

AS-NEEDED, HAUL TRUCK PROGRAM GUIDE

Truck Owner-Operators - Independent Contractors

Overview of the
Department of Public Works - Bureau of Street Services (StreetsLA)
As-Needed, Haul Truck Program

1890's to the Present



March 2020

| Approved by Adel H. Hagekhalil, P.E.
| Director of the Bureau of Street Services

Message from the Director



Thank you for your interest in our Department of Public Works' Bureau of Street Services (StreetsLA) As-Needed, Haul Truck Program and Guide. This Guide provides an overview of the process, the Program requirements, and other valuable information and resources. StreetsLA annually conducts an Open Filing Period, allowing participants to declare their interest in continuing to list their trucks on the Bureau's waiting list. The Guide has been developed to assist you with this Program and the Open Filing Period for new and returning truck owner-operators.

We would like to take this opportunity to wish you the best in your future endeavors.

A handwritten signature in blue ink, consisting of a stylized 'A' followed by a large, sweeping loop.

Executive Director and General Manager
Bureau of Street Services

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1. INTRODUCTION / BACKGROUND



The As-Needed Haul Truck Program is a unique program in the Bureau of Street Services (StreetsLA) that dates back to the 1890s. During this period, the City of Los Angeles (City) was growing, and additional trucking was required to assist City forces in the building, maintenance, and resurfacing of the City's roads. In order to keep up with the rapid pace of the City growth, the City made an agreement with the Independent Owner-Operators and the Program was created.

Currently, StreetsLA retains a list of qualified and read-to-work Independent Owner-Operators for short-term and long-term hauling projects.

2. GENERAL INFORMATION

The City, in order to discharge certain duties and responsibilities in connection with hauling asphalt, rubbish, tree trimming and other materials, requires the day-to-day use of trucks for such purposes under the direction of the Department of Public Works, StreetsLA.

- The eligible program participant (Owner-Operator) is not guaranteed any amount of work and must furnish his/her own truck for the transporting of various materials from place to place.
- The Owner-Operator must be an "Independent Contractor" and any agent or employee of the Owner-Operator in performing the terms of an Offer of Work shall be acting on behalf of the Owner-Operator and not as an agent or employee of the City.
- Owner-Operator must be the registered owner of the vehicle and the vehicle registration must be kept current and provided to show proof of ownership.
- Owner-Operator must maintain a valid Motor Carrier Permit issued by the Department of Motor Vehicles (DMV) in conjunction with the California Highway Patrol (CHP), which includes a California Trucking Number (CA number).
- Owner-Operator must immediately notify the City of any changes in the Owner-Operator's insurance coverage, permit(s), and license(s). Immediately means as soon as practically possible but not longer than 8 hours after the Owner Operator knows or with diligent inquiry would have known. Failure to comply may result in discontinued service from the program.

For StreetsLA Standard Provisions for Offer of Work, see **Section 17.3, Attachment D: Public Works, StreetsLA Offer of Work - Sample**.

Applications are available at: 1) Department of Public Works, Bureau of Street Services front counter located at 1149 S. Broadway, Suite 400, Los Angeles, CA 90015 and 2) posted on our website <https://streetsla.lacity.org/truck>.

Applicants and Applicants on the current Waiting List may apply for the Program, which is competitive.

10-Wheel Truck Applicant: Owner-Operators must possess the minimum requirements and qualifications when the application is submitted. Independent Owner-Operator status, proof of truck ownership, truck maintenance records, proof of insurance, personal references, etc. may be required. Applicants who are not current owners of the truck listed on their application may not qualify.

12-Wheel Truck Applicant: Owner-Operators must possess the minimum requirements and qualifications when the application is submitted. Independent Owner-Operator status, proof of truck ownership, truck maintenance records, proof of insurance, personal references, etc. may be required. Applicants who are not current owners of the truck listed on their application may not qualify. **Note: The 12-Wheel Truck is commonly referred to as a “Super 10.”**

Low-Side Truck Applicant: Owner-Operators must possess the minimum requirements and qualifications when the application is submitted. Independent Owner-Operator status, proof of truck ownership, truck maintenance records, proof of insurance, personal references, etc. may be required. Applicants who are not current owners of the truck listed on their application may not qualify.

High-Side Truck Applicant: Owner-Operators must possess the minimum requirements and qualifications when the application is submitted. Independent Owner-Operator status, proof of truck ownership, truck maintenance records, proof of insurance, personal references, etc. may be required. Applicants who are not current owners of the truck listed on their application may not qualify.

3. DEFINITIONS

The following definitions shall apply to this Program Guide:

- a) **“Board”** means the Board of Public Works of the City of Los Angeles or its designee.
- b) **“Bureau of Street Services”** means Department of Public Works, StreetsLA. The City agency that provides roadway maintenance, improvement, resurfacing and construction of streets in the City of Los Angeles.
- c) **“Calendar Day”** means each day beginning at 00:01 Hours and ending 24 hours later at 24:00 Hours (Military Time).
- d) **“City”** means the City of Los Angeles.
- e) **“Commercial Vehicle Section”** means the StreetsLA CVS Section, which is responsible for coordinating and planning As-Needed Haul Truckers.

- r) **“Privately Owned”** means the sole ownership of the offered truck by the Owner-Operator which does not include co-ownership, partnership(s), company(ies), or automotive leasing institutions.
- s) **“Program Coordinator”** means the StreetsLA employee who is responsible for monitoring, managing, overseeing, enforcing, and administrating the terms of Offers of Work, program requirements, contract updates, policy changes, contract renewals, and new applications.
- t) **“Public Works”** means the Department of Public Works, responsible for construction, renovation, and the operation of City facilities and infrastructure.
- u) **“Registered Owner”** means a person registered by the California Department of Motor Vehicle as the owner of a vehicle as defined by the California Vehicle Code, Section 505.
- v) **“Special Construction Equipment”** means dump trucks and tractor-dump trailer combinations which either (1) are in excess of 96 inches in width or (2) which, because of their length, height, or unladen weight, may not be moved on a public highway without the permit specified in the California Vehicle Code, Section 35780 as defined in California Vehicle Code Section 565.
- w) **“Substitute Driver”** means any relief driver who is an employee of the Owner-Operator who drives the commercial vehicle on behalf of the Owner-Operator. The Substitute Driver is not an employee of the City. The Owner-Operator may only utilize one Substitute Driver.
- x) **“Trailer”** means a vehicle designed for carrying persons or property on its own structure and for being drawn by a motor vehicle and so constructed that no part of its weight rests upon any other vehicle as defined by the California Vehicle Code, Section 630.
- y) **“Transferee”** means a person who has acquired the sole ownership of or an equity in a vehicle of a type as defined by the California Vehicle Code Section 640.
- z) **“Transportation for Hire”** means a person(s) include transportation for gain or profit, direct or indirect as defined in the Vehicle Code of California, per *Los Angeles Municipal Code Section 21.194. Transporting Persons for Hire.*
- aa) **“Truck Owner-Operator”** means the same as **“Owner-Operator”** which means the sole ownership of the offered dump truck by the Independent Contractor.
- bb) **“Truck Tractor”** means as defined in the Vehicle Code of California, per *Los Angeles Municipal Code Section 21.196. Miscellaneous Trucking.*
- cc) **“Waiting List”** means a list of eligible applicants (as-needed owner operators) that met the minimum requirements during the initial application review phase. When additional truck Owner-Operators are required by StreetsLA, new truck Owner-Operators will be selected based on the Waiting List.

4. MINIMUM REQUIREMENTS

In order to be eligible to work for this Contract Truck Program, the Owner-Operators must meet the conditions following: **(a)** Be the registered private owner of a three-axle dump truck with a 15-ton legal load limit; and **(b)** The dump body shall be capable of being increased by the use of sideboards when required. In the event any truck is required to have an increased capacity of dump body by use of sideboards, they shall be furnished by the owner of said truck as regular equipment.

4.1 Private Ownership

It is understood that “**privately owned**” means the sole ownership of the offered dump truck by the Independent Contractor. Private ownership does not include co-ownership, partnership(s) with or in companies or automotive leasing institutions. Private ownership shall be demonstrated by certificates of ownership and the DMV registration certificate. Non-compliance with this program policy prohibits the extension or renewal of the Offer of Work and is cause for the cancellation of the Offer of Work.

4.2 Truck Requirements

To be in this Program, the Owner-Operator must have the required truck registered in their name as a sole proprietor. For more information regarding Truck Classification, see **Section 5.1, Equipment Requirements**.

4.3 Truck Height

Overall height of the truck shall not exceed 10-feet. In addition, the truck shall have double acting tail gates to permit dumping high loads of bulky material without gate interference; canvas hot cover or tarpaulin automatic and electric, trench gate and apron for dumping asphalt paving material; slotted bracket on the front bumper for chain hookups to paving machine; underbody type power operated hoist, adequate to effectively operate dump body at full capacity; heavy duty pneumatic tires; speedometer and odometer, and back-up warning devices in operational order.

