

**PRINCE EDWARD ISLAND SNOWMOBILE ASSOCIATION**  
**Trail Groomer Hiring Policy**  
**(Operators and Mechanics)**

## **1.0 Introduction**

- 1.1 This policy describes the requirements for the hiring and the release of trail groomer operators and mechanics.

## **2.0 Authority**

- 2.1 This policy is authorized by Board of Directors, Prince Edward Island Snowmobile Association, hereafter referred to as the Association.

## **3.0 Policy**

### **3.1 Responsibilities**

- 3.1.1 The Association delegates to the District Grooming Director the authority to manage the hiring, assignment of work, and termination of volunteers and/or employees who perform any function related to the operation and maintenance of the trail groomer located within their trail grooming district.
- 3.1.2 When a trail groomer is transported to another trail grooming district, for whatever reason, the management responsibility for that trail groomer remains with the lending District Grooming Director.
- 3.1.3 Subsequent to 3.1.2 when a trail groomer is transported to another trail grooming district, the borrowing District Groomer Director is responsible for the proper operation and maintenance of the received trail groomer, and is required to complete any repairs necessary to the borrowed trail groomer to ensure it is returned in the condition from which it was borrowed.
- 3.1.4 The Association reserves the right to change or cancel any decision by any District Grooming Directors, at any time and for any reason.

### **3.2 Engagement Criteria**

These criteria apply to any person, volunteer or paid, who operates or repairs a PEISA trail groomer.

Persons engaged to performs such work:

- a. Must have experience in the maintenance and operation of heavy equipment. This includes farm equipment, construction equipment and any other similar equipment.
- b. Must be bondable;
- c. Must possess a valid drivers license related to the category of equipment they are driving.
- d. Must be in good health.
- e. Should reside in the trail grooming district where the trail groomer is located.

The operators, in particular must be in good health, given the work may be performed: in conditions of extreme cold, on isolated snowmobile trails, at night, during extreme weather conditions. In addition they may be required to work alone underneath heavy equipment, and may be subject to working with hazardous fluids and oils in close quarters.

### **3.2 Engagement Process**

The Association encourages any persons who may have an interest in the operator and or repair positions to contact the responsible District Grooming Director for a position interview.

The responsible District Grooming Director will select an applicant from among those interviewed and will recommend that person to the Association.

The Association will approve a motion to engage the recommended person, and the Association will send a written letter to that person outlining their conditions of engagement.

### **3.3 Termination Process**

When a person engaged by the Association is terminated, the Association will send the person a written letter outlining the reasons for the termination. The letter will include a cheque for the amount which is owed or due the person.

## **Trail Groomer Driver / Mechanic Application**

<b>PEISA Trail Gromer Driver / Mechanic Application</b>	
Date:	
Name:	
Mailing address:	
Telephone number:	
<b>Grooming District:</b>	Western [ ] Central [ ] Eastern [ ]
<b>Position Applied For:</b>	Driver / Mechanic [ ] Driver only [ ] Mechanic only [ ]
Please outline your heavy equipment and/or related work experience to the position you are applying for.	
Signature: _____	
Copies - 1. Grooming District Director      2. PEISA Board/Administrator	