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| <b>POLICY NAME:</b>          | <b>ANNUAL EQUIPMENT AND TRUCK REGISTRATION</b> |
| <b>Effective Date:</b>       | May 7, 2025                                    |
| <b>Policies Rescinded:</b>   | 3207                                           |
| <b>Document Owner:</b>       | Infrastructure Services                        |
| <b>Required Review Date:</b> | April 30, 2029                                 |
| <b>References:</b>           |                                                |

## **PURPOSE**

The annual equipment and trucks registration process is used to obtain an annual working list of available local equipment and trucks.

## **POLICY STATEMENT**

The intent of the annual equipment and trucks registration process, as laid out in this Policy and its Procedure, is to obtain an annual working list of available local equipment and trucks which the County may have use for opportunities for performing work on short-term projects on a rotation basis.

## **DEFINITIONS**

**County** is Woodlands County.

## **ADMINISTRATIVE RESPONSIBILITY**

Director of Infrastructure Services will oversee the delivery of this policy.

## **GUIDELINES**

### Annual Equipment and Truck Registry

The County will hire equipment based on the “Alberta Roadbuilders & Heavy Construction Association” rate book in accordance of the Procedure.

The County will advertise for prospective registrants with equipment and trucks to submit information required to compile annual equipment and truck registry. Prospective registrants may register different pieces of equipment or trucks on the annual equipment and truck registry.

Prospective registrants will need to complete a registration form, understand this Policy and its associated Procedure and supply the required documentation.



The County will maintain and update the annual equipment and truck registry.

The County will allow registration of equipment and trucks at any time during the year if a prospective registrant wishes to register; however, registrant registered later or added additional equipment and trucks may only be added towards the end of rotation.

The County will hire equipment based on rotation for a given piece of equipment or truck with considerations given including but not limited to, project requirements, scheduling of personnel, past workmanship and safety performance, experience and competency of the operator, condition and year of the equipment, capacity of the equipment and the proximity of the equipment to the worksite.

If a registrant registers more than one item of the same, i.e. trucks, only one at a time will be hired with the next one only being hired once the rotation has returned to that registrant.

The County shall have the right to terminate employment of any equipment and trucks at any time, without penalty, due to poor workmanship or poor safety performance or non-compliance of this policy at the discretion of the County.

Registrants on the annual equipment and truck registry are required to provide equipment in good working conditions, as well as skilled, competent operators.

The County, in the absence of its negligence, is not responsible for any loss or damage to the registrant's properties.

The registrant agrees to indemnify and hold harmless Woodlands County, its employees and agents from any and all claims and demands arising out of registrant's performance.

#### Requirement for Registration

All equipment and trucks will be operated in a safe and professional manner. The Occupational Health and Safety Act, Traffic Safety Act, National Safety Codes and internal County Safety Policies will be used as minimum expectations.

Adequate insurance coverage must be provided to County staff responsible for this program prior to the commencement of work.

Workers' Compensation Board Clearance Letter in good standings must be provided to County staff responsible for this program prior to the commencement of work.

Registrants are required to provide other documents at the time of registration as laid out in the Procedure.

The operators of the registrants will be required to attend an Orientation session.



It is the responsibility of the registrant to provide any information that is missing at the time of registration or has since changed.

**Payment**

All equipment and trucks, including County requested attachments, hired through this policy will be paid based upon the hourly rate in the previous year “Alberta Roadbuilders & Heavy Construction Association” rate book less 15%.

All gravel trucks, if hired on an hourly basis, will be paid from the time they are requested to report to the jobsite, not from the time they leave their yard.

Mobilization/demobilization of equipment and trucks, other than gravel trucks, within the County is eligible for reimbursement, for equipment hired on an hourly basis.

All equipment and trucks, if hired on an hourly basis, shall receive one (1) fifteen-minute paid break in each work period in excess of two (2) hours but less than six (6) hours and two (2) fifteen-minute paid breaks in each work period in excess of six (6) hours. Any meal breaks are at the registrant’s expense and shall not be considered as time worked.

All costs related to the transportation of the registrant’s employees, refueling and maintenance of the equipment is the sole responsibility of the registrant alone. The registrant shall not receive, nor be eligible for, any additional compensation related to travel to and from the job site.

Equipment and trucks will generally be hired for no more than a 7-day period. If equipment/trucks are required for more than 7 days, the next equipment/ trucks on the list will be called out for the next week and so on.

The County will produce payment for all work based on gravel ticket information / timecards for trucks, and for equipment, time sheets acceptable to the County.

**ORIGINAL SIGNED**

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CAO Signature

**END OF DOCUMENT**