

Hiring of Equipment/Trucks Policy

4A.015

Section: 4.0 Infrastructure Services
- A. Roads

Authority: General Manager of Infrastructure Services

Statement

The Municipal District of Bonnyville (M.D.) is committed to the use of private equipment, trucks, machinery and personnel of residents/landowners located within the boundaries of the M.D. for the delivery of construction and maintenance services.

Purpose

To establish annual standing lists of equipment and/or truck suppliers including standing unit rates and outline the use of these lists by the M.D. for the delivery of construction and maintenance services, as needed.

Policy

- (1) Authority
The General Manager of Infrastructure Services may authorize the hiring of equipment and/or trucks from outside the M.D. at his/her discretion.
- (2) Registration Procedure
 - (a) Annually, the M.D. will request contractors to register their equipment and/or trucks with the Infrastructure Services Department.
 - (b) At the beginning of each year, the M.D. will advertise in local papers requesting local contractors to register their equipment and/or trucks. Registrations for the current calendar year must be submitted to the M.D. no later than April 30th, with the exception of Section (3)(b).
 - (c) Local contractors may have multiple pieces of equipment and/or trucks registered on the respective lists.
- (3) Registered Equipment List
 - (a) The M.D. will maintain and annually update a Registered Equipment List.
 - (b) The M.D. will allow registration of equipment at any time during the year if a contractor wishes to register his/her equipment.
 - (c) 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 personnel, competency of the operator, condition and year of the equipment and the proximity of the equipment to the worksite.
 - (d) The M.D. will select equipment from the Registered Equipment List by equipment specification. If the equipment is not available from the Registered Equipment List, staff will hire equipment from other sources or areas.
 - (e) Contractors on the Registered Equipment List are required to provide equipment in good working condition, as well as skilled, competent operators.
 - (f) Contractors may be dismissed due to poor performance at the discretion of the Infrastructure Services Department.

(4) Registered Truck List

- (a) The M.D. will maintain and annually update a Registered Truck List.
- (b) The Infrastructure Services Department will usually hire trucks based upon the lowest competitive quotation for a given unit. Other considerations include scheduling of personnel, competency of the operator, condition and year of the truck and the proximity of the unit to the worksite.
- (c) The Infrastructure Services Department will select trucks from the Registered Truck List by truck specification. If trucks are not available from the Registered Truck List, staff will hire trucks from other sources or areas.
- (d) Contractors on the Registered Truck List are required to provide trucks in good working condition, as well as skilled, competent operators.
- (e) Contractors may be dismissed due to poor performance at the discretion of the Infrastructure Services Department.

(5) Registered Truck List for Annual Graveling Program

- (a) The M.D. will maintain and annually update a Registered Truck List for the Graveling Program.
- (b) The Infrastructure Services Department will usually hire trucks based upon the lowest competitive quotation for a given unit. Other considerations include scheduling of personnel, competency of the operator, condition and year of the truck and the proximity of the unit to the worksite.
- (c) The Infrastructure Services Department will select trucks from the Registered Truck List by truck specification. If trucks are not available from the Registered Truck List, staff will hire trucks from other sources or areas.
- (d) The M.D. may issue a 'Request for Proposals' to be posted on Alberta Purchasing Connection (APC) to determine the most cost effective means to complete the required work.
- (e) Trucks employed for the graveling program will be paid by the loaded tonne/mile.
- (f) Trucks required for the graveling program must be belly dump or clam dump trucks.
- (g) The M.D. will be responsible for the assignment of trucks to the work.
- (h) Trucks shall meet all safety regulations as stipulated under the Occupational Health and Safety Act. Truck operators must be skilled, qualified and competent.
- (i) All trucks shall follow the designated haul routes as laid out by the M.D.

(6) Certification of Recognition (CoR)

- (a) To be eligible to perform work on an M.D. worksite a contractor must be pre-qualified using the Contractor Health and Safety Pre-Qualification Evaluation and hold a CoR governed through Alberta Partnerships in Injuries Reduction (PIR) or equivalent certification acceptable by the PIR Program.
- (b) Contractors may be eligible to perform work for the M.D. without a CoR or equivalence if all of the following conditions are met:
 - (i) The affected General Manager approves the variance;
 - (ii) All work is directed by an Employer (i.e. contractor) that holds a valid CoR or CoR equivalence that is appropriate for the type of work;

- (iii) The CoR holders implemented safety management system mitigates all additional hazards and associated risks with adopting the Contractor into the system;
 - (iv) The Contractor has been trained in all relevant aspects in the CoR holders Health and Safety Program;
 - (v) The Contractor agrees to comply with all CoR holder policy, directives, procedures, practices and all other related standards and legislation that governs their work.
- (7) Insurance
- (a) All equipment will be operated in a safe and professional manner. The Occupational Health and Safety Act and *Policy No. 2A.028 Occupational Health and Safety Policy* will be used as guidelines.
 - (b) Adequate liability insurance (Minimum limit of \$2 million) and Workers' Compensation Board Coverage must be provided to the Infrastructure Services Department prior to the commencement of work.
- (8) Implementation
- (a) All equipment/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.
 - (b) All equipment/trucks, if hired on an hourly basis, shall receive one (1) 15-minute paid break in each work period in excess of two (2) hours but less than six (6) hours and two (2) 15-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.
 - (c) 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.
 - (d) 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.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	30.31.03
Related Documentation: (plans, bylaws, policies, procedures, etc.)	Policy: Occupational Health and Safety Policy (#2A.028)