



Tour Checklist

Jeep #: ____ Date: ____

Before the tour

Exterior check

- Use mechanic's report or self-check:
 - Fuel level
 - Belts and hoses
 - Oil level
 - Power steering fluid
 - Brake fluid
 - Radiator fluid



Warning, do not check if Jeep has been started; report any fluid leaks

- Leaf springs
- Air pressure in tires
- Frame
- Jack and tire iron are secure
- Fuel cap
- Window curtains and top

Interior check

Turn Jeep on and check:

- All gauges
- Lights and blinkers
- PA

Transfer case in 2WD

Fire extinguisher charged and secure

Seat belts

Seat covers

Cleanliness

Trashcan

Cooler filled and secured

Blankets (as needed)

Wash windows (as needed)

During the tour

- Follow all road and trail safety requirements
 - Set 4WD on entering the trail
 - Release 4WD on exit of trail (shifter position and dash indicator light)
 - Use parking brake at each stop
 - Stay on marked trails at all times, even parking
- Deliver safety talk before guest nature walk
- Attend to guest safety and health concerns
 - Ensure seat belts are worn
 - Monitor hydration needs, especially in summer
 - Provide assistance entering or exiting Jeep
 - Ensure safe speed and limit bumps
- Note any changes to trail conditions

After the tour

- Refill gas tank and turn in the receipt
- Clean floors, seats, and under seats
 - Look for any guest property
 - Remove trash
 - Clean spilled food or beverages
- Empty all trash bags or cans
 - Recycle aluminum cans and bottles
- Wash exterior, including tires and rims
- Wash windows
- Straighten seat belts
- Empty cooler and return unused items
- Fold and straighten blankets (if used)
- Snap down sides on top (as appropriate for weather)

Routine Maintenance (daily or weekly)

- Vacuum interior
- Treat vinyl on dash and door with approved product
- Replenish brochures, blank receipts, and credit card authorizations

Driver's notes:



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