

A photograph of a snowmobile groomer in a snowy forest. The groomer is orange and black, with "BUCKER-TERRA" written on the side. An American flag is attached to the back. The sun is shining brightly from the left, creating a lens flare. The letters "SND" are overlaid in a large, black, serif font. The letters are contained within a blue outline that follows the shape of the state of North Dakota.

SND

Snowmobile North Dakota

**SNOWMOBILE NORTH DAKOTA
TRAIL PROGRAM'S 2015
GROOMER OPERATOR GUIDELINES**

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Snowmobile North Dakota Trail Guidelines Definitions

- **Trail Association:** A group of organized snowmobile enthusiasts that assist with trail development, maintenance and financial reporting of grooming expenditures.
- **Trail Coordinator:** The Trail Associations contact that works with SND on the local management of the trail systems. Tasks include but are not limited to groomer operator schedules, reporting of trail conditions, and ensuring equipment maintenance is completed.
- **Club Trail Coordinator:** The local contact the Trail Coordinator works with on trail maintenance, snow conditions, and signing.
- **Groomer Operator:** A person selected by the trail associations and trained by SND to operate the grooming equipment.
- **Maintenance Personnel:** A person (s) selected by the trail association and trained by SND to maintain the grooming equipment.

General Regulations for Groomer Operators

All operators of state grooming equipment must adhere to the following regulations:

- * Any violation of the following regulations will be investigated jointly by SNDTP and NDPRD and may result in probation or suspension. Any probations or suspensions initiated are effective immediately and may include loss of groomer operator certification, loss of payroll at the time the infraction incurred, and may forfeit any rights to equipment privileges.
1. **Accident Reporting:** Operators must immediately report all accidents and injury involving the grooming equipment to the trail associations Trail Coordinator. Report accidents to local authorities as well should the accident involve other parties or property damage. The trail association Trail Coordinator must notify SNDTP. The operator is required to complete an Incident Form and provide it to SNDTP's office within 24 hours.
 - a. **Operator Suspension:** Operators are placed on suspension immediately after SNDTP is informed of the incident.
 - b. **Accident Investigation:** NDPRD will conduct an accident investigation on all incidents and provide documentation to SNDTP within 7 days of the incident. SNDTP's Accident Safety Review Committee will review the information collected from the accident investigation and determine if penalties should be enforced with the trail association and groomer operator within 7 days of receiving NDPRD's documentation. If the incident is classified as a Motor Vehicle Accident involving local enforcement, NDPRD will provide the state accident report to SNDTP. Please allow additional time as the North Dakota Motor Vehicle Department requires reports to be completed within 10 days.
 2. **Certification to Operate State Equipment:** Only certified groomer operators can operate the state grooming equipment. Certification is acquired by attending the SNDTP Groomer Operator & Maintenance class held at the annual convention or through a remote groomer class. For a list of class dates or to request a remote groomer class, please contact the SNDTP office. The certification is valid for three years. All expenses associated with the Remote Groomer Class are funded by the trail association's annual trail operations budget. The fees include mileage reimbursement and a \$50 instructor fee.
 - a. **Personal Use:** Operators can only use the state grooming equipment for conducting state business and not for personal use.
 - b. **Certification after Probation:** Operators with a suspended grooming certification are required to complete the Beginner Groomer Operator & Maintenance class after

