

# P O L I C Y



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Policy Title <b>Contract Trucking Policy</b>	Date: <b>Nov. 10, 2016</b>	Resolution No. <b>RC16-443</b>

## POLICY STATEMENT

Birch Hills County recognises the need for a safe environment for the Motoring Public, during graveling projects within Birch Hills County. The County also believes in the use of private trucks and equipment located within the boundaries of the county and distribution of this work amongst operators as fairly as possible. This policy is to outline the requirements for the hiring of trucks for the Gravel Haul program.

### 1. GENERAL

- A. There shall be one list of gravel trucks registered for work with Birch Hills County. This list consists of eligible tandem/tridem axle truck and pup/wagon owners and tandem/tridem axle dump truck owners.
- B. The operating year shall be from January 01 to December 31.
- C. All Trucking Companies assigned to the Contract List must provide a licensed, competent driver, while fulfilling work needs for the County.

### 2. SELECTION PROCEDURE

Eligibility may be limited to one (1) truck unit only per principal (permanent) residence or permanent company operation within the boundaries of Birch Hills County, depending on haul requirements and registrant response. If the registrant is a renter, a signed affidavit from the principal landowner stating the legal land description, confirming that the renter does reside at the land location and stating whether the renter has had this location as his permanent residence for at least the last six (6) consecutive months.

The selection of trucks for the gravel haul is to be made based on the following allocation priorities:

- A. County resident owned trucks in order of total years hauling in the last 10 years with the County historically, with a limit of one truck per owner/renter. In the event of a tie, numbers will be determined randomly.
- B. Additional County resident owned trucks, in order of total number of years hauling in the last 10 years with the County historically, one additional truck per owner to a maximum of 2 trucks, until all County resident owned trucks are selected or the optimum number of trucks is selected.
- C. County trucks owned by individuals that have land in the County but are not a resident.

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D. Trucks where owners have missed the equipment registration cut off or non-resident trucks will only be used if County trucks are unavailable.

Trucks that belong to an incorporated company whose owner(s) reside in the County shall be deemed to be County resident owned trucks, regardless of the operator's municipality/County of residence.

### 3. CONTRACT REQUIREMENTS

- A. All Contractors must provide and maintain documentary proof of the following:
- i. Alberta Government Registration proving ownership.
  - ii. Valid insurance policy showing minimum requirement of two million dollars (\$2,000,000.00) coverage for Public Liability and Property Damage. A copy of the policy is to be provided to Birch Hills County prior to commencement of work.
  - iii. Current Vehicle Safety Inspection Certificates
  - iv. Active account in good standing with the Worker's Compensation Board.
  - v. All drivers must have a valid Alberta Drivers License with the correct classification and endorsements. A driver's abstract must be supplied upon request.
  - vi. Falsification of any records will result in immediate permanent suspension from the Trucking Program.
  - vii. Registered truck owners shall keep Birch Hills County informed of any and all changes in registration documentation. Failure to provide updated documents could result in permanent suspension from the Trucking Program.
  - viii. A registration update will be completed in December of each year.

### 4. RATES

- A. Rates will be based on the Birch Hills County bid outline.
- B. In the event of an emergency call out, payments will be based on the hourly government rate.
- C. All trucks contracted out on an hourly basis will be paid from the time they report to the job site, not from the time they leave their yard. The hours of work to be paid will be those during which the contractor's equipment is actually in use. Breaks, refueling, and other such activities will not be reimbursed by the County.

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## 5. CALL OUT PROCEDURES

- A. The County will call the Trucking Company by telephone at the numbers listed on the owner's registration form, between the hours of 7:30 a.m. and 10:00 p.m. Monday through Sunday. The contractor will be called only once unless the phone is busy. If this is the case, we will try for one hour. Contractors shall ensure they have an answering machine that works and have advised the Public Works Department if their phone number has changed. Should the contractor receive a message, they must call back to confirm availability by the time specified in the message.
- B. The Trucking Company must have a person at the contact number with the authority to act on behalf of the Company to accept or reject an offer by the Public Works representative for a turn of work. Failure to do so may result in loss of position in the Trucking Program.
- C. Any Trucking Company occupying a position on the list who does not report for work when called or instructed to do so, will be given one written warning. If there is a subsequent infraction, the Trucking Company shall be removed from the gravel haul.
- D. Under no circumstances shall the Trucking Company quit his turn of work without giving twenty-four (24) hours notice. Failure to give notice will result in one written warning. Subsequent infractions will result in removal from the program.
- E. During a County haul program the first truck to be cut off from loading at the end of the day will be the first truck loaded to start the next day. The second cutoff will be the second loaded the next day and so on and so forth. Loading order will be maintained throughout the haul and any trucks arriving early will have to wait their turn to be loaded.

## 6. JOB CONDUCT

- F. The Public Works representative, upon written notification of policy infractions, may suspend any driver from the Contract Trucking Program. A copy of the infraction report will be sent to the Trucking Company. Two such warnings during one operational year will result in removal of the driver from the Trucking Program.

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- G. The Public Works representative will use his discretion to determine the need for a written infraction report. A driver may receive a written warning for any of the following reasons:
- i. Failure to follow instructions
  - ii. Being careless
  - iii. Exceeding the posted speed limits
  - iv. Failure to remain in numbered order to and from the pit on the designated haul routes
  - v. Poor job performance
- H. All trucks and equipment will be operated in a safe and professional manner. The County Gravel Haul Rules and Safety Requirements is to be followed, signed and acknowledged by all contractors and employees. The Occupational Health and Safety Act, Regulation and Code along with the County Health and Safety Policy and any other relevant legislation are to be followed at all times.
- I. As a requirement of the contract, all Contractors (drivers) and equipment operators must wear a reflective safety vest, and CSA approved steel toed footwear at all times and a hard hat when outside of the vehicle.
- J. Infractions on the job of a serious nature will result in the immediate and permanent removal of the driver from the program. The Transportation Supervisor will use his discretion in determining the severity of the infraction. An example of such infractions includes but is not limited to the following:
- i. Alcohol abuse
  - ii. Drug abuse
  - iii. Insubordination
  - iv. Abusive or obscene language directed at a County Employee, another driver, or member of the Public
  - v. Harassment
  - vi. Threat of physical abuse
- K. Booking on and off must be done in person, or by written notification from the registered owner or his representative.
- L. If a truck leaves the gravel haul prior to completion, to undertake other work, they will not be accepted back onto the current gravel haul and will move to the bottom of the list for next year. Trucks leaving due to mechanical breakdown or operator illness may be allowed back on the current gravel haul when providing proof of repair (copy of repair invoices/work orders) or proof of illness (letter from physician) to the Birch Hills County representative in charge. In this case, when a truck returns back to the gravel haul already in progress, a spot will be created

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in the loading order based on when the truck arrives at the pit. It will line up behind any other trucks being loaded at that time.

- M. Trucks are expected to remain on the entire gravel haul program, regardless of the area being hauled in, length of haul, or other geographical factors. Trucks who sign up and leave the haul early or not show up at all, will go to the bottom of the list for next year. Unless trucks are removed from the haul due to short hauls, then they will get called back when the gravel haul would require them again.

This Policy supersedes any other material in any policies that contain the same topics as this Contract Trucking Policy.

This Policy will be effective immediately on the date that it is signed.

Original Signed  
**REEVE**

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**C.A.O**

Original Date Adopted by Council / Motion Number: Nov. 10, 2016 / RC16-443

Amended: