

STAFF REPORT

ORIGIN

In 1984, Council endorsed a Truck Hire Policy which set out guidelines to manage day-to-day activities. Workloads and operational requirements necessitated the way the City conducted business and any operational changes would require Council's endorsement. Over the past several months, independent trucking companies voiced concerns about the out-dated Truck Hire Policy. At the January 5, 2000 Public Works and Transportation Committee meeting, Committee asked staff to review the existing policy and report back

FINDINGS OF FACT

Over the years, a representative from the group of trucking companies would negotiate an hourly rate on behalf of the trucking firms and seniority would dictate a position on the Hired Truck Call-out List.

Fleet Operations met with representatives from the private sector to discuss changes and solicited input. A number of changes were suggested/discussed to reflect the best value to the City of Richmond. (Attachment 1)

As a result, revised Administrative Procedures were developed and Operational Procedures were established to manage the day-to-day activities associated with all hired trucks.

FINANCIAL IMPACT

Annual rates will be determined through a regional survey by the Manager – Fleet Operations. This will eliminate negotiating with trucking companies as a group and establish competitive prices using the market as a means of measuring best value.

CONCLUSION

As a result of ongoing economics in the Public Sector, there is a need to review on an annual basis ongoing processes and procedures for supply of materials and equipment. An administrative process would provide staff the flexibility to administer operational changes without the need to come before Council for continuous endorsements. These proposed operational procedures would allow the City's Fleet operations to hire, monitor and manage suppliers; ensuring quality and performance standards are maintained.

Ken Fryer
Manager, Fleet Operations

**CITY OF RICHMOND
HIRED TRUCK POLICY – REVISED**

ADMINISTRATIVE PROCEDURES

A – GENERAL

- Any truck listed on the Hired Truck list, shall be subject to the conditions established herein:
- When the ownership of a truck changes, including a change in the principle of the owning Company, the seniority rights are not transferable to the new owner(s).
- Rates shall be set annually by the Manager - Fleet Operations.
- A notification package will be issued annually to Company owners and will require completion of all enclosed operational documentation.
- When working on City projects, the driver of the truck must follow the instructions of the Foreman while performing work, unloading, or traveling in specified areas. If, while following these instructions, any truck becomes immobilized due to ground conditions, and requires the services of a tow truck, the tow truck charges shall be paid by the City. Tow truck charges shall be the responsibility of the owner when the immobilization is due to careless driving; or when the truck is immobilized in an area not specified by the Foreman of the project, or immobilized is due to any mechanical failure.
- When a truck experiences a flat tire in the course of a workday, it shall be the responsibility of the owner to have the tire changed. However, no time shall be deducted for time loss during the change of the tire, provided the time loss is reasonable and the circumstances are reported to the site Foreman immediately.
- Each truck shall be required to haul materials or goods as required by the Equipment Supervisor or the Foreman in charge of each project, and may be required to occasionally haul outside the boundaries of the City of Richmond.
- Tandem Axle truck shall be:
 - A dump truck having two axles at the rear;
 - Be a minimum 24,494 Kg's,
 - Capable of hauling a payload consistent with the rated G.V.W.,
 - Be within the legal load limit permitted by the Richmond Municipal Traffic Bylaw #5870.
- Single Axle truck shall be:
 - A dump truck having one axle at the rear;
 - Be a minimum 13,608 Kg's,
 - Capable of hauling a payload consistent with the rated G.V.W.,
 - Be within the legal load limit permitted by the Richmond Municipal Traffic Bylaw #5870.