For more information regarding Truck Requirements, see **Section 5.1, Equipment Requirements**.

5. EQUIPMENT REQUIREMENTS

Owner-Operator shall furnish appropriate truck and operator and/or Substitute Driver to accomplish the required services.

5.1 Truck Classification

The following truck classifications are required for this Program:

Table 1 - Truck Classification

Category	Truck Classification
1	10-Wheel Truck
2	12-Wheel Truck / Super 10
3	Low Side Truck
4	High Side Truck

- Owner-Operators of a three or four-axle truck must have a minimum 15-ton legal load limit. The body of the truck must be capable of being increased using sideboards when required by the City. Should the City request sideboards then they will be furnished by Owner-Operator as regular equipment.
- Three or four-axle trucks must have double acting tail gates to permit dumping high loads of bulky material without gate interference. The truck must have a spreading apron for dumping asphalt paving material.
- Owner-Operator of a five-axle semi-tractor/trailer truck must have a minimum legal load capacity of 20.7 tons. Height of tractor/trailer must not exceed 11 feet.
- Owner-Operator must maintain the vehicle in good mechanical condition, comply with all vehicle code regulations, and meet all inspection standards and requirements of the California Vehicle Code.

5.2 Underbody Type Power Operated Hoist

All trucks must have underbody type power operated hoist, adequate to effectively operate the truck body at full capacity, speedometer, odometer, and back-up warning devices in operational order.

The Owner-Operator will have **ten (10) calendar days** from the Offer of Work execution date to complete this requirement.

5.3 Tachographs and Electrical/Automatic Tarping System

The Electrical / Automatic Tarping System is used to cover the load on the truck (Hot asphalt or Grindings). The Tachographs and Electrical / Automatic Tarping Systems are used and required for ALL Trucks. The Tachographs are used to track arrival and departure time, track speed and movement of the truck.

All trucks shall have installed operational tachographs and electrical/automatic tarping systems, and meet such other specifications and shall have other equipment as may be required by the regulations of the DMV of the State Highway Patrol, the City, and the State of California.

Required equipment and features include but are not limited to electrical/automatic tarping systems, back-up warning devices, tachometers, and cellular telephones. They must always be in good operating condition.

The Owner-Operator will have **10 calendar days** from the Offer of Work execution date to complete the installation of the operational tachographs and electrical/automatic tarping systems.

6. COMPLIANCE DOCUMENT REQUIREMENTS

6.1 Business Tax Registration Certificate Exemption (BTRC)

All vendors doing business in the City for 7 or more days per calendar year require a BTRC, with some exceptions.

Owner-Operators fall under the provisions of the Los Angeles Municipal Code, Section 21.195, "Trucking-Hauling Exemptions." Owner-Operators fall under the provisions of the ***Los Angeles Municipal Code, Section 21.195, "Trucking-Hauling Exemptions."*** The Owner-Operator is required to complete a BTRC exemption via the Office of Finance.

Refer questions regarding the BTRC Exemption to the Office of Finance located at:

City Hall
200 N. Spring Street, Room 101
Los Angeles, CA 90012
Website: <https://finance.lacity.org/>
Phone: (844) 663-4411

6.2 California Highway Patrol - The Basic Inspection of Terminals (BIT) Trucks

The selected As-Needed, Independent Truck Owner-Operator will be required to provide and maintain a valid CHP BIT maintenance log for their truck.

For more information, contact the CHP at the link below:

<https://www.dmv.ca.gov/portal/dmv>

6.3 Education and Training Course

The selected As-Needed, Independent Truck Owner-Operator will be required to provide evidence of completing a one-hour Drug Abuse Education and Training Course.

For more information, contact the Department of Transportation at the link below:
<https://cms8.fmcsa.dot.gov/>

6.4 California Air Resources Board (CARB) Compliance

The selected As-Needed, Independent Truck Owner-Operator will be required to provide and demonstrate CARB Compliance.

For more information, contact DMV at the link below:
<https://ww2.arb.ca.gov/>

6.5 California Department of Commercial Driver's License

According to the California DMV, truck drivers driving a 10-Wheel, 12-Wheel, Low Side and/or High Side Truck for this Program will be required to carry a valid Commercial Driver's License for the duration of the Offer of Work. Below is a brief description of the specific truck weight which includes, but is not limited to the following:

- Any single vehicle with a gross weight rating (GVWR) of 26,001 pounds or more.
- A combination vehicle with a gross combination weight rating (GVWR) of 26,001 or more pounds, provided the GVWR of the vehicle(s) being towed is in excess of 10,000 pounds.

For more information, contact DMV at the link below:
<https://www.dmv.ca.gov>

6.6 California Department of Motor Vehicles (DMV): Vehicle Registration

The selected As-Needed, Independent Truck Owner-Operator will be required to provide a copy (front and back) and maintain a valid California Commercial License through the duration of the Program. State of California DMV Vehicle Registration

The selected As-Needed, Independent Truck Owner-Operator will be required to provide and maintain a valid California DMV Vehicle Registration through the duration of the Program. Any Independent Truck Owner-Operator submitting false documents may be removed from all Waiting Lists and future Programs. **For more information**, contact DMV at the link below:

<https://www.dmv.ca.gov>

6.7 State of California DMV Current Medical Card

The selected As-Needed, Independent Truck Owner-Operator will be required to provide a copy of the driver's valid medical card for the duration of the Program. Any Independent Truck Owner-Operator submitting false documents may be removed from all Waiting Lists and future Programs. **For more information**, contact DMV at: <https://www.dmv.ca.gov>

6.8 Drug Consortium Card

The Drug Consortium Card is required by the Federal Motor Carrier Safety Administration to assist with the compliance of the drug and alcohol testing requirements. The selected As-Needed, Independent Truck Owner-Operator will be required to provide and maintain a drug consortium card through the duration of the Program.

For more information, contact the Department of Transportation at the link below: <https://cms8.fmcsa.dot.gov/>

6.9 Form W-9: Request for Taxpayer Identification Number

The selected As-Needed, Independent Truck Owner-Operator will be required to complete a request for taxpayer identification number (Form W-9) for payment processing.

For more information, go to the Internal Revenue Services' link below: <https://www.irs.gov>

6.10 Motor Carrier Permit

The selected As-Needed, Independent Truck Owner-Operator will be required to provide a copy of a valid Motor Carrier Permit through the duration of the Program. The Owner-Operator shall maintain a valid Motor Carrier Permit issued by the DMV in conjunction with the CHP, which includes a California Trucking Number (CA number) all work to be performed under this Offer of Work at all times.

For more information, go DMV's link below: <https://www.dmv.ca.gov>

7. INSURANCE REQUIREMENTS AND FORMS

7.1 Insurance Requirements

The selected Owner-Operator will be required to maintain for the duration of the Offer of Work and provide certification of insurance coverage(s) in the following types and amounts as specified by the City's Risk Manager and the Board of Public Works.

The last insurance requirements for this Program are summarized below:

Table 2 - Insurance Requirements

Insurance Requirements	Limits (\$)
a) Automobile Liability. To include Hired Automobiles, Owned Automobiles, Non-owned Automobiles, and pollution legal liability endorsement on policy) with a limit minimum of one (1) million dollars per occurrence.	\$1,000,000
b) Workers' Compensation Employer's Liability Insurance. (Statutory Limit with Waiver of Subrogation in favor of City and Employer's Liability with a limit minimum of one (1) million dollars per occurrence).	\$1,000,000
c) General Liability to include Premises and Operations, Contractual Liability, Independent Truck Owner-Operator with a limit minimum of one (1) million dollars per occurrence.	\$1,000,000

All Owner-Operators, as part of their Offer of Work, are required to provide a notarized declaration from their insurance carrier(s) that their firm is able to obtain insurance coverage in the limits stated above. Information on how to submit proof of insurance to the City, along with conditions for acceptance of self-insurance.

The City's Risk Management Group located in the Office of the City Administrative Officer (CAO's office) will determine actual insurance coverage at the time a specific Offer of Work is accepted. Additional information on insurance requirements and submittal instructions can be found at <https://kwikcomply.org/>.

The Owner-Operator will have **10 calendar days** from the Offer of Work execution date to complete and submit the forms to the City through the website <https://kwikcomply.org/>.

7.2 Automobile Liability Insurance

Owner-Operator agrees to insure against liability for death or injury to persons, property or land arising from the Owner-Operator's operation conducted on City property or elsewhere, pursuant to an Offer of Work. Owner-Operator shall obtain and keep in force during the term of an Offer of Work, at its sole expense, liability insurance in which the City of Los Angeles is named as an additional insured covering all activities undertaken pursuant hereto. The policy or policies shall insure against all claims arising out of or in

connection with such transportation, operation, and/or all other activities conducted hereunder.

