

<b>COUNTY OF WETASKIWIN NO. 10</b>  <b>Municipal Policy &amp; Procedures Manual</b>	<b>FUNCTION:</b>  <b>3000 PUBLIC WORKS SERVICES</b>
	<b>SECTION:</b>  <b>3200 ROAD TRANSPORT</b>

## **CONTRACTING GRAVEL HAUL TRUCKS POLICY #3208**

### **POLICY STATEMENT**

The County of Wetaskiwin shall contract gravel haul trucks and operators on an as required basis to carry out work which cannot be completed with County equipment and staff in a timely and efficient manner.

### **PROCEDURES**

1. All Contract Gravel Haulers shall maintain Workers' Compensation Accounts in good standing for all operators for the entire term of the contract.
2. The County reserves the right to invoke a one (1) year suspension for any Contractor who has not maintained a Workers' Compensation Account in good standing, with no compensation or further obligation to the Contractor for that one year period.
3. Contract Gravel Haulers will register annually with the County of Wetaskiwin, and provide the following documentation in support of their registration:
  - a) Copy of Insurance showing Comprehensive General Liability Insurance of such type and under such terms as are satisfactory to the County in an amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence throughout the life of the Agreement;
  - b) Copy of driver's abstracts for all gravel truck operators. The County reserves the right to refuse to allow any operator to provide gravel hauling services under this Agreement based on the driver's abstract.
  - c) G.S.T. Number
  - d) Workers' Compensation Account Number

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- e) Signed scale ticket showing the legal tare weight of each gravel truck when fully fueled. Should the remitted scale ticket in any way misrepresent the true tare, the County reserves the right to immediately terminate this agreement with no further obligation or compensation.
  - f) Copy of vehicle inspection certificate. The copy of the inspection certificate is to be updated within thirty (30) days of each vehicle's annual inspection. Failure to provide the certificate or submit the vehicle for annual inspection will constitute default or non-compliance with this Policy and the Contractor may be subject to immediate termination or other such disciplinary action as deemed sufficient by the Superintendent, Public Works.
4. All Contractors will be placed on a hiring list and each contractor will be contacted on a rotational basis. Work shall be offered on an "as required" basis, and will be for the duration of each gravel hauling project. Contractors who refuse to accept any work offered will be placed at the last position on the list and will not be contacted again until all other contractors on the list have been offered work.
  5. Contract gravel trucks will be hired on a single basis, and should the Contract Gravel Hauler have two or more trucks available for hire, the second and subsequent trucks will be hired on the rotational basis as described above.
  6. Contract Gravel Haulers who do not complete an entire gravel hauling project and who do not have a valid reason for terminating the project prior to completion, may be struck from the hiring list for a period of one (1) year, at the discretion of the Superintendent, Public Works.
  7. Contract Gravel Haulers are expected to operate with due diligence, and should the work be performed in a manner which is considered negligent or in default of County Policy, shall be terminated immediately.

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