




# Guide-In-Training Driving Checklist

Guide-in-Training Name: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer Name: \_\_\_\_\_

For each of the training topics, the trainer provides a demonstration and/or explanation, answers any questions, and then observes the guide-in-training performing the necessary skill or demonstrating their understanding of the topic.

Trainer initials	Training Topics	Trainer Notes
	<b>Observe guide-in-training driving to/from the trail and on the trail:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Technique</li> <li><input type="checkbox"/> Attention to safety</li> <li><input type="checkbox"/> Comfort in driving</li> </ul>	
	<b>Proper use of 4WD</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Putting transfer case into 4WD</li> <li><input type="checkbox"/> Taking transfer case out of 4WD</li> <li><input type="checkbox"/> Portions of the trail requiring 4WD</li> </ul>	
	<b>Safety and Hazards</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and use of fire extinguisher</li> <li><input type="checkbox"/> Location and use of jack and tire iron</li> <li><input type="checkbox"/> Procedures for broken clutch</li> <li><input type="checkbox"/> Procedures for flat tire</li> <li><input type="checkbox"/> Procedures for fires</li> <li><input type="checkbox"/> Procedures if Jeep gets stuck</li> <li><input type="checkbox"/> Safe driving techniques during storms</li> </ul>  <p>Immediately call the office to report any guest incidents or mechanical concerns.</p>	
	<b>General Maintenance</b> (Guides typically will not perform these checks) <ul style="list-style-type: none"> <li><input type="checkbox"/> Check all fluids (brake, radiator, oil, power steering)</li> <li><input type="checkbox"/> Check for leaks</li> <li><input type="checkbox"/> Check tire pressure</li> <li><input type="checkbox"/> Check tightness of motor belts</li> </ul>	
	<b>General Procedures</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Using the PA</li> <li><input type="checkbox"/> Location of extra key</li> <li><input type="checkbox"/> Office neighborhood driving etiquette</li> <li><input type="checkbox"/> Office parking procedures</li> <li><input type="checkbox"/> Top rollup techniques and care</li> <li><input type="checkbox"/> Tour checklists (before, during, after tour)</li> </ul>	



Immediately report anything that looks or sounds abnormal as soon as it is noticed. Immediately call the office to report any guest incidents or mechanical concerns if they occur during the tour.