All liability insurance policies shall bear an endorsement or shall have an attached rider whereby it is provided that, in the event of expiration, proposed cancellation or reduction in coverage of such policies for any reason whatsoever, the City shall be notified at least thirty (30) days (**10 calendar days** for non-payment of premium) before expiration, cancellation or reduction in coverage is effective. Coverage shall be by an insurer admitted in California which has at least an "A" Policy Holder's Rating and "X" Financial Size in accordance with the current *Best's Key Rating Guide*.

7.2.1 Insurance Registration and Uploading Requirements

Owner-Operator shall provide the City with evidence of coverage in accordance with the Board, <https://dpw.lacity.org>. Once hired, your insurance broker will be required to register and upload a valid insurance certificate through the City's insurance KwikComply at website: <https://kwikcomply.org/>.

Such Policy shall further contain no deductible provision and shall contain conditions that the Board of Public Works shall be notified in writing of any cancellation of said insurance by registered mail not less than thirty (30) days prior to the date of such cancellation.

7.3 Workers' Compensation Insurance

Before entering upon the performance of each acceptance of an Offer of Work and in the event said truck is not operated by the Owner-Operator thereof, but by an approved Substitute Driver while under the terms of an Offer of Work, Owner-Operator agrees to take out, or cause to be taken out with a responsible insurance carrier, authorized under the laws of the State of California, adequate coverage under the Workers' Compensation Safety Act. Workers' Compensation insurance must cover full liability for compensation under said Act, with the endorsement of the **Waiver of Subrogation** for any person injured while performing any work labor incidental to the performance of each acceptance of an Offer of Work.

A **Waiver of Subrogation** on the coverage is required only for jobs where your employees are working on City premises under hazardous conditions, e.g., uneven terrain, scaffolding, caustic chemicals, toxic materials, power tools, etc. The Waiver of Subrogation waives the insurer's right to recover (from the City) any workers' compensation paid to an injured employee of the contractor.

For more information and City Insurance requirements see the link below:

<http://cao.lacity.org>

The City Administrative Officer's Insurance and Bonds Compliance Unit reviews and maintains insurance documents submitted in connection with Public Works construction projects, personal services contracts, and permits at: <https://dpw.lacity.org> under Forms:

- Board of Public Works Insurance Submittal Instructions
- Applicant's Declaration of Self Insurance
- Request for Waiver

7.7 Certificate Holder

The selected As-Needed, Independent Truck Owner-Operator will be required to add the appropriate Certificate Holder information on their Certificate of Insurance .

The Certificate Holder for all related insurance requirements should be addressed as follows:

City of Los Angeles and its Agencies, Board, and Depts.
200 North Main Street
City Hall East – Rm 1240
Los Angeles, CA 90012

Additional information on insurance requirements and submittal instructions can be found at: <https://kwikcomply.org/>.

8. SUBSTITUTE DRIVER

The Owner-Operator is authorized to use a Substitute Driver to accomplish the required services when the driver is unable to do so for the following qualifying conditions:

- Owner is unable to drive
- Medical Reasons
- Emergency
- Personal Leave

8.1 Substitute Driver - Notification Form

The Owner-Operator is required to submit a Substitute Driver Notification Form to the Program Coordinator for review and approval. The Owner-Operator must state the reason for requesting a Substitute Driver. See **Section 17.3, Attachment C: Substitute Driver Notification Form - Sample**.

The Owner-Operator is required to submit the following compliance documents, along with the Substitute Driver Notification Form:

1. An **original** "negative" drug test, date within **five (5) calendar days** of submission date

2. An **original** “negative” alcohol test, date within **five (5) calendar days** of submission date
3. One (1) **copy** of Substitute Driver’s California Commercial Driver’s License
4. One (1) **copy** of the Substitute Driver’s **current** medical card
5. One (1) **copy** of Substitute Driver’s Consortium Card
6. Evidence of one-hour Drug Education Course
7. One (1) DMV print-out for Substitute Driver no more than **five (5) calendar days** from the date of request

8.2 Substitute Driver - Limitations

The Owner-Operator with a valid Offer of Work for the Program is authorized to use a Substitute Driver if approved. The Owner-Operator must submit the proper paperwork requesting to use a Substitute Driver. Request to use a Substitute Driver must be submitted by the Owner-Operator on the appropriate form. See **Section 17.3, Attachment C: Substitute Driver Notification Form – Sample**.

8.3 Substitute Driver - Load Requirements

The Owner-Operators and/or Substitute Drivers shall be responsible for operating its equipment including positioning the equipment under the silo, verifying the tonnage loaded and complying with the loading procedures established by the City. Owner-Operators and/or their Substitute Driver are solely responsible for complying with load requirements.

8.4 Substitute Driver - Equipment and Maintenance Requirements

The Owner-Operator shall furnish appropriate truck and operator and/or Substitute Driver to accomplish the required services.

The Owner-Operator shall be responsible for providing and maintaining truck, Substitute Driver, and any other necessary personnel and equipment required for the transportation of aggregate materials and/or bulky items.

8.5 Substitute Driver - Compliance Documents

The Owner-Operator shall be responsible for verifying that Substitute Drivers comply with the Offer of Work’s licensing, medical certification, and State Drug Program requirements. Such documents shall be available for City’s inspection or supplied to City prior to the inspection.

8.6 Substitute Driver - Rules and Regulations

The Owner-Operator and/or Substitute Driver shall perform all activities in connection with their responsibilities under the Offer of Work in accordance with all applicable laws, rules, regulations, and permit requirements of the Federal, State, and Local governments and their subordinate agencies.

8.7 Substitute Driver - Training

The Owner-Operator shall be responsible for providing all pertinent training to their Substitute Driver contained within the Offer of Work.

8.8 Substitute Driver - Insurance Requirements

Workers' Compensation Insurance is required for all Substitute Drivers. For more information about Substitute Drivers, refer to **Section 7.1, Insurance Requirements and Forms**.

Additional information on insurance requirements and submittal instructions can be found at: <https://kwikcomply.org/>.

8.9 Substitute Driver - Workers' Compensation Insurance

Workers' Compensation Insurance is required for all Substitute Drivers.

9. HAUL TRUCK RATE

Haul Truck Rates are normally calculated and based on data from the U.S. Department of Labor/Bureau of Labor Statistics, U.S. Energy Information Administration, and the Truck Industry.

The Haul Truck Rates vary by truck type, load, etc. StreetsLA determines the lowest cost and whether to pay by the ton-per-mile rate, hourly rate for intra-zone deliveries, and/or standing rates when the Owner-Operator is dispatched.

10. WAITING LIST APPLICATION INSTRUCTIONS

10.1 Program Application

All applicants must complete a Program Application and provide requested information as indicated by the announcement posted on our website at:

<https://streetsla.lacity.org/truck>

Interested applicants must be an Independent Contractor, have truck compliance documents, equipment maintenance records, and be able to demonstrate sole ownership of the required equipment.

All interest applicants must apply by truck type, during the open enrollment period. Only one (1) application will be accepted per truck type. However, applicants submitting more than one (1) application for the same truck type will be considered non-responsive.

Note:

- Any and all applications received must be **completed** and **signed** before the designated deadline.

10.2 Separate Application by Truck Type

An As-Needed, Independent Contractor may qualify for multiple Truck Type lists. Therefore, a separate application is required for each Truck of interest. The lists are established when applicants submit their application for a specific truck. Every year, applicants that wish to retain their same ranking are required to requalify and resubmit the required paperwork annually.

Check our website for the current application by truck type. Also see **Section 17.1, Attachment A: Program Application - Sample.**

10.3 Documentation Required for Each Application

Documentation is required for each application submitted. All interested applicants must submit documentation showing they own the equipment (truck) stated in their application as listed in **Section 6 – Compliance Documentation Required.**

Note:

1. The equipment documentation must be submitted with each application, during the open enrollment period, and before the designated deadline.
2. The equipment documentation must clearly show the applicant is the sole owner of the equipment listed on the application.
3. Equipment documentation showing more than one owner will be considered non-responsive and no further review of the application will be conducted.

11. WAITING LIST APPLICATION PROCESS

The Application process includes a review of the application to see if the applicant meets the minimum qualifications for the Program. The steps include the following:

- **Step 1:** Time stamp all applications received
- **Step 2:** Separate applications by truck type
- **Step 3:** Review applications for compliance
- **Step 4:** Rank applicant based on order of received beginning with the prior year's Waiting List candidates
- **Step 5:** Separate each applicant by 1-Waiting List (prior list); 2-Open list (new applicants); 3-Applicants that failed to meet minimum qualifications
- **Step 6:** Merge all approved applicants into one Waiting List and ranking all candidates
- **Step 7:** Mail notification letters to ALL applicants with their ranking and/or rejection letter (indicating the reason)

11.1 **Waiting List Information**

The Waiting List is used to rank interested drivers for the As-Needed, Haul Truck Program by truck type as listed in **Section 5.1 – Truck Classification**.

