

GRAVEL HAUL POLICY

Subject: Gravel Haul

Ref: Public Works

Code: 32

Date Approved: February 23, 2016

Motion #: 1240/23/02/16

Replaces: 193/13/04/10

**The County of Northern Lights
Believes in the use of private trucks and
Equipment located within the boundaries
of the County and the distribution of this
work amongst operators as fairly as possible.**

**The County of Northern Lights proposes to do
this by adopting the attached policy outlining
the requirements for the hiring of trucks for
the gravel haul program.**

Signed: _____
Chief Elected Official

Signed: _____
Chief Administrative Officer

PROCEDURE

1. Eligibility may be limited to one (1) truck unit only per principal (permanent) residence or permanent company operation within the boundaries of the County of Northern Lights, 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.
2. The selection of the 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 of 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.
 - 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. All trucks contracted will be paid a rate approved by the County Council on a tonne/km basis based on a basic loading factor plus a haul rate or on an hourly rate. A quota system is in place in the County, whereby each truck when it reaches a total value hauled of \$20,000.00, rotates to the bottom of the list allowing other trucks to reach the same value. Spot gravel work completed prior to commencement of the gravel haul will be included in the quota.
4. All trucks contracted 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 hours during which the contractor's equipment is actually in use. Breaks, refueling and other such activities will not be reimbursed by the County.
5. 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 the 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 County of Northern Lights representative in charge.

6. The County will call the contractor 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.
7. 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 the next year. Unless trucks are removed from the haul due to short hauls, then they will get called back when haul would require them again.
8. 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.
9. Owners of all registered trucks are required to provide equipment and trucks in good working condition as well as skilled, competent operators.
10. Contractors are required to provide the County, upon registration, a copy of validated Provincial Vehicle Registrations, current Vehicle Safety Inspection Certificates, a copy of insurance indicating \$1,000, 000.00 liability insurance coverage per occurrence, copy of TAC permit when required, and Worker's Compensation Board. Truck and trailer gross and tare weights will only be accepted from the seed cleaning plants if the appropriate documentation accompanies it.
11. Prior to the release of payment(s), the County will require a letter of clearance from the Worker's Compensation Board. Clearance letters will be obtained from WCB by the County's Accounts Payable Department.
12. Infraction of the rules and policy, verbal abuse, use of alcohol or narcotics and any other unreasonable or unsafe act, at the discretion of the County of Northern Lights representative in charge, is cause for immediate termination.
13. Contractors shall obey all posted speed limits, and shall not exceed 80 km/hour on all County gravel roads unless posted at a lower speed limit. Speeding will not be tolerated.
14. All gravel trucks shall follow the designated haul routes as laid out by the Public Works Department.
15. Gravel trucks shall not pass on any hauls. Courtesy rules.
16. All gravel trucks shall be equipped with appropriate two-way radio at the discretion of the County of Northern Lights representative in charge.
17. At the discretion of the County of Northern Lights and/ or as requested by the local gravel truckers representatives, a meeting will be held to review policy.

18. The County shall not be responsible for any loss or damage to the Contractor's truck/equipment.
19. Should the Contractor show up late for a haul at the pre-determined time, at the discretion of the County of Northern Lights representative in charge, they may not be allowed to haul.
20. The Contractor agrees to indemnify and hold harmless the County of Northern Lights, its employees and agents from any and all claims and demands arising out of the Contractor's performance.
21. This policy is not limited to the above conditions and circumstances on the project and may vary significantly to warrant relaxation or introduction of new rules as deemed necessary by the County of Northern Lights.
22. Violation of any policy or provincial legislation can result in the suspension of the driver and/or truck for a time period to be determined by the County of Northern Lights.
23. The Contractor shall familiarize itself, its staff and subcontractors with the terms of the Occupational Health and Safety Act, Regulation and Code (OH&S, A.R.C.) and the regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The Contractor acknowledges that it is an "employer" as defined in the OH&S, A.R.C and that it will, as a condition of this agreement, comply with the OH&S, A.R.C. and the regulations thereunder. Tool Box Meetings will be started at the pit by a representative of the County of Northern Lights 15 minutes before starting time and will be held every Monday morning during the haul.
24. 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 vehicle, during gravel haul operation hours.
25. Any Contractor in arrears to the County of Northern Lights \$50 or more will not be allowed to haul until all accounts are paid up to date.
26. All trucks shall receive an assigned number plaque, when a \$50.00 cash deposit is paid, (cheques will not be accepted) in which the deposit will be returned at the end of the gravel haul when the number plaques are returned to the County's Public Works Administration Office. (#600-7th Ave N.W. Manning, AB)