

## Hiring of Equipment/Trucks Policy

4A.015

**Section:** 4.0 Infrastructure Services  
- A. Roads

**Authority:** General Manager of Infrastructure Services

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### 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. in the delivery of construction and maintenance services.

The General Manager of Infrastructure Services may authorize the hiring of equipment/trucks from outside the M.D.

All equipment/trucks hired will be paid based upon the submission of competitive quotations and/or requests for service proposals based upon hourly rates, unit rates, or lump sum amounts.

### Purpose

To have an annual standing list of equipment suppliers and standing unit rates of equipment/trucks for M.D. use in the delivery of construction and maintenance services.

### Policy

- (1) 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 hire equipment from the Registered Equipment List by and equipment specific. 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.
- (2) Registered Truck List
  - (a) The M.D. will maintain and annually update a Registered Truckers List.
  - (b) The Infrastructure Services Department will hire trucks off of the Registered Truck List by truck specific. If trucks are not available from the Registered Truck List, staff will hire trucks from other sources or areas.
  - (c) Contractors on the Registered Truck List are required to provide trucks in good working condition, as well as, skilled, competent operators.
  - (d) Contractors may be dismissed due to poor performance at the discretion of the Infrastructure Services Department.

- (3) Registered Truck List for Annual Graveling Program
  - (a) The M.D. will maintain and annually update a Registered Truckers List for the Graveling Program.
  - (b) The M.D. will prepare a 'Request For Proposals' and will determine the most cost effective means to complete the required work.
  - (c) Trucks employed for the graveling program will be paid by the tonne/mile.
  - (d) Trucks required for the graveling program must be belly dump or clam dump trucks.
  - (e) The M.D. will be responsible for the assignment of trucks to the work.
  - (f) Trucks shall meet all safety regulations as stipulated under the Occupational Health and Safety Act. Truck operators must be skilled, qualified and competent.
  - (g) All trucks shall follow the designated haul routes as laid out by the M.D.
- (4) Registration Procedure
  - (a) Annually, the M.D. will request contractors to register their equipment with the Infrastructure Services Department. At the beginning of the year, the M.D. will advertise in the local papers requesting that local contractors register their equipment and/or trucks. Registrations for the current calendar year must be submitted to the M.D. no later than April 30<sup>th</sup>, unless conditions as listed under Section 1(b) exist.
- (5) Equipment General
  - (a) Operators may have different pieces of equipment on the Registered Truck and Equipment lists.
- (6) Insurance
  - (a) All equipment will be operated in a safe and professional manner. The Occupational Health and Safety Act and the M.D.'s Occupational Health and Safety Policy will be used as guidelines.
  - (b) Adequate liability insurance (\$1.0 million) and Workers' Compensation Board Coverage must be provided to Infrastructure Services personnel prior to the commencement of work.
- (7) Implementation
  - (a) All 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:

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