StreetsLA retains a list of qualified and ready-to-work independent dump truck owners for their services in the short-term and long-term hauling projects.

The application for Waiting List status is not an Offer of Work or a guarantee of placement in the Program. All approved applications will be ranked on the Waiting List according to:

1. Their respective filing dates (applications will be date-stamped).
2. The completion of all application items Insurance coverage will be verified by the Program Coordinator. The Waiting List remains active for one fiscal year. Current Waiting List truckers must file every fiscal year. If current Waiting List truckers re-file, they will be ranked according to their original filing date. Recruitment for new Owner-Operator trucks will be conducted only from the Waiting List.

12. WHO SHOULD APPLY?

Only applicants who meet the minimum requirements and qualifications stated in this Program Guide may apply.

Independent Owner-Operators interested in the Program and meet the minimum requirements and qualifications must apply during the open enrollment, which are posted on our website.

New Applicants including applicants on the Waiting List that meet the minimum requirements and qualifications must apply when the dates are posted on our website: <https://streetsla.lacity.org/truck>

13. WHEN TO APPLY

When the open enrollment period is posted, all applicants meeting the minimum qualifications must complete a Program Application and check list. In addition, the applicant must provide requested information as indicated by the Offer of Work announcement.

Go to the link below:

<https://streetsla.lacity.org/truck>

13.1 Seniority Status

Annually, current Independent Contractors with an active Offer of Work must demonstrate that they continue to meet the requirements for the Program. They are required to reapply and submit the required documents annually to maintain their eligibility and seniority status or their Offer of Work is cancelled. For more details about the Offer of Work, See **Section 17.4, Attachment D: *Public Works, StreetsLA's Standard Provisions for Offer of Work***

13.2 Right to Reject Application

StreetsLA reserves the right to reject any and all As-Needed, Truck Applications and to waive any informality therein.

13.3 Application Omissions and Errors

No As-Needed, Independent Truck Owner-Operator shall be released on account of errors in judgment, carelessness, or lack of familiarity with any As-Needed, Independent Truck Owner-Operator Application instructions, specifications or plans.

An As-Needed, Independent Truck Owner-Operator may be released on account of clerical errors, if he/she provides the StreetsLA written notice within **five (5) calendar days** of the As-Needed, Independent Truck Owner-Operator Application opening and satisfies StreetsLA that a clerical mistake was made in the submission of the As-Needed, Truck Application, not in judgment.

14. WHERE TO APPLY AND MAIL APPLICATIONS

Mail all applications, including compliance documents to the address below:

Public Works-Bureau of Street Services (StreetsLA)
Attention: As-Needed, Haul Truck Program Coordinator
1149 S. Broadway Street, Suite 400
Los Angeles, CA 90015
Email: bss.contract@lacity.org

Note: Makes copies of all documents prior to mailing the application. Once the applications have been received, no copies will be provided.

Applications will only be accepted **by U.S. mail**. Program Requirements and the application deadline are posted on our website at <https://streetsla.lacity.org/truck>

Your application is considered mailed on time if the envelope is properly addressed, has enough postage, is postmarked, and is deposited in the mail by the due date.

- All interested applicants are encouraged to download the Program Requirements and Application as soon as possible once the dates have been posted to on our website.
- The Program application will only be accepted for the Truck Classifications listed during the filing period posted online. Incomplete applications will be returned, including applications received **before** or **after** the open enrollment filing period.
- Submit the **complete** package by mail during the filing period posted online.

For more information, go to the link below:

<https://streetsla.lacity.org/truck>

Note: Applicants are encouraged to check the website regularly for important information about where to apply and the application deadline.

15. E-MAIL GUIDELINES AND CONFIDENTIALITY

E-mail Usage: The City standard e-mail systems are used for electronic communication. Sensitive and confidential information should not be sent via e-mail.

Examples of *Sensitive and Confidential Information* include, but are not limited to the following:

“Social Security Numbers, Driver’s License Numbers, Vehicle License Plate Numbers, Addresses, Phone Numbers, Medical Records, including Test Results, DMV Records, Form W-9 – Request for Taxpayer Identification Number, Etc.”

Please note: Never send sensitive and/or confidential information via e-mail.

16. CONCLUSION

We hope that the information in this Program Guide was useful and will be beneficial for all Independent Owner-Operators interested in the Program.

17. ATTACHMENTS

Attachments

17.1 Attachment A: Program Application – Samples

17.1.1 Program Application for 10-Wheel – Sample

Sample 10-Wheel Application



City of Los Angeles
 Department of Public Works - Bureau of Street Services (StreetsLA)
 1149 South Broadway Street, Suite 400, Los Angeles, California 90015
 Email: bss.contract@lacity.org
 Website: <https://streetsla.lacity.org/truck>

As-Needed, Haul Truck Program
10-Wheel Truck
WAITING LIST APPLICATION FOR 2020-21
Truck Owner-Operators - Independent Contractors
 (July 1, 2020 - June 30, 2021)

Instructions: Please fill out each Section completely. Make sure the name you provide on this application matches the documents you are required to submit in Section G.

Type of applicant: Renewal Applicant
 Please check one: New Applicant

I am applying for: Independent Contractor - 10-Wheel Truck		
A. Applicant Information: Must file individually (Not as a broker, partnership or corporation).		
1. NAME: LAST	FIRST	MIDDLE INITIAL
2. SOCIAL SECURITY NUMBER (Payroll & applicant processing)	3. E-MAIL ADDRESS	
4. PRESENT MAILING ADDRESS: NUMBER	STREET	UNIT / SUITE
CITY	STATE	ZIP CODE
5a. PRIMARY TELEPHONE - Area & Number ()	5b. CELL PHONE - Area & Number ()	
B. California Class A/B Commercial Driver License		
6. CALIFORNIA CLASS A/B COMMERCIAL DRIVER'S LICENSE NUMBER		7. EXPIRATION DATE
C. Registered Owner Truck Information		
8a. REGISTERED TRUCK OWNER NAME (as listed on DMV registration)		8b. Individual Truck Owner: Check one Yes _____ or No _____
8c. TRUCK MAKE	9. TRUCK MODEL	10. TRUCK YEAR
11. LEGAL LOAD CAPACITY	12. NUMBER OF AXLES	13. LICENSE PLATE NUMBER
D. Truck: Certificate of Liability Insurance Information. Please submit proof of insurance for the truck listed in Section C. Please note: You are not required to upload this information at this time.		
14a. NAME OF COMPANY/ PRODUCER		14b. BROKER / AGENT NAME
15. ADDRESS: NUMBER	STREET	UNIT / SUITE
CITY	STATE	ZIP CODE
16a. BROKER / AGENT E-MAIL ADDRESS		16b. BROKER / AGENT TELEPHONE - Area & Number ()

2020-2021: Independent Truck Owner-Operator

I am applying for: Independent Contractor - 10-Wheel Truck		
As-Needed, Haul Truck Program		
17. PLEASE PRINT NAME - Last	First	Middle Initial
E. Substitute Driver (check one)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "Yes", please fill out the As-Needed Haul Truck Program Substitute Driver Notification Form and submit the required paperwork.
F. Professional Reference Information		
18. NAME OF REFERENCE	19. TITLE	
20. NAME OF COMPANY	21. COMPANY PHONE - Area & Number ()	
22. ADDRESS: NUMBER	STREET	UNIT / SUITE
CITY	STATE	ZIP CODE
G. Applicant's Signature and Acknowledgement		
<p>1. By signing this application, I affirm that the information I have provided is true. I understand all information on this application will be verified by the Bureau of Street Services. False information will disqualify me from the As-Needed Haul Truck Program's Waiting List.</p> <p>2. The name listed in Item 1 is the same name that appears on all documents submitted and required in Section G.</p> <p>3. I also sign with the understanding that (a) recruitment from the Waiting List is not immediate or guaranteed, (b) ranking on the Waiting List is based on the date my application packet is received in the As-Needed Haul Truck Program's office; (c) the signed application and copies of <u>all</u> required documents must be submitted together; missing items will result in the return of my application package without a filing date. (d) I understand this program is for individual truck owners only. My truck is NOT listed as a broker, partnership or corporation on any of the documents submitted.</p>		
23a. APPLICANT SIGNATURE (Required . Original in black ink; See footnote #1.)		23b. DATE
H. Please Read and Initial Checklist - You are required to submit the following items with your application or your application will be invalid and returned without a filing date.		
24. _____ Initial Here	A. Valid DMV Registration for the truck listed as "individual" owner operator and not as a broker, partnership or corporation.	
25. _____ Initial Here	B. Proof of California Class A/B Commercial Driver's License.	
26. _____ Initial Here	C. Proof of Auto Liability Insurance Certificate (\$1,000,000 each occurrence). We DO NOT accept insurance cards.	
27. _____ Initial Here	D. Proof of Valid Motor Carrier Permit.	
28. _____ Initial Here	E. City of Los Angeles Request for Waiver of Worker's Compensation Insurance Requirements (only applicable if there is no Substitute Driver).	
Independent Contractor Applicants - Do not use the space below - For Bureau of Street Services Use Only		
DATE APPLICATION RECEIVED	Application Approved	Comments
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Reviewed by	Date