- probation is complete. If the suspension removal date is during the middle of a grooming season (December 1st to April 1st), the operator can recertify within six months prior the removal date at a scheduled class. Example: If the suspension removal date is February 1st, the operator can recertify starting in September of the previous year.
3. **Complaints:** All complaints received from the public for mis-utilization or driver behavior will be documented. They will then be forwarded to the trail association that was in possession of the grooming equipment at the time of the complaint for awareness, and if necessary discipline.
 4. **Firearms:** No firearms are to be carried on the grooming equipment.
 5. **No Alcohol or Drugs:** Operators under the influence of alcohol or drugs are prohibited from operating the grooming equipment. No alcohol or drugs are allowed in the grooming equipment at all.
 6. **Obey Traffic Laws:** Operators must obey and comply with all traffic laws and regulations.
 7. **Seat Belt Requirement:** All occupants must wear properly fastened safety belts whenever they travel in the state grooming equipment. The operator must verify compliance and remind passengers of the required seat belt policy.
 8. **Smoking Prohibited:** Smoking is prohibited in all state grooming equipment.
 9. **Valid Drivers License:** Operators must possess a valid driver's license to operate state grooming equipment. The license must be in the possession of the driver at all times when operating the equipment.
 - a. As of August 1, 2009, all new certified groomer operators must submit a copy of their driver's license to SNDTP. New certified groomer operators may not operate state equipment until the copy has been provided to SNDTP. NDPRD shall conduct a background check on all new groomer operators and reserves the right to do background checks on every renewal cycle. SNDTP and NDPRD reserve the right to deny certification upon findings of backgrounds check.
 - b. Groomer operators certified previous to this date will be grand fathered into this requirement.
 10. **Winter Survival Kits:** SNDTP will furnish a winter survival kit for each state grooming unit. These kits are required to be with the machine at all times. If the kit is utilized during operation of the equipment, an incident report must be completed and provided to SNDTP within two weeks. This will assure proper replacement of the items utilized in the kit.

Groomer Operators Job Description

1. **Complete Required Forms:** Complete the Groomer Operator Timecard for each grooming. The groomer operation wage is \$10.00 per hour.
2. **Donating Groomer Operator Payroll:** Groomer Operators wanting to donate their payroll to the Trail Association are still required to complete the State Owned Groomer Timecard.
3. **Drivers License:** Carry in your possession a valid driver's license when transporting the grooming equipment.
4. **Groomer Passenger:** First time groomer operators that have obtained the Groomer Operator and Maintenance class certification are required to complete four hours of training before operating the equipment alone. The four hours of training includes:
 - a. Two hours as a passenger in the groomer observing an experienced certified operator operate the equipment.
 - b. Two hours of operation with an experienced operator as a passenger observing operations.

This experience provides hand on knowledge of how to operate the equipment. SNDTP will reimburse the groomer passenger \$20 to ride along with an experienced operator in state grooming equipment. This fee can be acquired twice, for a maximum of \$40.00.

5. **Horseplay:** Horseplay is not tolerated.
6. **Positive Image:** Project a positive, helpful, and courteous image when representing the snowmobile trail program.
7. **Pre & Post Shift Check List:** At the beginning and ending of each grooming, complete the checklist on the State Owned Groomer Timecard. Please make sure to note any problems or malfunctions with the equipment on the report. SNDTP must be contacted immediately if the machine must be repaired to avoid further damages or if the repair is estimated more than \$250.
8. **Report to Trail Association's Trail Coordinator:**
 - a. Conflicts with landowners, public, etc.
 - b. Defective Equipment
 - c. Unable to Work
 - d. Theft/Vandalism of state snowmobile trail program equipment
 - e. Work related injuries (Report within 24 hours of the accident)
9. **Safety Equipment:**
 - a. Each employee must know the location of the first aid/survival kit, fire extinguisher, and other safety equipment.
 - b. All equipment and tool guards must be in place prior to operation. Safety switches shall never be by-passed.
10. **Tools:** Tools must be returned to the proper storage or to the person whom the equipment was borrowed from.
11. **Training Fee:** Certified Groomer Operators may request a training fee. The training fee reimburses the Certified Groomer Operator \$10.00/hour to train the new operator. The new operator must hold a valid Groomer Operator Certification with SNDTP. The fee is reimbursed out of the trail association's second benchmark.

Maintenance Personnel Job Description

- A. **Complete Required Forms:** Complete the maintenance forms which are required by SNDTP. Please refer to Chapter 4 of this handbook for the wages for maintenance and repair.
- B. **Eye Protection:** When using power tools, always use eye protection.
- C. **Maintenance Safety:** Be aware of and use safe maintenance procedures at all times. Groomer maintenance personnel are covered by Workers Compensation.
- D. **Maintenance Schedule:** Provide regularly scheduled maintenance of the groomer and related equipment. When maintenance involves work other than general maintenance, SNDTP must be consulted. For further information please review the maintenance & repair schedule in Chapter 4.
- E. **Report to Trail Association's Trail Coordinator:**
 - a. Conflicts with equipment.
 - b. Work related injuries (Report within 24 hours of the accident)