LAC LA BICHE COUNTY POLICY

TITLE: TRUCKS AND EQUIPMENT	POLICY NO: PI-30-012
RESOLUTION: 12.381	EFFECTIVE DATE: MAY 8, 2012
LEAD ROLE: MANAGER, TRANSPORTATION SERVICES	NEXT REVIEW DATE: MARCH 5, 2015
SPECIAL NOTES/CROSS REFERENCE: IS-30-012	AMENDMENT DATE: MARCH 5, 2012
SCHEDULE OF FEES AND CHARGES POLICY & CS-10-004 – PROCUREMENT	

POLICY STATEMENT:

Lac La Biche County desires to provide guidelines for hiring trucks and equipment including operation of and inspection of the same for day labour and hourly rate up to $5000.00 and projects up to, and not exceeding $50,000.00.

PROCEDURE:

1. Hiring:

i. Transportation Services department will adhere to Lac La Biche County Policy No-CS-10-004-Procurement. The Transportation Services Department will maintain and update the Registered Equipment and Truck List (the Registered List).

ii. The Transportation Services Department will on December of each year request via a newspaper advertisement in the Lac La Biche Post, local contractors (owners) to register their trucks and/or equipment on the County's Registered List. "Local Contractors" or "Contractor" shall mean the owner of the trucks or equipment.

iii. Lac La Biche County may add trucks or equipment to the Registered List.

iv. Lac La Biche County will, as appropriate work becomes available, hire trucks and equipment from the Registered List. If suitable trucks or equipment are not available from the Registered List, the Transportation Services Department may hire trucks and equipment from other sources or areas.

v. The Contractor is required to provide the County, upon registration, on the Registered List, and at any other time when requested, a copy of a validated Provincial Vehicle Registration and Vehicle Certification for truck and equipment, prior to commencing work.

vi. The Contractors shall ensure Workers' Compensation coverage is valid and in good standing.

vii. Work generally will be based on a quota system. Should the owner of a truck not be the owner of both the tractor, or power unit, and the load, or trailer unit, his quota shall be the same as the quota for an owner of a power unit and the trailer.

viii. Work for Lac La Biche County shall be distributed as equally as possible between Registered Equipment and Truck Owners during the annual construction season by proceeding through the Registered List in sequential order, subject to availability (no guarantees of absolute balances).

ix. All trucks and equipment hired on an hourly rate basis will be paid based on 95% of the most recent Alberta Road Builder's (A.R.A.) Equipment Rental Rates and Membership Roster. All trucks and equipment hired on an hourly rate basis whose owner maintains a valid Certification of Recognition (COR) will be paid for, based on 100% of the most recent Alberta Road Builder's (A.R.A.) Equipment Rental Rates and Membership Roster.

x. Trucks hauling gravel and other commodities for Lac La Biche County shall be paid the rate as approved in the "Schedule of Fees and Charges" Policy No. CS-004 when the haul distance is further than 10 miles or at the discretion of the County.

xi. The Equipment or Truck Owner agrees to indemnify and hold harmless Lac La Biche County, its employees and agents from any and all claims and demands arising out of their performance of the work.

xii. This policy is not limited to the above conditions as circumstances on the particular project may vary sufficiently to warrant relaxation or introduction of new rules as deemed necessary by the Transportation Services Department.

xiii. Lac La Biche County reserves the right to inspect trucks and equipment registered by an owner, on the Registered List, whether working, or not, to confirm that the truck or equipment belongs to the person registering the trucks and equipment and that it is suitable for the work. If an owner registers truck and equipment that is not owned by him, that equipment and trucks may be removed from the Registered List.

2. Pay:

i. Prior to the release of payment(s) Lac La Biche County requires a letter of clearance from the Worker's Compensations Board. Clearance letters may be faxed to the Transportation Services Department at (780) 623-2039.

ii. Payment for work may be based on:

a) Invoices for equipment moves, or

b) Time sheets signed by the truck or equipment owner's representative and the Lac La Biche County Chief Administrative Officer or Designate at the work site, for hourly work.

3. Operating Guidelines:

i. Trucks are not allowed to dump material they are hauling into soft spots on the roads without prior approval from Lac La Biche County. Any trucker who dumps gravel on an area where he is not authorized to do so may be required to pay for the gravel hauled to the incorrect location. Gravel truckers are responsible for any material spilled on highways or County roads and must clean up all spills immediately. They are also responsible for any damage caused by the above as well as any damage from materials falling off trucks (for example: rock chips on windshields, etc.).

ii. Equipment Haulers must follow Lac La Biche County Policies.

iii. Equipment Haulers are prohibited from climbing onto, getting into equipment being operated by County Employees unless specifically permitted to do so by the County Employee.

iv. Equipment Haulers must slow down when passing or meeting, traffic, graders or the checker.

v. Equipment Haulers must stop at all stop signs and obey all other regulatory signs.

vi. Equipment Haulers must use caution when turning corners.

vii. Equipment Haulers must ensure that all back up alarms are working.

viii. Proper registration and insurance of trucks and equipment must be in place at all times. All operators must possess a valid operator's license.

ix. Equipment Haulers must work with County enforcement officials to ensure that correct and legal loads are being hauled.

x. No trucks are to haul on oiled roads unless authorized by the Chief Administrative Officer or Designate.

xi. Infraction of rules and policy, verbal abuse and any other unreasonable act, at the discretion of the Transportation Services Department, is cause for termination by Chief Administrative Officer or Designate.

xii. Equipment Haulers must maintain a minimum amount of ($5,000,000.00) Liability Insurance. As proof of this coverage, a confirmation of insurance or insurance certificate from the insurer and must be forwarded to the County Office prior to commencement of each construction season.

xiii. All Equipment Haulers must have their headlights on at all times.

4. Termination:

i. Infractions, which are of such a serious nature that immediate suspension of the performance of the assigned work, by the Chief Administrative Officer of Designate is required may result in permanent removal from the County's Registered List. Alcohol, drug-abuse, insubordination, etc. are examples of such infractions.

ii. Harassment, threatening, physical abuse of, the use of abusive and/or obscene language to County employees and/or the public may result in immediate permanent dismissal or a contractor from the Registered List. The Manager of Transportation Services will consult with the Chief Administrative Officer before the permanent removal of the equipment owner, equipment hauler or gravel trucker from the Registered List.

"Original Signed"	May 15, 2012
Chief Administrative Officer	Date
"Original Signed"	May 15, 2012
Mayor	Date