Waiting List Application Instructions for Truck Program	
A. Waiting List Applicant Information: Must file individually (Not as a broker, partnership or corporation).	
1	APPLICANT INFORMATION (Section A, Item 1) - Applicants must enter their name as shown on their Department of Motor Vehicle (DMV) Registration, Commercial Driver's License. This information in this Section must match what is entered and provided in Sections A, G Items 24-27). We DO NOT accept names registered as a broker, partnership or corporation as follows: For example: 1) John Street, Inc.; 2) John Street & Mary Drive; or 3) John Street Trucking.
2	SOCIAL SECURITY NUMBER (Section A, Item 2) - This information is used for payroll processing and application. Federal Law P.L. 93-579, Section 7 require that you be informed when asked for your Social Security Number. (Reference: Federal Privacy Act and Use of Social Security Numbers).
3	E-MAIL ADDRESS (Section A, Item 3) - You must enter an e-mail address where we can contact you if we need additional information.
4	PRESENT MAILING ADDRESS (Section A, Items 5a-5b) - You must provide a number where we can contact you if we need additional information.
5	PRIMARY TELEPHONE AND CELL PHONE NUMBER (Section A, Items 5a-5b) - You must provide a number where we can contact you if we need additional information.
B. California Class A/B Commercial Driver License	
6	COMMERCIAL DRIVER'S LICENSE INFORMATION (Section B, Items 6-7) and Section G, Item 25) - This information in this Section must match what is entered in Sections A, D and G. The application may be rejected if the information does not match.
7	COMMERCIAL DRIVER LICENSE EXPIRATION DATE (Section B, Items 6-7) and Section G, Item 25) - This information in this Section must match what is entered in Sections A, D and G. The application may be rejected if the information does not match.
C. Registered Owner Truck Information	
8	REGISTERED OWNER TRUCK INFORMATION (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
9	TRUCK MODEL (Section C, Item 9) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
10	TRUCK YEAR (Section C, Item 10) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
11	LEGAL LOAD CAPACITY (Section C, Item 11) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
12	NUMBER OF AXLES (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
13	LICENSE PLATE NUMBER (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
D. Truck: Certificate of Liability Insurance Information. Please submit proof of insurance for the truck listed in Section C. Please note: You are not required to upload this information at this time.	
14	CERTIFICATE OF LIABILITY INSURANCE - COMPANY / PRODUCER INFORMATION (Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.
15	CERTIFICATE OF LIABILITY INSURANCE - ADDRESS (Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.
16	CERTIFICATE OF LIABILITY INSURANCE -BROKER / AGENT INFORMATION Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.

2020-2021: Independent Truck Owner-Operator

E. Substitute Driver	
Yes	PROFESSIONAL REFERENCE INFORMATION (Section E, Items 18-22) - Applicants must provide a professional reference and their contact information. This information is subject to verification.
No	PROFESSIONAL REFERENCE INFORMATION (Section E, Items 18-22) - Applicants must provide a professional reference and their contact information. This information is subject to verification.
F. Professional Reference Information	
18	NAME OF REFERENCE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
19	TITLE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
20	NAME OF COMPANY (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
21	COMPANY PHONE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
22	ADDRESS (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
G. Applicant's Signature and Acknowledgement	
23	REQUIRED SIGNATURE AND DATE - Applicants must sign and date the Application in "black" ink.
H. Please Read and Initial. Checklist - You are required to submit the following items with your application or your application will be <u>invalid</u> and <u>returned</u> without a filing date.	
24	VALID DMV REGISTRATION (Section H, Item 24) - This information in this Section must match what is entered in Sections A and H. The application may be rejected if the information does not match.
25	PROOF OF CALIFORNIA CLASS A/B COMMERCIAL DRIVER'S LICENSE (Section H, Item 25) - This information in this Section must match what is entered in Sections A and B. This application may be rejected if the information does not match.
26	PROOF OF AUTO LIABILITY INSURANCE CERTIFICATE - (Section H, Item 26) - This information in this Section must match what is entered in Section D, Items 14-16b. This application may be rejected if the information does not match.
27	PROOF OF VALID MOTOR CARRIER PERMIT- (Section H, Item 27) - This information in this Section must match what is entered in Section C, Items 8a-13. This application may be rejected if the information does not match.
28	CITY OF LOS ANGELES - REQUEST FOR WAIVER OF WORKERS' COMPENSATION INSURANCE REQUIREMENTS (Section H, Item 28) - This information in this Section must match what is entered in Section A, Items 1,3, and 4. This application may be rejected if the information does not match.

17.1.2 Program Application for 12-Wheel – Sample

Sample

12-Wheel Application



City of Los Angeles
 Department of Public Works - Bureau of Street Services (StreetsLA)
 1149 South Broadway Street, Suite 400, Los Angeles, California 90015
 Email: bss.contract@lacity.org
 Website: <https://streetsla.lacity.org/truck>

As-Needed, Haul Truck Program 12-Wheel Truck WAITING LIST APPLICATION FOR 2020-21 Truck Owner-Operators - Independent Contractors (July 1, 2020 - June 30, 2021)

Instructions: Please fill out each Section completely. Make sure the name you provide on this application matches the documents you are required to submit in Section G.

Type of applicant: Renewal Applicant
 Please check one: New Applicant

I am applying for: Independent Contractor - 12-Wheel Truck		
A. Applicant Information: Must file individually (Not as a broker, partnership or corporation).		
1. NAME: LAST	FIRST	MIDDLE INITIAL
2. SOCIAL SECURITY NUMBER (Payroll & applicant processing)		3. E-MAIL ADDRESS
4. PRESENT MAILING ADDRESS: NUMBER STREET		UNIT / SUITE
CITY		STATE ZIP CODE
5a. PRIMARY TELEPHONE - Area & Number ()		5b. CELL PHONE - Area & Number ()
B. California Class A/B Commercial Driver License		
6. CALIFORNIA CLASS A/B COMMERCIAL DRIVER'S LICENSE NUMBER		7. EXPIRATION DATE
C. Registered Owner Truck Information		
8a. REGISTERED TRUCK OWNER NAME (as listed on DMV registration)		8b. <u>Individual Truck Owner</u> : Check one Yes _____ or No _____
8c. TRUCK MAKE	9. TRUCK MODEL	10. TRUCK YEAR
11. LEGAL LOAD CAPACITY	12. NUMBER OF AXLES	13. LICENSE PLATE NUMBER
D. Truck: Certificate of Liability Insurance Information. Please submit proof of insurance for the truck listed in Section C. Please note: You are not required to upload this information at this time.		
14a. NAME OF COMPANY/ PRODUCER		14b. BROKER / AGENT NAME
15. ADDRESS: NUMBER STREET		UNIT / SUITE
CITY		STATE ZIP CODE
16a. BROKER / AGENT E-MAIL ADDRESS		16b. BROKER / AGENT TELEPHONE - Area & Number ()

