

2016 Truck Information Form

Company Name:				
Mailing Address:				
Email address:				
Phone #:				
Cheques to be made payable to:				
All correspondence to be sent by (check one):	Email:		Mail:	

The following needs to be submitted (for all trucks, trailers and drivers) before hauling any loads for Croft Aggregates.

1. Copies of:
 - a) Safety including expiry date
 - b) Registration
 - c) Driver's License for each driver
 - d) WCB Clearance Letter
 - e) Liability Insurance
 - f) Confirmation of Croft Aggregates Truck Driver Orientation

2. Weekly trucking spreadsheets will be sent to you for review. **Payments will be made based on these spreadsheets.** Discrepancies must be reported to the accounting office within 30 days. Discrepancies not reported within the 30 day period will not be corrected. The trucking spreadsheets will not be finalized and sent to the accounts payable department until after the 15th of the following month.

3. In order for a ticket to be validated by our dispatcher, the load must have been dispatched by our office. Unauthorized loads will not be paid.

4. Depending on the project, drug and alcohol testing, site specific orientation and/or location specific permits may be required. These will be the responsibility of the trucking company to obtain.

I hereby acknowledge that I have received and read the Croft Aggregates Limited trucking information and rate package for 2016. I understand that all drivers will require orientation to be on Croft Aggregates Limited sites.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Croft Aggregate Rules, Regulations and Procedures for Truck Drivers

1. Make sure your truck is in top mechanical shape before coming to the pit each day.
 2. Check in by radio before heading into the pit. If you do not have a radio, do it in person.
 3. Obey the posted speed limit while in the pit.
 4. Watch for obstructions on the ground and overhead while in the pit and on a job site.
 5. Do not exit your truck while down in the pit.
 6. Be extra cautious when passing parked trucks and always watch for pedestrians and children.
 7. Workers in the pit, whether in equipment or on foot, have the right of way.
 8. Do not pass any slow moving trucks while in the pit at any time.
 9. When two trucks meet, the loaded truck shall be given the right of way.
 10. Make eye contact with heavy equipment operators before maneuvering around them; be sure your intentions are understood before proceeding.
 11. Park your truck on firm level ground when loading/unloading; make sure your load is centered and adjust it if necessary.
 12. Be sure to clean your end gates, boards, tops and sides of your box after loading & unloading.
 13. Use your tarp when hauling crusher dust or sands.
 14. When driving to and from a job site obey all traffic signs Federal, Provincial and Municipal. When passing farmhouses on grid roads without posted speed limits, slow to 60 KM/h as a courtesy.
 15. When backing up on a job site always maintain eye contact with guides. If a guide is not available, do a visual check of your driving path for obstructions before backing up to dump.
 16. Be aware of wind conditions. Do not dump in extreme wind conditions, as it is a tipping hazard. When there are high winds and you decide to dump, ensure that dumping is done in a way that the effects of the wind and tipping hazards are reduced on your truck.
 17. Ensure that you are wearing proper PPE (Personal Protective Equipment) if you exit your vehicle. PPE includes: Hard Hats, Steel Toed Boots and High Visibility Vest.
 18. Do not swing your end gates by hand to clean around your end gate opening always use a shovel.
 19. If you're towing a pup, make sure you clean product off of everything in between your truck and your pup before driving on public roads.
 20. Ensure that you have log books/paperwork in order in case you are stopped by DOT.
 21. Get your tickets signed and bring them back to dispatch. Once you sign for a ticket it becomes your responsibility.
 22. Work on some sites may require extra equipment. (I.E. Spill Kits, 20lb Fire Extinguishers, Beacons, Back Up Alarms, etc.) as well as added liability insurance.
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- First offence – Verbal warning.
 - Second offence – No loads for the rest of the week.
 - Third offence – Termination.

* Please Note that in order for a ticket to be validated by our dispatcher, the load must have been dispatched by our office. Unauthorized loads will not be paid.