B - PAYMENT

- Payment for trucks hired shall be made by the City to the owner, on a bi-weekly basis within 15 days of submission of work tickets. Work tickets issued must be approved by the Site Foreman.
- All trucks hired shall be paid on an hourly basis and paid only for hours worked. There shall be a minimum payment of two (2) hours for each truck ordered by the City in any day. However, if the City cancels any order for a truck at least two (2) hours before the truck or trucks in question are due to commence work there shall be no charge to the City.
- A normal workday will be considered to be eight (8) hours on any Monday to Saturday. Workdays may be shortened as a result of emergency circumstances beyond the control of the Equipment Supervisor or the Foreman on the job.
- Overtime will be paid at 20 percent per hour over and above the established hired rate. This overtime rate will be paid for all time worked over eight (8) hours on any normal working day Monday to Saturday, on all time worked Sunday, and on all Statutory Holidays observed by the City.

C - HIRED TRUCK LIST

Termination of Old Policy

The initial list for 2001 will be comprised of the following:

Regardless of the number of trucks a company may have registered with the City of Richmond, individual trucks will be placed on the Hired Truck list based on 1999 and 2000 actual days worked.

Future consideration: 2002 and beyond - On an annual basis, actual days worked the previous year will be the determining factor for retaining a position on the Hired Truck list.

- Normal hiring shall be on a seniority basis, based on the previous year of usage, provided the services offered meet the quality and quantity of work required by the City. Each owner shall be entitled to a total of 10 working days of 'down' time in each calendar year while remaining on the Hired Truck list. This time is expected to account for periods in which the truck is not available for whatever reason.
- Additional trucks will be placed on the truck hire list based on the date of application. When two or more trucks are requesting to be placed on the truck hired list the same day, preference will be given to an owner who resides in the City of Richmond.
- All Hired Trucks must have a valid City of Richmond business license.
- All submissions should be made to the Equipment Supervisor. Public Works Yard 5599 Lynas lane, Richmond B.C.
- All hiring of trucks shall be under the control and direction of the Equipment Supervisor.

D - ROUTINE OPERATON

- The day to day selection of trucks will proceed as follows:
 - Upon request from the Equipment Supervisor, dispatcher or designated employee will phone the first name on the appropriate list.
 - If no contact is made, after a reasonable time of 6 rings, (no messages will be left on an answering machine), the dispatcher or designated employee will phone the next name and so on until an acceptance is received.
 - Under normal circumstances all calls will be made between 2:30 pm and 4:30 pm each day. When an owner is advised by the Equipment Supervisor that his truck has been re-hired for the following workday, he will not be phoned by the dispatcher.
- Lunch break period shall be 11:30 am to 12:00 noon unless otherwise authorized by the site Foreman. Two rest breaks, ten minutes in duration, must be taken in conjunction with the crews on the job or at the discretion of the site Foreman
- Truckers shall be required to follow routes designated by the City.
- Performance standards will be monitored. When the Equipment Supervisor judges non-compliance with conditions of hire or performance standards, a written warning shall be given to the owner. A second non-compliance may result in the truck being removed from the Hired Truck list. An owner may appeal any actions taken regarding performance standards to the Manager – Fleet Operations, Works Yard, whose decision shall be final.

Action specified in the above paragraph may be taken; if, in the opinion of the Equipment Supervisor and in the case of appeal the Manager – Fleet Operations.:

- The owner fails to have the truck report to work after previously agreeing to do so.
 - A satisfactory driver or operator is not supplied.
 - The owner fails to keep his truck in a safe and satisfactory working condition.
 - The owner is not in Compliance with Operational Policy.
 - The driver does not satisfactorily perform the work required.
- The Equipment Supervisor reserves the right to refuse any truck considered not capable of performing work adequately or, operating in a safe condition. Driver performance will be evaluated according to Standard Operational Procedures.

E - TERMINATION OF POLICY

- At the discretion of the City, this policy can be revised with 30 days notice.



City of RICHMOND

OPERATIONS YARD
5599 LYNAS LANE, RICHMOND, B.C. V7C 5B2
(604) 270-8721

June 23, 2000

File: 0780-01

To Whom It May Concern:

Re: Notice of Termination of Policy

Please be advised that the City of Richmond will discontinue operating under the current "Truck Hire Policy" guidelines issued by Council in February 11, 1986.

