



Registered Truck List

Program Overview

1. The Road Maintenance Services Section of the Public Works Department maintains and updates a Registered Truck List on an annual basis as per Policy PW-001-P
2. All contractors seeking work with the County are required to register their trucks and trailers each year.
3. At the time of registration, the contractors must provide a copy of any requested documentation and review and agree to Code of Conduct for Truck Operators.

Company Information

Company _____

Mailing Address: _____

Email Address: _____

Contact Name: _____

Telephone: _____

Truck Information

Description	Make	Model	Year	Serial #	Attachment

Required Documentation

Please include the following information

- Weight record for Truck
- Weight record for Trailer
- Liability Insurance
- WCB
- CVIP
- Drivers License
- Drivers Abstract
- Vehicle Registration
- GST/Business Number

Drivers

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

1. Trucks shall meet all requirements under the Traffic Safety Act, Occupational Health and Safety legislation, National Safety Code and the Commercial Vehicle Inspection Program (CVIP), CVIP stickers must be prominently posted on the vehicle. Trucks are to remain in good mechanical condition and available for mechanical inspection if one is requested. Also a carrier profile must be provided.
2. All truck owners must have an account in good standing with the Alberta's Worker's Compensation Board (WCB), providing coverage for anyone operating their vehicles
3. All personal injuries or property damage must be reported immediately to the operator or senior personnel on site.
4. No truck will be permitted to load in excess of its maximum allowable weight.
5. Consuming, being in possession or under the influence of alcohol or drugs is cause for immediate dismissal.
6. Truck operators shall turn only when safe to do so. Trucks shall use intersections whenever possible and failing this, use only those turning areas they consider safe. Care and consideration will be given at all times to the traveling public. Do not use private property or private approaches to turn around (drivers and contractors are responsible for broken gates and mail boxes).
7. As part of the operator's commitment to safety, all operators must attend project safety meeting when notified. Operator's safe work practices and any and all job procedures must be adhered to.
8. All operators are to follow "Personal Protective Equipment" requirements on all projects. Wearing a reflective safety vest while outside your vehicle is required, as well as hard hats and safety boots in the pit area.
9. All trucks must have automatic back up alarms in operation at all times on the project.
10. Operators are to remain in a safe position while the truck is being loaded.
11. No work shall be performed beneath an elevated dump box or cab until the box or cab has been securely blocked in the elevated position.
12. All posted speed limits, permanent or temporary, must be adhered to. Signal and flag personnel shall be obeyed at all times. **Failure to adhere to speed restrictions will result in dismissal.**
13. The loader has the right of way within the pit area.
14. Passing will not be permitted within the pit. Convoying, following closer than 500 meters, is not permitted.
15. Loads must be leveled to prevent spills. All hitch, sideboards, etc., must be cleaned prior to leaving work site or pit site.

16. No garbage shall be disposed of other than in garbage containers typically found at the loading area.
17. All loads must be tarped.
18. Stay on the designated haul routes.
19. Stay in the same order throughout the day.
20. Follow directional arrows to locations.
21. Obey all traffic laws, stay alert and be courteous.
22. Use 3 point contact when entering or exiting equipment.

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR IMMEDIATE
DISMISSAL**

Date: _____

Print Name: _____

Signature: _____

This information is being collected for the purposes of administering the OHS management system at Parkland County in accordance with the *Municipal Government Act* & OHS Act, Regulation & Code. The personal information that you provide is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and disclosure of this information can be directed to the Freedom of Information and Protection of Privacy Coordinator for Parkland County, 53109A SH 779, Parkland County, Alberta T7Z 1R1, 780-968-3229.