



PROCEDURES PW-001-P

Gravel Truck Hiring

APPROVALS:

CAO

Approval Date:

General Manager

Previous Revision Date: New

Manager

Related Policy:

PW-001

PURPOSE

These procedures are to provide the administrative process for the hiring of gravel trucks for specific (Public Works related) projects.

ACTION STEPS

1. The Road Maintenance Services Section of the Public Works Department will maintain and annually update a Registered Truck Hire List.
2. All contractors seeking work with the County shall be required to register their trucks and trailers on an annual basis.
3. Upon registration the contractors must provide a copy of their validated Provincial Vehicle Registrations, current Vehicle Safety Inspection Certificates, Carrier Profile, TAC permit, proof of insurance, WCB number, and GST number.
4. Trucks will be hired from the registered list based on a seniority system.
5. The seniority system takes into consideration previous work history with the County and includes the following:
 - Length of time previously employed by the County
 - Past experience on County projects
 - Availability for work when called
 - Reliability to show up on time and stay with work until finished
 - Competency
 - Condition of trucks/trailers
 - Safety record, carrier profile
 - Familiarity with County operations.
6. Being on the list is not a guarantee of work.
7. Starting from the top of the list trucks will be called for work based on the order in which they are placed on the list and dependent upon the type of truck or truck and trailer configuration required.
8. When calling trucks for work the County will attempt to contact a contractor twice within a 24-hour period. If there is no response within this time period the County will move to the next applicable truck on the list. If trucks are needed immediately, a second call will only be made if the required number of trucks are not obtained on the first call.

9. If the County has been unable to contact a contractor for work on three successive projects, the truck will be moved to the end of the Truck Hire List.
10. Trucks that do not report for work after committing to show up or leave the worksite without valid reason will automatically be moved to the end of the Truck Hire List.
11. All truck operators shall be required to operate competently. If an operator is deemed incompetent by the County, the truck and operator will be suspended from the work until such time as a competent operator can be supplied. If the second operator is deemed incompetent, the truck will be suspended and moved to the end of the Truck Hire List. Continued incompetence may result in being permanently removed from the Truck Hire List.
12. Violation of any County policy or any Provincial legislation may result in the suspension of the driver and or truck for a time period or permanently removed from the Truck Hire List as determined by Parkland County.
13. Documentation of activities noted in this procedure will be maintained by the County and will be used to adjust the seniority if required.
14. Previously unregistered trucks are able to register for placement on the Truck Hire List and will be placed on the list below those in good standing with Parkland County.

RESPONSIBILITY

The Public Works Department will be responsible to monitor and review these procedures.