This letter serves as a six month notice of cancellation from the date of this letter.

Please find attached a copy of the revised policy which will be in effect January 1, 2001.
Regards,

Ken Fryer
Manager, Fleet Operations

KF:lh

OPERATIONAL PROCEDURES

The following sections will be managed by Fleet Operations:

- | | |
|---------------|---|
| PART 1 | Registration/Certification required |
| PART 2 | Hiring conditions |
| PART 3 | Compliance/Safety requirements |
| PART 4 | Public Works Performance Evaluation Form |

OPERATIONAL PROCEDURES - PART 1

PUBLIC WORKS

REGISTRATION REQUIREMENTS FOR HIRED EQUIPMENT

All hired equipment owners must:

1. Ensure that the vehicle is properly and fully licensed and that insurance is current and in compliance with the City's requirements. Any changes made following registration must be reported to the Equipment Supervisor before acceptance of any City work subsequent to the change.
2. Ensure that Workers' Compensation Board (WCB) coverage is maintained and kept current. Equipment Supervisor will check with WCB quarterly to confirm.
3. Ensure that only the specified registered vehicle contracted for hire is dispatched.
4. Ensure that their G.S.T. status has been confirmed and, if registered for G.S.T. must provide their G.S.T. registration number.
5. Ensure that the operator has and maintains a valid B.C. Driver's license for the class of vehicle being driven.
6. Ensure that the operator is fully trained in the safe operation of the vehicle.
7. Ensure that the operator has basic English language communication skills.
8. Ensure the operator has a good understanding of the City of Richmond street system.
9. Have a current City of Richmond Business License and must provide their Business License number at the time of registration.
10. Provide a notarized copy of the articles of incorporation, if incorporated, or the Social Insurance number of the equipment owner if not incorporated.
11. Provide notarized declaration of the *full* vehicle ownership particulars, including the percent interest held by each individual owner and the date the interest was acquired.
12. Re-register annually by appointment through Equipment Supervisor- Fleet Operations. 244-1219.

I hereby confirm my full understanding of the above registration requirements. I agree to comply with all the requirements as specified. I also understand that failure to comply with any of these requirements may result in suspension and that repeat non-compliance may result in termination of my services.

Company Name: _____ Signature _____

Name: (print) _____

Date: _____

OPERATIONAL PROCEDURES – PART 2

PUBLIC WORKS

TRUCK HIRING

In addition to the normal registration and safety requirements for hired equipment, the following conditions will apply to all truck hiring:

1. Equipment Supervisor will maintain a complete list of all properly registered truck owners. Tandem axle minimum 24,494 Kg's, Single axle minimum 13,608 Kg's
2. Fleet Operations will maintain a list of regular truck suppliers and their position on the list will depend on regular availability and on performance ratings by Site Foreman.
3. Site Foremen or the Equipment Supervisor will rate Hired Operators on a standard form which will include factors such as drivers ability, vehicle condition, reliability, etc. An overall substandard rating will result in removal from list.
4. Any offense such as double hauling or (working for a third party while in the employ of the City of Richmond), offering bribes, etc. will result in permanent removal from list and referred to the RCMP.
5. All complaints of abuse should be directed to the Equipment Supervisor and will be addressed.
6. Equipment Supervisor will maintain an ongoing record of truck availability. Those operators who are regularly unavailable when called, will be removed from the list and provided written notice of such.
7. Registration is not transferable. Sale of the truck will mean removal of that truck from our list. Registered owners may replace their truck without losing their position.
8. Only owners may be registered. All registrants must provide a notarized declaration of the full ownership particulars.
9. Rates will be set by the City annually on the basis of a survey of our neighboring Municipalities and on the current economic situation.

I hereby confirm that I have read and understand the above Public Works Department truck Hiring Policy.

