

# Snowmobile North Dakota Trail Program State Owned Groomer Operator Timecard



<u>Trail Association</u>	<u>ICN#</u> (refer to equipment list)	<u>Date</u>
<u>Groomer Operator</u>	<u>Beginning Time</u>	<u>Ending Time</u>
		<u>Total Operator Hours</u>

Groomer Odometer Information				
Beginning		Ending		Total
Miles		Miles		
Hours		Hours		

PLEASE USE SEPARATE TIME CARDS FOR EACH GROOMER OPERATOR!

Pre & Post-Shift Check List									
Warm Machine Up for 30 Minutes - Complete section during Post Inspection									
E=Excellent			G=Good			F=Fair		P=Poor	
<b>Checked By</b> (Print Name):									
Engine Oil		Radiator		Wipers		Brakes		Flashlight	
Amt. Added		Belts		Idler Wheels		Radio		Shovel	
Main Hyd. Oil		Lights		Track Condition		Fire Extinguisher		Horn	
Amt. Added		Track Tension		Fuel		Idler Wheels/Bearings		Battery/Cables	
Aux. Hyd. Oil		Gauges		Back Up Alarm		Drive Line		Sprockets	
Amt. Added		Suspension		Transmission/Leaks		Starters/Engine Idle		Grease Zerks	
Transfer Case		Cooling System		Steering System		Rear End/Leaks		Drag	
Tool Kit									

Snow Conditions	
<u>Trail Conditions</u>	
<u>Weather Conditions</u>	

Reimbursement Requested			
<b>Total Operator Hours:</b>		@ \$13.00/hr	<b>Donating Time</b> <input type="checkbox"/>
*Please check if you are donating your time and requesting no reimbursement for operation			
*Make sure to reflect your total operator hours			

Groomer Operator Training			
Please check if you were training a new Certified Groomer Operator			<input type="checkbox"/>
<b>Certified Trainee (Name of Trainee)</b>			
<b>Total Passenger (Ride Along) Hours</b>		<b>Total Operation Hours</b>	
Groomer Passenger		@ \$20.00/time	
<b>Certified Experienced Groomer Operator Name</b>			
*(Passenger must complete separate timecard from Groomer Operator and can only request reimbursement twice)*			

<u>Groomer Operator Signature</u>	<u>Print Name</u>	<u>Phone#</u>	<u>Date</u>
<u>Trail Coordinator Signature</u>	<u>Print Name</u>	<u>Phone#</u>	<u>Date</u>

**THIS INVOICE APPROVED FOR PAYMENT BY (Office Use Only):**

Date Received:	Date Processed:	Initials: