

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			
Checked By (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			
Total Operator Hours:		@ \$14.00/hr	Donating Time <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"/>
Certified Trainee (Name of Trainee)			
Total Passenger (Ride Along) Hours		Total Operation Hours	
Groomer Passenger		@ \$20.00/time	
Certified Experienced Groomer Operator Name			
(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: