

## Employee Training Checklist

Designated trainer will instruct employee  
on each item before initial use

# John Deere Utility Gator

### Gator Use Guidelines

- Must be listed on current WWU Approved Drivers List to drive Gator.
- Must operate the gator within all Walla Walla University and City of College Place regulations, which include driving only on sidewalks, designated crosswalks (pedestrians of right-of-way), and not on city roads (see map).
- Provide for the safety of pedestrians at all times while driving the gator, make way for pedestrians and go around on the grass or stop and wait at intersecting sidewalks.
- Use the gator strictly for business purposes only.
- Do not loan the gator to another person.
- Carry only one passenger at a time, who will ride in the passenger seat. No one shall be allowed to ride in the back of the gator.
- Use a licensed vehicle to get to off campus properties.
- Utility Gator is not a go-cart – reckless driving and behavior will not be tolerated; disciplinary actions will be taken.
- Disregard of policy will be reported to the department head, other staff around campus tend to notice reckless behavior and report it.

### Additional Safety Information

- Do not carry oversized items in the back of the Gator, use one of the available trucks instead.
- Seat belts to be worn if Gator has a cab, otherwise it is safer without a seat belt.
- Spread heavy loads evenly across the back to improve stability.
- Avoid driving on hills as much as possible, when you do, approach head on and not sideways.
- When using the traction assist – must be moving very slowly in a straight line or stopped. This feature is very seldom needed and should be left in the unlocked position.

### Operating Instructions

- Overview of operating controls
- Daily check items (tire pressure, fuel level, check for leaks)
- Safe fueling process and fuel type (regular gasoline)
- Use the choke when starting cold engine
- Selecting gears – to reduce gear grinding only shift into gear when completely stopped and with engine at idle.
- Raising and lowering cargo box
- Tailgate operation
- Parking Procedure
  - Put into neutral
  - Engage parking brake
  - Remove key from ignition

### Signatures

The Initials and date recorded on the Employee's Record of Completed Training is documentation that the above training was completed. Trainee has been given the opportunity to ask questions and to practice using the Gator. Trainee is aware that additional operation and safety information is available in the Campus Grounds office. Both parties accept responsibility for keeping our workplace safe and healthful.

Trainer and Trainee will initial and date the Employee's Record of Completed Training.