2020-2021: Independent Truck Owner-Operator

I am applying for: Independent Contractor - 12-Wheel Truck		
As-Needed, Haul Truck Program		
17. PLEASE PRINT NAME - Last	First	Middle Initial
E. Substitute Driver (check one)		
<input type="checkbox"/> Yes <input type="checkbox"/> No If, "Yes", please fill out the As-Needed Haul Truck Program Substitute Driver Notification Form and submit the required paperwork.		
F. Professional Reference Information		
18. NAME OF REFERENCE		19. TITLE
20. NAME OF COMPANY		21. COMPANY PHONE - Area & Number ()
22. ADDRESS: NUMBER	STREET	UNIT / SUITE
CITY	STATE	ZIP CODE
G. Applicant's Signature and Acknowledgement		
<p>1. By signing this application, I affirm that the information I have provided is true. I understand all information on this application will be verified by the Bureau of Street Services. False information will disqualify me from the As-Needed Haul Truck Program's Waiting List.</p> <p>2. The name listed in Item 1 is the same name that appears on all documents submitted and required in Section G.</p> <p>3. I also sign with the understanding that (a) recruitment from the Waiting List is not immediate or guaranteed, (b) ranking on the Waiting List is based on the date my application packet is received in the As-Needed Haul Truck Program's office; (c) the signed application and copies of all required documents must be submitted together; missing items will result in the return of my application package without a filing date. (d) I understand this program is for individual truck owners only. My truck is NOT listed as a broker, partnership or corporation on any of the documents submitted.</p>		
23a. APPLICANT SIGNATURE (Required. Original in black ink; See footnote #1.)		23b. DATE
H. Please Read and Initial Checklist - You are required to submit the following items with your application or your application will be invalid and returned without a filing date.		
24. _____ Initial Here	A. Valid DMV Registration for the truck listed as "individual" owner operator and not as a broker, partnership or corporation.	
25. _____ Initial Here	B. Proof of California Class A/B Commercial Driver's License.	
26. _____ Initial Here	C. Proof of Auto Liability Insurance Certificate (\$1,000,000 each occurrence). We DO NOT accept insurance cards.	
27. _____ Initial Here	D. Proof of Valid Motor Carrier Permit.	
28. _____ Initial Here	E. City of Los Angeles Request for Waiver of Worker's Compensation Insurance Requirements (only applicable if there is no Substitute Driver).	
Independent Contractor Applicants - Do not use the space below - For Bureau of Street Services Use Only		
DATE APPLICATION RECEIVED	Application Approved	Comments
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Reviewed by	Date

Waiting List Application Instructions for Truck Program	
A. Waiting List Applicant Information: Must file individually (Not as a broker, partnership or corporation).	
1	APPLICANT INFORMATION (Section A, Item 1) - Applicants must enter their name as shown on their Department of Motor Vehicle (DMV) Registration, Commercial Driver's License. This information in this Section must match what is entered and provided in Sections A, G Items 24-27). We DO NOT accept names registered as a broker, partnership or corporation as follows: For example: 1) John Street, Inc.; 2) John Street & Mary Drive; or 3) John Street Trucking.
2	SOCIAL SECURITY NUMBER (Section A, Item 2) - This information is used for payroll processing and application. Federal Law P.L. 93-579, Section 7 require that you be informed when asked for your Social Security Number. (Reference: Federal Privacy Act and Use of Social Security Numbers).
3	E-MAIL ADDRESS (Section A, Item 3) - You must enter an e-mail address where we can contact you if we need additional information.
4	PRESENT MAILING ADDRESS (Section A, Items 5a-5b) - You must provide a number where we can contact you if we need additional information.
5	PRIMARY TELEPHONE AND CELL PHONE NUMBER (Section A, Items 5a-5b) - You must provide a number where we can contact you if we need additional information.
B. California Class A/B Commercial Driver License	
6	COMMERCIAL DRIVER'S LICENSE INFORMATION (Section B , Items 6-7) and Section G, Item 25) - This information in this Section must match what is entered in Sections A, D and G. The application may be rejected if the information does not match.
7	COMMERCIAL DRIVER LICENSE EXPIRATION DATE (Section B , Items 6-7) and Section G, Item 25) - This information in this Section must match what is entered in Sections A, D and G. The application may be rejected if the information does not match.
C. Registered Owner Truck Information	
8	REGISTERED OWNER TRUCK INFORMATION (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
9	TRUCK MODEL (Section C, Item 9) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
10	TRUCK YEAR (Section C, Item 10) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
11	LEGAL LOAD CAPACITY (Section C, Item 11) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
12	NUMBER OF AXLES (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
13	LICENSE PLATE NUMBER (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
D. Truck: Certificate of Liability Insurance Information. Please submit proof of insurance for the truck listed in Section C. Please note: You are not required to upload this information at this time.	
14	CERTIFICATE OF LIABILITY INSURANCE - COMPANY / PRODUCER INFORMATION (Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.
15	CERTIFICATE OF LIABILITY INSURANCE - ADDRESS (Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.
16	CERTIFICATE OF LIABILITY INSURANCE -BROKER / AGENT INFORMATION Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.

2020-2021: Independent Truck Owner-Operator

E. Substitute Driver	
Yes	PROFESSIONAL REFERENCE INFORMATION (Section E, Items 18-22) - Applicants must provide a professional reference and their contact information. This information is subject to verification.
No	PROFESSIONAL REFERENCE INFORMATION (Section E, Items 18-22) - Applicants must provide a professional reference and their contact information. This information is subject to verification.
F. Professional Reference Information	
18	NAME OF REFERENCE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
19	TITLE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
20	NAME OF COMPANY (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
21	COMPANY PHONE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
22	ADDRESS (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
G. Applicant's Signature and Acknowledgement	
23	REQUIRED SIGNATURE AND DATE - Applicants must sign and date the Application in "black" ink.
H. Please Read and Initial. Checklist - You are required to submit the following items with your application or your application will be <u>invalid</u> and <u>returned</u> without a filing date.	
24	VALID DMV REGISTRATION (Section H, Item 24) - This information in this Section must match what is entered in Sections A and H. The application may be rejected if the information does not match.
25	PROOF OF CALIFORNIA CLASS A/B COMMERCIAL DRIVER'S LICENSE (Section H, Item 25) - This information in this Section must match what is entered in Sections A and B. This application may be rejected if the information does not match.
26	PROOF OF AUTO LIABILITY INSURANCE CERTIFICATE - (Section H, Item 26) - This information in this Section must match what is entered in Section D, Items 14-16b. This application may be rejected if the information does not match.

17.1.3 Program Application for High-Side – Sample

Sample High-Side Application



City of Los Angeles
 Department of Public Works - Bureau of Street Services (StreetsLA)
 1149 South Broadway Street, Suite 400, Los Angeles, California 90015
 Email: bss.contract@lacity.org
 Website: <https://streetsla.lacity.org/truck>

As-Needed, Haul Truck Program
High-Side Truck
WAITING LIST APPLICATION FOR 2020-21
Truck Owner-Operators - Independent Contractors
 (July 1, 2020 - June 30, 2021)

Instructions: Please fill out each Section completely. Make sure the name you provide on this application matches the documents you are required to submit in Section G.

Type of applicant: Renewal Applicant
 Please check one: New Applicant

I am applying for: Independent Contractor - High-Side Truck		
A. Applicant Information: Must file individually (Not as a broker, partnership or corporation).		
1. NAME: LAST	FIRST	MIDDLE INITIAL
2. SOCIAL SECURITY NUMBER (Payroll & applicant processing)		3. E-MAIL ADDRESS
4. PRESENT MAILING ADDRESS: NUMBER STREET		UNIT / SUITE
CITY		STATE ZIP CODE
5a. PRIMARY TELEPHONE - Area & Number ()		5b. CELL PHONE - Area & Number ()
B. California Class A/B Commercial Driver License		
6. CALIFORNIA CLASS A/B COMMERCIAL DRIVER'S LICENSE NUMBER		7. EXPIRATION DATE
C. Registered Owner Truck Information		
8a. REGISTERED TRUCK OWNER NAME (as listed on DMV registration)		8b. Individual Truck Owner: Check one Yes _____ or No _____
8c. TRUCK MAKE	9. TRUCK MODEL	10. TRUCK YEAR
11. LEGAL LOAD CAPACITY	12. NUMBER OF AXLES	13. LICENSE PLATE NUMBER
D. Truck: Certificate of Liability Insurance Information. Please submit proof of insurance for the truck listed in Section C. Please note: You are not required to upload this information at this time.		
14a. NAME OF COMPANY/ PRODUCER		14b. BROKER / AGENT NAME
15. ADDRESS: NUMBER STREET		UNIT / SUITE
CITY		STATE ZIP CODE
16a. BROKER / AGENT E-MAIL ADDRESS		16b. BROKER / AGENT TELEPHONE - Area & Number ()