Company Name: _____ Signature: _____

Name: (print) _____

Date: _____

OPERATIONAL PROCEDURES – PART 3

PUBLIC WORKS

SAFETY COMPLIANCE FOR HIRED EQUIPMENT

GENERAL STATEMENT:

All hired commercial vehicles and their drivers must fully comply with the requirements of the Commercial Transport Act, Motor Vehicle Act and Regulations, British Columbia Motor Carrier Act, Transport of Dangerous Goods Act, BC Load security Regulations, Federal Hours of Service Regulations, National Safety Code Legislation and Workers' Compensation Board Regulations.

CARRIER COMPLIANCE

The Owner of the vehicle must be registered and carry a full employee coverage with W.C.B.

- A vehicle must be properly licensed and insured with at least \$5,000,000 third party liability.
- A vehicle must be in good repair with no defects.
- A vehicle must have the registered G.V.W. to accommodate the loads hired to carry.
- A vehicle must display a valid inspection certificate.
- Vehicle registration must show the National Safety Code Certificate number.

DRIVER COMPLIANCE

- A driver must have in his possession a valid B.C. Driver's License and Endorsement which allows him/her to drive the vehicle hired. A valid license is one that has not been expired, cancelled, revoked, suspended or fraudulently obtained or altered. A Learners' license is not acceptable.
- A driver shall not report to work under the influence of alcohol, any substance or drugs that would impair his/her driving ability.
- A driver shall report to work promptly at the time and place as ordered.
- The use of seatbelts is mandatory.
- A driver reporting to work must have done the Pre-trip Inspection of the vehicle and recorded the results accordingly. An unsafe vehicle shall not be driven.
- A driver must have adequate driving skills to meet the City Of Richmond driver standards. Should a concern arise the Fleet Operations Department may request the driver for a driving evaluation.
- Vehicle condition checks may be done at the discretion of the Fleet Operations Department and the driver must cooperate with the inspecting officer.
- A driver shall wear approved type of personal protective safety apparatus when required at work sites. Once the driver steps outside of his vehicle he/she is required to wear appropriate hearing protection (when exposed to over 85 dBA) and eye protection (when required).
- A driver shall adhere to all regulations as per Richmond Safety Manual and W.C.B.

I hereby confirm my full understanding of the above requirements. I agree to comply with all requirements as specified. I understand that failure to comply with any of these requirements will void my position on the Hired list until the deficiency is corrected and that repeat non-compliance may result in suspension or termination of my services.

Company Name: _____ Signature: _____

Name: (print) _____

Date: _____

OPERATIONAL PROCEDURES – PART 4

PUBLIC WORKS EVALUATION FORM

NAME OF OWNER: _____ DATE: _____

NAME OF DRIVER: _____ SIGNATURE: _____

EVALUATION BY: _____ SIGNATURE: _____

Instructions: Within the following 8 categories, please circle the appropriate definition of the Truck and Driver being evaluated.

Reliability:		Communication Skills:	
Always Dependable	10	Excellent	10
Usually Dependable	8	Communicates Well	8
Sometimes Dependable	6	Acceptable	6
Inconsistent	4	Poor	4
Unreliable	2	No communication	2

Condition of Truck:		Ability to follow instructions:	
Excellent	10	Excellent	10
Good	8	Good	8
Acceptable	6	Acceptable	6
Poor condition	4	Does not follow instructions well	4
Unsafe	2	Does not comply	2

Quality of Work:		Quantity of Work	
Excellent	10	Excellent	10
Above Average	8	Above Average	8
Average	6	Average	6
Below Average	4	Below Average	4
Unacceptable	2	Unacceptable	2

Hard Hat, Boots, Safety Vest:		Driver Cooperation:	
Always Worn	10	Very Helpful	10
Worn most of the Time	8	Usually helpful	8
Usually Worn	6	Gets along O.K.	6
Seldom Worn	4	Difficult to work with	4
Never Worn	2	Uncooperative	2

TOTAL SCORE _____