proposed training date and submit it to the Training Director at least 3 weeks ahead of time, to allow for the required 2 weeks lead time required by King County's Office of Emergency Management (KCOEM).

If the planned training is proposed for a day and location already approved by KCOEM for another WASART training event, separate KCOEM approval is not required. However, care should be taken to ensure the training goals of both the vehicle training and the already scheduled WASART training can be fully met.

4.0 INSTRUCTORS

Individuals providing training on WASART vehicles under this program shall be approved by the Training Committee, who will maintain a list of approved instructors. This does not preclude "ridealongs" where a student accompanies a WASART Experienced Driver (WED) on a mission or to a WASART event for familiarization.

5.0 TRAINING MATERIALS

Only approved training materials on the WASART web page or appropriate Dropbox folder should be used. Please send recommendations for changes or updates to training materials to the Training Committee. Students should be provided digital read ahead copies of training materials ahead of time. Training materials shall include at a minimum:

- Transport slides and associated quiz
- Trailering slides and associated quiz (for W3/T1 training only)
- Vehicle familiarization video
- Vehicle operations guide

If additional training materials are used, hub managers should clearly identify to students which of the additional materials are mandatory and which are recommended. Hub managers should provide a copy of these materials to the Training Committee for reference.

Students should complete all online training, including the associated quiz(zes), before the in-person training date.

6.0 IN-PERSON TRAINING

In-person training shall follow the approved training plan for each vehicle, maintained on Dropbox. WASART's official pre and post drive checklists shall be used to conduct the training.

7.0 AFTER ACTION REPORTS (AARs)

AARs shall include a narrative summary of the training session, a sign in roster, and an evaluation sheet for each student. Hub managers should submit AARs to the Training Director, who will route them for final approval.