2020-2021: Independent Truck Owner-Operator

I am applying for: Independent Contractor - High-Side Truck		
As-Needed, Haul Truck Program		
17. PLEASE PRINT NAME - Last	First	Middle Initial
E. Substitute Driver (check one)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If, "Yes", please fill out the As-Needed Haul Truck Program Substitute Driver Notification Form and submit the required paperwork.
F. Professional Reference Information		
18. NAME OF REFERENCE		19. TITLE
20. NAME OF COMPANY		21. COMPANY PHONE - Area & Number ()
22. ADDRESS: NUMBER	STREET	UNIT / SUITE
CITY	STATE	ZIP CODE
G. Applicant's Signature and Acknowledgement		
<p>1. By signing this application, I affirm that the information I have provided is true. I understand all information on this application will be verified by the Bureau of Street Services. False information will disqualify me from the As-Needed Haul Truck Program's Waiting List.</p> <p>2. The name listed in Item 1 is the same name that appears on all documents submitted and required in Section G.</p> <p>3. I also sign with the understanding that (a) recruitment from the Waiting List is not immediate or guaranteed, (b) ranking on the Waiting List is based on the date my application packet is received in the As-Needed Haul Truck Program's office; (c) the signed application and copies of all required documents must be submitted together; missing items will result in the return of my application package without a filing date. (d) I understand this program is for individual truck owners only. My truck is NOT listed as a broker, partnership or corporation on any of the documents submitted.</p>		
23a. APPLICANT SIGNATURE (Required. Original in black ink; See footnote #1.)		23b. DATE
H. Please Read and Initial Checklist - You are required to submit the following items with your application or your application will be invalid and returned without a filing date.		
24. _____ Initial Here	A. Valid DMV Registration for the truck listed as "individual" owner operator and not as a broker, partnership or corporation.	
25. _____ Initial Here	B. Proof of California Class A/B Commercial Driver's License.	
26. _____ Initial Here	C. Proof of Auto Liability Insurance Certificate (\$1,000,000 each occurrence). We DO NOT accept insurance cards.	
27. _____ Initial Here	D. Proof of Valid Motor Carrier Permit.	
28. _____ Initial Here	E. City of Los Angeles Request for Waiver of Worker's Compensation Insurance Requirements (only applicable if there is no Substitute Driver).	
Independent Contractor Applicants - Do not use the space below - For Bureau of Street Services Use Only		
DATE APPLICATION RECEIVED	Application Approved	Comments
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Reviewed by	Date

Waiting List Application Instructions for Truck Program

A. Waiting List Applicant Information: Must file individually (Not as a broker, partnership or corporation).

1	APPLICANT INFORMATION (Section A, Item 1) - Applicants must enter their name as shown on their Department of Motor Vehicle (DMV) Registration, Commercial Driver's License. This information in this Section must match what is entered and provided in Sections A, G Items 24-27). We DO NOT accept names registered as a broker, partnership or corporation as follows: For example: 1) John Street, Inc.; 2) John Street & Mary Drive; or 3) John Street Trucking.
2	SOCIAL SECURITY NUMBER (Section A, Item 2) - This information is used for payroll processing and application. Federal Law P.L. 93-579, Section 7 require that you be informed when asked for your Social Security Number. (Reference: Federal Privacy Act and Use of Social Security Numbers).
3	E-MAIL ADDRESS (Section A, Item 3) - You must enter an e-mail address where we can contact you if we need additional information.
4	PRESENT MAILING ADDRESS (Section A, Items 5a-5b) - You must provide a number where we can contact you if we need additional information.
5	PRIMARY TELEPHONE AND CELL PHONE NUMBER (Section A, Items 5a-5b) - You must provide a number where we can contact you if we need additional information.

B. California Class A/B Commercial Driver License

6	COMMERCIAL DRIVER'S LICENSE INFORMATION (Section B, Items 6-7) and Section G, Item 25) - This information in this Section must match what is entered in Sections A, D and G. The application may be rejected if the information does not match.
7	COMMERCIAL DRIVER LICENSE EXPIRATION DATE (Section B, Items 6-7) and Section G, Item 25) - This information in this Section must match what is entered in Sections A, D and G. The application may be rejected if the information does not match.

C. Registered Owner Truck Information

8	REGISTERED OWNER TRUCK INFORMATION (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
9	TRUCK MODEL (Section C, Item 9) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
10	TRUCK YEAR (Section C, Item 10) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
11	LEGAL LOAD CAPACITY (Section C, Item 11) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
12	NUMBER OF AXLES (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
13	LICENSE PLATE NUMBER (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.

D. Truck: Certificate of Liability Insurance Information. Please submit proof of insurance for the truck listed in Section C. Please note: You are not required to upload this information at this time.

14	CERTIFICATE OF LIABILITY INSURANCE - COMPANY / PRODUCER INFORMATION (Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.
15	CERTIFICATE OF LIABILITY INSURANCE - ADDRESS (Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.
16	CERTIFICATE OF LIABILITY INSURANCE -BROKER / AGENT INFORMATION Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.

2020-2021: Independent Truck Owner-Operator

E. Substitute Driver	
Yes	PROFESSIONAL REFERENCE INFORMATION (Section E, Items 18-22) - Applicants must provide a professional reference and their contact information. This information is subject to verification.
No	PROFESSIONAL REFERENCE INFORMATION (Section E, Items 18-22) - Applicants must provide a professional reference and their contact information. This information is subject to verification.
F. Professional Reference Information	
18	NAME OF REFERENCE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
19	TITLE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
20	NAME OF COMPANY (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
21	COMPANY PHONE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
22	ADDRESS (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
G. Applicant's Signature and Acknowledgement	
23	REQUIRED SIGNATURE AND DATE - Applicants must sign and date the Application in "black" ink.
H. Please Read and Initial. Checklist - You are required to submit the following items with your application or your application will be <u>invalid</u> and <u>returned</u> without a filing date.	
24	VALID DMV REGISTRATION (Section H, Item 24) - This information in this Section must match what is entered in Sections A and H. The application may be rejected if the information does not match.
25	PROOF OF CALIFORNIA CLASS A/B COMMERCIAL DRIVER'S LICENSE (Section H, Item 25) - This information in this Section must match what is entered in Sections A and B. This application may be rejected if the information does not match.
26	PROOF OF AUTO LIABILITY INSURANCE CERTIFICATE - (Section H, Item 26) - This information in this Section must match what is entered in Section D, Items 14-16b. This application may be rejected if the information does not match.
27	PROOF OF VALID MOTOR CARRIER PERMIT- (Section H, Item 27) - This information in this Section must match what is entered in Section C, Items 8a-13. This application may be rejected if the information does not match.
28	CITY OF LOS ANGELES - REQUEST FOR WAIVER OF WORKERS' COMPENSATION INSURANCE REQUIREMENTS (Section H, Item 28) - This information in this Section must match what is entered in Section A, Items 1,3, and 4. This application may be rejected if the information does not match.

17.1.4 Program Application for Low-Side - Sample

Sample Low-Side Application



City of Los Angeles
 Department of Public Works - Bureau of Street Services (StreetsLA)
 1149 South Broadway Street, Suite 400, Los Angeles, California 90015
 Email: bss.contract@lacity.org
 Website: <https://streetsla.lacity.org/truck>

As-Needed, Haul Truck Program
Low-Side Truck
WAITING LIST APPLICATION FOR 2020-21
Truck Owner-Operators - Independent Contractors
 (July 1, 2020 - June 30, 2021)

Instructions: Please fill out each Section completely. Make sure the name you provide on this application matches the documents you are required to submit in Section G.

Type of applicant: Renewal Applicant
 Please check one: New Applicant

I am applying for: Independent Contractor - Low-Side Truck		
A. Applicant Information: Must file individually (Not as a broker, partnership or corporation).		
1. NAME: LAST	FIRST	MIDDLE INITIAL
2. SOCIAL SECURITY NUMBER (Payroll & applicant processing)	3. E-MAIL ADDRESS	
4. PRESENT MAILING ADDRESS: NUMBER	STREET	UNIT / SUITE
CITY	STATE	ZIP CODE
5a. PRIMARY TELEPHONE - Area & Number ()	5b. CELL PHONE - Area & Number ()	
B. California Class A/B Commercial Driver License		
6. CALIFORNIA CLASS A/B COMMERCIAL DRIVER'S LICENSE NUMBER		7. EXPIRATION DATE
C. Registered Owner Truck Information		
8a. REGISTERED TRUCK OWNER NAME (as listed on DMV registration)		8b. <u>Individual Truck Owner</u> : Check one Yes _____ or No _____
8c. TRUCK MAKE	9. TRUCK MODEL	10. TRUCK YEAR
11. LEGAL LOAD CAPACITY	12. NUMBER OF AXLES	13. LICENSE PLATE NUMBER
D. Truck: Certificate of Liability Insurance Information. Please submit proof of insurance for the truck listed in Section C. Please note: You are not required to upload this information at this time.		
14a. NAME OF COMPANY/ PRODUCER		14b. BROKER / AGENT NAME
15. ADDRESS: NUMBER	STREET	UNIT / SUITE
CITY	STATE	ZIP CODE
16a. BROKER / AGENT E-MAIL ADDRESS	16b. BROKER / AGENT TELEPHONE - Area & Number ()	

