

Function: Infrastructure & Planning - 04
Department: Public Works – 040
Policy No.: 011




Hired/Contracted Gravel Truck, Equipment & Loader Policy

Effective Date: July 3, 2019

Review Date: July 3, 2024

Cancel: Policy 04-040-07 Gravel Truck, Equipment & Loader Policy

Resolution #: 456-19

CAO Signature: 

Purpose: Lac Ste. Anne County at times, deems it necessary to engage the services of local gravel truck/ equipment operators and their equipment for the use in the maintenance and construction of the roads within the County.

Guidelines:

1. Eligibility may be limited to one (1) truck unit only per principal (permanent) residence located within the coterminous boundaries of Lac Ste. Anne County (County, Towns, Villages and Summer Villages) depending on haul requirements and registrant response. Should the County require additional trucks, those contractors with more than one unit will be allowed to put additional trucks on the haul. The registrant shall supply a copy of their principal property tax notice, showing legal land description, if the registrant does not reside and pay taxes to Lac Ste. Anne County.
2. The Public Works Department will maintain and annually update the Registered Equipment and Truck List.
3. The Public Works Department requests that local contractors register their equipment, trucks and trailers annually, by January 31st, and must provide current safety inspections complete with serial numbers and on all equipment (including trailers).

4. Lac Ste. Anne County may add equipment to the Registered Equipment and Truck List if a contractor purchases a piece of equipment that is not registered, or a Contractor takes up permanent residence within the County.
5. Lac Ste. Anne County will hire trucks from the Registered Truck List. In the event that a suitable number of gravel trucks meeting the above criteria cannot be located within Lac Ste. Anne County boundaries, gravel trucks from other areas will be considered. Once these other gravel trucks have been hired, the gravel trucks will remain on the gravel haul for the remainder of the haul but must re-register under the original terms for the next season.
6. Owners of all registered equipment and trucks are required to provide equipment and trucks in good working condition as well as *skilled competent operators*. Consideration will be given to past performance, reliability, and the overall operating ability of the truck driver.
7. The Contractor is required to provide the County, upon registration, a copy of validated Provincial Vehicle Registrations, current Vehicle Safety Inspection Certificates, a copy of insurance indicating two (2) million liability insurance coverage and a copy of TAC permit, when required. Contractors will NOT be contacted unless all required information has been received. The Contractors must ensure trucks are highway legal in all respects, Workers' Compensation coverage is active and in good standing and maintain a minimum of two (2) million liability insurance coverage, copy to accompany registration.
8. Prior to the release of payment(s), Lac Ste. Anne County requires a letter of clearance from the Worker's Compensation Board. Clearance letters will be obtained from WCB by the Public Works Department.
9. Infraction of rules and policy, verbal abuse, use of alcohol or narcotics and any other unreasonable act, at the discretion of the Public Works Department, is cause for immediate termination.
10. Contractors shall obey all posted speed limits and shall not exceed 65 km/ph on all County gravel roads unless posted at a lower speed limit. Speeding will not be tolerated.
11. All gravel trucks shall follow the designated haul routes as laid out by the Public Works Department.

12. Gravel truckers shall not pass on any hauls. Courtesy rules.
13. Gravel trucks that leave the job site to work elsewhere before the completion of the project shall give one day notice and may leave if there are deemed by the County to be enough trucks to carry on efficiently. The contractor must phone to receive permission to return to the job.
14. The Public Works Department will provide as much notice as possible to the Contractor of upcoming projects (no guarantee).
15. Gravel trucks shall not be permitted to enter a truck haul after the project has commenced unless authorization is received from the Public Works Department.
16. All gravel trucks shall be equipped with working CB radios.
17. Loaders and gravel trucks hired on an hourly basis will be paid based on the current Alberta Roadbuilders (A.R.A.) Equipment Rental Rates & Membership Roster.
18. The loading rate per tonne, and the haul rate per tonne/kilometer will be approved by County Council prior to the annual gravel program haul.

The fuel surcharge will be set prior to the annual gravel haul for the year.

PRICE PER LITRE	SURCHARGE
Below \$.80	No fuel surcharge
\$.80 - \$.85	1%
\$.86 - \$.90	2%
\$.91 - \$.95	3%
\$.96 - \$1.00	4%
\$1.01 - \$1.05	5%
\$1.06 - \$1.10	6%
\$1.11 - \$1.15	7%
\$1.16 - \$1.20	8%
\$1.21 - \$1.25	9%
\$1.26 - \$1.30	10%
\$1.30 - \$1.35	11%
\$1.36 - \$1.40	12%
\$1.41 - \$1.45	13%
\$1.46 - \$1.50	14%

19. At the discretion of the Public Works Department and/or requested by the local gravel truckers' representatives a meeting will be held to review policy.
20. Lac Ste. Anne County shall not be responsible for any loss or damage to the Contractors' equipment/trucks.
21. Should the Contractor show up late for a haul at the pre-determined time, they will not be allowed to haul.
22. All trucks must be equipped with spreader chains, and drivers must know how to operate with these chains and use when necessary.
23. The Contractor agrees to indemnify and hold harmless Lac Ste. Anne County, its employees and agents from any and all claims and demands arising out of the Contractors performance.
24. his Policy is not limited to the above as conditions and circumstances on the project and may vary significantly to warrant relaxation or introduction of new rules as deemed necessary by the Public Works Department.
25. Violation of any policy or any provincial legislation can result in the suspension of the driver and/or truck for a time period to be determined by the Public Works Department.
26. The Contractor shall familiarize oneself, its staff and subcontractors with the terms of the Occupational Health and Safety Act 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 Occupational Health and Safety Act and that it will, as a condition of this Agreement, comply with the Occupational Health & Safety Act and the regulations thereunder. Tool Box Meetings or Pre-job Assessment meetings will be started at the pit by the gravel checker 15 minutes before starting time. They will be completed by staff designated by the Public Works Department after the haul starts.

****Please note:** as a requirement of employment, all Contractors must wear a reflective safety vest, hard hat and CSA approved steel toed boots when operating for Lac Ste. Anne County. **No exceptions will be made.**