



## Gravel Haul Rules and Safety Requirements

- 1.) These rules are intended to be used in conjunction with the County's **Gravel Haul Policy**.
- 2.) All trucks contracted will be paid a rate approved by the County Council on a **Tonne/km** basis, 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 to the commencement of the gravel haul will be include in the quota.
- 3.) Payment will be based on each individual trucks "net" weight. The loader operator will be made aware of each trucks **legal net weight**. The owner is to provide documentation of their legal net weight. All trucks will be responsible for their own legal weight allowances: owner /operator for their particular vehicle or equipment will pay all penalties or infractions.
- 4.) As a requirement of the work, 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 and follow all County of Northern Lights safety policies.
- 5.) All trucks and equipment shall be equipped with appropriate two-way radios.
- 6.) All trucks shall receive an assigned number plaque, once a \$50.00 deposit is paid. The deposit will be returned at the end of the gravel haul when the number plaques have been returned to the County's public Works Administration office.  
( #600, 7<sup>th</sup> Avenue N.W. , Manning, AB)
- 7.) Trucks are required to **stay in sequence** with the number plaque given to them and the numbered trucks in front and behind them. (If you lose your position, you will have to find your spot back in numbered order rather than slipping in line anywhere). Exceptions to trucks directed to load other types of material. They will slip back into order when they arrive at the pit.
- 8.) During haul operations, all trucks are required to maintain a safe distance between each other.
- 9.) All operators are to exercise **care and attention** when dumping in the vicinity of overhead powerlines. You will be responsible for any applicable cost associated.
- 10.) As per the Gravel Haul Policy (Procedure #23) operators will be monitored at all times. If unsafe driving operations or failure to stop at controlled intersections, could have the haul card pulled (for the rest of the day). **Three haul card Pulls** could terminate you from the gravelling program for three (3) years at the discretion of the Director of Public Works.
- 11.) All trucks and their trailers are to have all lights working and on during gravel haul operations. (please keep your lights clean at all times) All trucks on the gravel haul shall haul current Provincial Safety Inspections stickers on. ( No sticker- no work)
- 12.) Water trucks are to water the haul roads and the roads that are in the process of being gravelled to keep the dust to a minimum. The operator must stay in radio / phone contact with the County of Northern Lights representative in charge in order to maximize watering and time on the job.

Truck #: \_\_\_\_\_

Signature: \_\_\_\_\_

- 13.) Any trucks going out of the prescribed routes could have their haul card pulled (for the rest of the day). **Three haul card Pulls** could terminate you from the gravelling project for three (3) years. Routes will be as per signage only, unless other instructions are given by the County of Northern Lights representative in charge.
- 14.) No gravel haul trucks shall pass on any hauls. **No Passing.**
- 15.) Trucks will be required to turn around at intersections or in field approaches, as authorized by the representative in charge and are not to turn around in private driveways. (Failure to do so could result in your haul card being pulled for 1 day)
- 16.) Any gravel spilled on asphalt roads, or railroad tracks will be cleaned off at the expense of the owner/ operator, whom was responsible for the gravel spilled.
- 17.) 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.
- 18.) 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 required.
- 19.) All trucks and equipment will be operated in a safe and professional manner. The County Gravel Haul Rules and Safety Requirements are to be followed, signed and acknowledged by all contractors and employees. **Occupational Health and Safety Act, Regulations, and Code**, along with the **County Health and Safety Policy**, and any other applicable legislation are to be followed at all times.
- 20.) Infractions of the rules or 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.
- 21.) All incidents, accidents or near misses are to be reported to the County of Northern Lights representative in charge immediately and then documented using the County’s **Incident/ Accident Report form or Near Miss Report Form**, failure to do so will result in haul card being pulled and terminated for the remainder of the gravel haul.
- 22.) The County is not responsible for any loss or damage to the Contractor’s truck/equipment.
- 23.) Any **damage** by trucks either to private or public property shall be repaired at the expense of the owner/operator. Repairs will be performed as soon as possible, with confirmation to the County of Northern Lights representative in charge. Failure to do so will constitute withholding haul payment until the required repairs are completed to the satisfaction of the landowner and/or the County of Northern Lights.

