

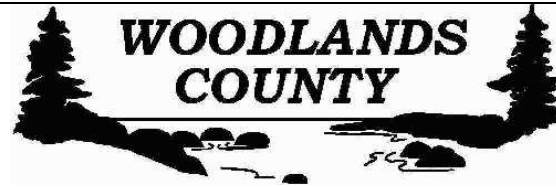
**Title: Hiring of Equipment/Trucks**

**Policy No: 3207**

**Approval: County Council**

**Effective Date: January 1, 2004**

**Revised Date: July 19, 2005**



**Supersedes Policy No: NIL**

**Policy Statement:** Woodlands County is committed to the use of private equipment, trucks and personnel of residents/landowners located within the boundaries of the County in the delivery of construction and maintenance services.

The Director of Infrastructure Services may authorize the hiring of equipment from outside the County.

All equipment and trucks hired will be paid based upon the submission of competitive quotations and/or requests for service proposals based upon hourly rates, unit rates or lump sum amounts.

#### Registered Equipment List

1. The County will maintain and annually update the Registered Equipment List.
2. The County will allow registration of equipment at any time during the year if a contractor wishes to register his/her equipment.
3. The Infrastructure Services Department will usually hire equipment based upon the lowest competitive quotation for a given piece of equipment. Other considerations include scheduling of infrastructure personnel, competency of the operator, condition and year of the equipment and the proximity of the equipment to the worksite.
4. Contractors on the Registered Equipment List are required to provide equipment in good working condition, as well as, skilled, competent operators.
5. Contractors may be dismissed due to poor performance at the discretion of the Infrastructure Services Department.

Registered Truck List

1. The County will maintain and annually review a Registered Truck List.
2. The Infrastructure Services Department will hire trucks off of the Registered Truck List by truck specific. If trucks are not available from the Registered Truck List, staff will hire trucks from other sources or areas.
3. For the annual re-gravel program, the County will prepare a Request For Proposals and will determine the most cost effective means to complete the required work. Terms of hire pertaining to the annual re-gravel program are as outlined on the attached Schedule "A".
4. Contractors on the Registered Truck List are required to provide trucks in good working condition, as well as, skilled, competent operators.
5. Contractors may be dismissed due to poor performance at the discretion of the Infrastructure Services Department.

Registration Procedure

1. Annually, the County will request contractors register their equipment with the Infrastructure Services. At the beginning of the year the County will advertise in the local papers requesting that local contractors register their equipment and/or trucks. Registrations for the current calendar year must be submitted to the County no later than April 30th, unless conditions as listed under Section titled "Registered Equipment List", Clause No. 2 exist.

Equipment General

1. Operators may have different pieces of equipment on the Registered Truck and Equipment lists.

Insurance

1. All equipment will be operated in a safe and professional manner. The Occupational Health and Safety Act and the County's Safety Policy will be used as guidelines.
2. Adequate liability insurance (\$1.0 million) and Workers' Compensation Board Coverage must be provided to Infrastructure Services personnel prior to the commencement of work.

Implementation

1. All 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.
2. All equipment/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 contractors' expense and shall not be considered as time worked.
3. All costs related to the transportation of contractor employees and maintenance of the equipment is the sole responsibility of the contractor alone. The contractor shall not receive, nor be eligible for, any additional compensation related to travel to and from the jobsite.
4. Mobilization/demobilization of equipment is eligible for reimbursement, for equipment hired on an hourly basis. Equipment hired on a unit rate or lump sum amounts shall include all costs related to the mobilization/demobilization in the quoted prices and shall not be eligible for any additional compensation.

SCHEDULE "A"

Re-gravel Program - Information Sheet

- Trucks employed for the re-gravel program will be paid by the tonne/kilometer at a basic loading factor of \$0.73 per tonne plus haul at \$0.123 per tonne kilometer.
- The County will produce payment for all work based on gravel ticket information, or the terms and conditions outlined in the Request for Proposals.
- Prior to the release of payments the County will require a clearance letter from W.C.B. Receipt of such letter is necessary before payment can be made. Clearance letters may be faxed to either of the County offices at 778-8402 or 584-3988.
- It is the truck owner's responsibility to establish an active W.C.B. Account.
- The County will be responsible for assignment of trucks to the work.
- It is the responsibility of the truck owner to provide any information that is missing at the time of registration.
- Truckers must comply with all speed limit restrictions posted on the local roadway, as well as, those posted within construction zones. Any violation will result in termination of their employment with the County.
- All trucks shall follow the designated haul routes as laid out by the County.
- Gravel trucks that leave the jobsite to work elsewhere without prior consent of the County, shall be considered to have terminated their employment with the County. Trucks may be called back to work at the discretion of the Infrastructure Services Department.
- Trucks will not be allowed to turn on the roadway surface except where approaches and intersections exist.
- Back-up alarms must be in place and may not be on a toggle switch.
- Woodlands County, in the absence of its negligence, is not responsible for any loss or damage to the owner's truck.
- Gravel trucks shall meet all safety regulations as stipulated under the Occupational Health and Safety Act.
- The owner must carry comprehensive general liability insurance against bodily injury and property damage claims. Coverage must include liabilities assumed under written contract.
- The Owner agrees to indemnify and hold harmless Woodlands County, it's employees and agents from any and all claims and demands arising out of owners performance.
- Woodlands County shall have the right to terminate employment of the owner's truck at any time, without penalty, if any of the above conditions are not adhered to.