By signing this form, you confirm that you are fully aware and will be accountable by the rules that are applicable to this project.

I \_\_\_\_\_ have read and understand the rules above  
 on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Truck #: \_\_\_\_\_ Signature: \_\_\_\_\_



ASSIGNED TRUCK NUMBER \_\_\_\_\_

**GRAVEL TRUCK REGISTRATION FORM**

**PROPRIETORS PLEASE COMPLETE THIS SECTION**

Company Name: \_\_\_\_\_  
Land Location of Residence \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contact Name(s) : \_\_\_\_\_  
Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Driver(s) Name: \_\_\_\_\_

**INCORPORATED COMPANIES PLEASE COMPLETE THIS SECTION**

Company Owner(s): \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Physical Location of Company: \_\_\_\_\_  
Mailing Address ; \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Contact Name(s) ; \_\_\_\_\_  
Telephone; \_\_\_\_\_ Cell; \_\_\_\_\_  
Driver (s): \_\_\_\_\_

Description	Make	Model	Year	Serial #	Attach Type
1.					
2.					
3.					
4.					

**Please attach the following information:**

- Copy of Weight Record for Truck
- Copy of Weight Record for Trailer
- Copy of Liability Insurance
- Copy of WCB
- Copy of CVIP
- Copy of Driver's License
- Copy of Drivers Abstract
- Registration
- GST #: \_\_\_\_\_

**Commenced Hourly Rate (for projects specified to be paid by the hour- NOT the annual regavel)**

Hourly Rate :

I understand that during the annual regavel program I will be paid the County's set rate per tonne/km. The hourly rate will only be paid during projects which are specified to be paid per hour.

I hereby certify that the following contained in this document is true and correct to the best of my knowledge. I / We hereby agree to the following:

1. The County of Northern Lights Current Gravel Haul Policy.
2. There shall be no payments for gravel tonnage over the equipment's legal haul weight.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This information is being collected in accordance with section 32 of the Freedom of Information and Protection of Privacy Act and is being collected for the purpose of ensuring appropriate equipment is hired specific for the requirements of the job as well as for determining payment for such equipment. Our Freedom of Information and Protection of Privacy Act Coordinator is available to answer any questions you may have pertaining to the collection and use of the information herein and may be contacted at 836-3348.**

**GRAVEL HAUL POLICY**

Subject: Gravel Haul

Ref: Public Works

Code: 32

Date Approved: March 9<sup>th</sup>, 2021

Motion #: 101/09/03/21

Replaces: 1240/23/02/16

**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 deposit is paid. 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. (#600-7<sup>th</sup> Ave N.W. Manning, AB)



COUNTY OF  
**Northern Lights**

#600, 7th Ave NW, PO Box 10, Manning AB T0H 2M0  
Phone 780-836-3348 Fax 780-836-3663  
Toll Free 1-888-525-3481

I, \_\_\_\_\_ of \_\_\_\_\_  
(name) (company)

do hereby acknowledge that on \_\_\_\_\_ I have paid the \$50.00  
(date)

deposit for three (3) truck numbers per truck to be used during the County annual gravel haul program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Number(s) Assigned \_\_\_\_\_

\_\_\_\_\_  
County Representative

Date Numbers Returned \_\_\_\_\_

Company Signature \_\_\_\_\_

County Representative Signature \_\_\_\_\_

Accounts Payable sign off when deposit returned: \_\_\_\_\_

**Procedure:** When company come in to pick up number- put this form in the slot where truck numbers were. Once the company returns the numbers, put numbers in appropriate slot and give this form to Vicki so she can repay the deposit. Once this is done, please give copy to public works admin.



## GRAVEL HAUL WEIGHT RECORD

Company Name: \_\_\_\_\_

Date Truck Weighed: \_\_\_\_\_

Truck License Plate Number, Make & Model: \_\_\_\_\_

Trailer License Plate Number, Make & Model \_\_\_\_\_

Tare Weight: \_\_\_\_\_

Scale Attendant: (please print): \_\_\_\_\_

Scale Attendant Signature: \_\_\_\_\_

Attach copy of weight ticket below.

**Ticket must be attached and signature from scale attendant must be completed to be valid**