2020-2021: Independent Truck Owner-Operator

I am applying for: Independent Contractor - Low-Side Truck		
As-Needed, Haul Truck Program		
17. PLEASE PRINT NAME - Last	First	Middle Initial
E. Substitute Driver (check one)		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If "Yes", please fill out the As-Needed Haul Truck Program Substitute Driver Notification Form and submit the required paperwork.
F. Professional Reference Information		
18. NAME OF REFERENCE	19. TITLE	
20. NAME OF COMPANY	21. COMPANY PHONE - Area & Number ()	
22. ADDRESS: NUMBER	STREET	UNIT / SUITE
CITY	STATE	ZIP CODE
G. Applicant's Signature and Acknowledgement		
<p>1. By signing this application, I affirm that the information I have provided is true. I understand all information on this application will be verified by the Bureau of Street Services. False information will disqualify me from the As-Needed Haul Truck Program's Waiting List.</p> <p>2. The name listed in Item 1 is the same name that appears on all documents submitted and required in Section G.</p> <p>3. I also sign with the understanding that (a) recruitment from the Waiting List is not immediate or guaranteed, (b) ranking on the Waiting List is based on the date my application packet is received in the As-Needed Haul Truck Program's office; (c) the signed application and copies of all required documents must be submitted together; missing items will result in the return of my application package without a filing date. (d) I understand this program is for individual truck owners only. My truck is NOT listed as a broker, partnership or corporation on any of the documents submitted.</p>		
23a. APPLICANT SIGNATURE (Required. Original in black ink; See footnote #1.)	23b. DATE	
H. Please Read and Initial Checklist - You are required to submit the following items with your application or your application will be invalid and returned without a filing date.		
24. _____ Initial Here	A. Valid DMV Registration for the truck listed as "individual" owner operator and not as a broker, partnership or corporation.	
25. _____ Initial Here	B. Proof of California Class A/B Commercial Driver's License.	
26. _____ Initial Here	C. Proof of Auto Liability Insurance Certificate (\$1,000,000 each occurrence). We DO NOT accept insurance cards.	
27. _____ Initial Here	D. Proof of Valid Motor Carrier Permit.	
28. _____ Initial Here	E. City of Los Angeles Request for Waiver of Worker's Compensation Insurance Requirements (only applicable if there is no Substitute Driver).	
Independent Contractor Applicants - Do not use the space below - For Bureau of Street Services Use Only		
DATE APPLICATION RECEIVED	Application Approved	Comments
	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Reviewed by	Date

Waiting List Application Instructions for Truck Program

A. Waiting List Applicant Information: Must file individually (Not as a broker, partnership or corporation).

1	APPLICANT INFORMATION (Section A, Item 1) - Applicants must enter their name as shown on their Department of Motor Vehicle (DMV) Registration, Commercial Driver's License. This information in this Section must match what is entered and provided in Sections A, G Items 24-27). We DO NOT accept names registered as a broker, partnership or corporation as follows: For example: 1) John Street, Inc.; 2) John Street & Mary Drive; or 3) John Street Trucking.
2	SOCIAL SECURITY NUMBER (Section A, Item 2) - This information is used for payroll processing and application. Federal Law P.L. 93-579, Section 7 require that you be informed when asked for your Social Security Number. (Reference: Federal Privacy Act and Use of Social Security Numbers).
3	E-MAIL ADDRESS (Section A, Item 3) - You must enter an e-mail address where we can contact you if we need additional information.
4	PRESENT MAILING ADDRESS (Section A, Items 5a-5b) - You must provide a number where we can contact you if we need additional information.
5	PRIMARY TELEPHONE AND CELL PHONE NUMBER (Section A, Items 5a-5b) - You must provide a number where we can contact you if we need additional information.

B. California Class A/B Commercial Driver License

6	COMMERCIAL DRIVER'S LICENSE INFORMATION (Section B, Items 6-7) and Section G, Item 25) - This information in this Section must match what is entered in Sections A, D and G. The application may be rejected if the information does not match.
7	COMMERCIAL DRIVER LICENSE EXPIRATION DATE (Section B, Items 6-7) and Section G, Item 25) - This information in this Section must match what is entered in Sections A, D and G. The application may be rejected if the information does not match.

C. Registered Owner Truck Information

8	REGISTERED OWNER TRUCK INFORMATION (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
9	TRUCK MODEL (Section C, Item 9) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
10	TRUCK YEAR (Section C, Item 10) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
11	LEGAL LOAD CAPACITY (Section C, Item 11) - This information in this Section must match what is entered in Section H, Item 24. The application may be rejected if the information does not match.
12	NUMBER OF AXLES (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.
13	LICENSE PLATE NUMBER (Section C, Items 8-13) - This information in this Section must match what is entered in Sections A, and H (Item 25). The application may be rejected if the information does not match.

D. Truck: Certificate of Liability Insurance Information. Please submit proof of insurance for the truck listed in Section C. Please note: You are not required to upload this information at this time.

14	CERTIFICATE OF LIABILITY INSURANCE - COMPANY / PRODUCER INFORMATION (Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.
15	CERTIFICATE OF LIABILITY INSURANCE - ADDRESS (Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.
16	CERTIFICATE OF LIABILITY INSURANCE -BROKER / AGENT INFORMATION Section D, Items 14-16b) - The name of the insured must match what is entered in Sections A and provided in Section G, Item 2a. The make, model, year, license plate number and VIN number of the truck listed in on your application must also be included in this Section.

2020-2021: Independent Truck Owner-Operator

E. Substitute Driver	
Yes	PROFESSIONAL REFERENCE INFORMATION (Section E, Items 18-22) - Applicants must provide a professional reference and their contact information. This information is subject to verification.
No	PROFESSIONAL REFERENCE INFORMATION (Section E, Items 18-22) - Applicants must provide a professional reference and their contact information. This information is subject to verification.
F. Professional Reference Information	
18	NAME OF REFERENCE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
19	TITLE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
20	NAME OF COMPANY (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
21	COMPANY PHONE (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
22	ADDRESS (Section G, Items 23a and 23b) - This application must be signed and dated by the Applicant.
G. Applicant's Signature and Acknowledgement	
23	REQUIRED SIGNATURE AND DATE - Applicants must sign and date the Application in "black" ink.
H. Please Read and Initial. Checklist - You are required to submit the following items with your application or your application will be <u>invalid</u> and <u>returned</u> without a filing date.	
24	VALID DMV REGISTRATION (Section H, Item 24) - This information in this Section must match what is entered in Sections A and H. The application may be rejected if the information does not match.
25	PROOF OF CALIFORNIA CLASS A/B COMMERCIAL DRIVER'S LICENSE (Section H, Item 25) - This information in this Section must match what is entered in Sections A and B. This application may be rejected if the information does not match.
26	PROOF OF AUTO LIABILITY INSURANCE CERTIFICATE - (Section H, Item 26) - This information in this Section must match what is entered in Section D, Items 14-16b. This application may be rejected if the information does not match.
27	PROOF OF VALID MOTOR CARRIER PERMIT- (Section H, Item 27) - This information in this Section must match what is entered in Section C, Items 8a-13. This application may be rejected if the information does not match.
28	CITY OF LOS ANGELES - REQUEST FOR WAIVER OF WORKERS' COMPENSATION INSURANCE REQUIREMENTS (Section H, Item 28) - This information in this Section must match what is entered in Section A, Items 1,3, and 4. This application may be rejected if the information does not match.

Sample Program Checklist



OFFER OF WORK

Department of Public Works, Bureau of Street Services

AS-NEEDED, HAUL TRUCK PROGRAM

2019-2020 CHECK LIST

Offer of Work Filing Period (July 1, 2019- June 30, 2020)

Offer of Work: Four (4) original copies with signature and acknowledgement. Owner-Operator is REQUIRED to appear in person to sign the Offer of Work in the presence of the Program Coordinator and/or Designated Staff.

As-Needed, Independent Truck Owner-Operator Documents		Please initial	
1	Copy of California Commercial License (front and back)	_____	Initial
2	Driver's "current" medical card (Complete Medical Examiner's Certificate) (Copy only)	_____	Initial
3	Department of Motor Vehicle (DMV) print-out for drivers (Original), no more than 5 calendar days before submission date	_____	Initial
4	"Negative" Drug Test (Original), no more than 5 calendar days before submission date	_____	Initial
5	"Negative" Alcohol Test (Original), no more than 5 calendar days before submission date	_____	Initial
6	Drug Consortium Card (Copy only)	_____	Initial
7	California Highway Patrol (CHP) 800 H - The Basic Inspection of Terminals (BIT) (See California Highway Patrol Guidelines for Commercial Vehicles https://www.chp.ca.gov/)	_____	Initial
8	Substitute Driver Notification form	_____	Initial
9	Substitute Driver's Documents (if applicable) (Same required documents listed in items 1-6 above)	_____	Initial
10	Evidence of One-Hour Drug Abuse Education and Training Course (Owner and Substitute Driver (if applicable))	_____	Initial
11	Insurance Certificates	_____	Initial
12	Certificate of Liability Insurance (Auto Liability)	_____	Initial
13	Workers' Compensation (if applicable)	_____	Initial
14	City of Los Angeles Request for Waiver Workers' Compensation Insurance Requirement (required if there is no Substitute Driver)	_____	Initial

Department of Public Works, Bureau of Street Services

AS-NEEDED, HAUL TRUCK PROGRAM - 2019-2020 CHECK LIST FOR OFFER OF WORK

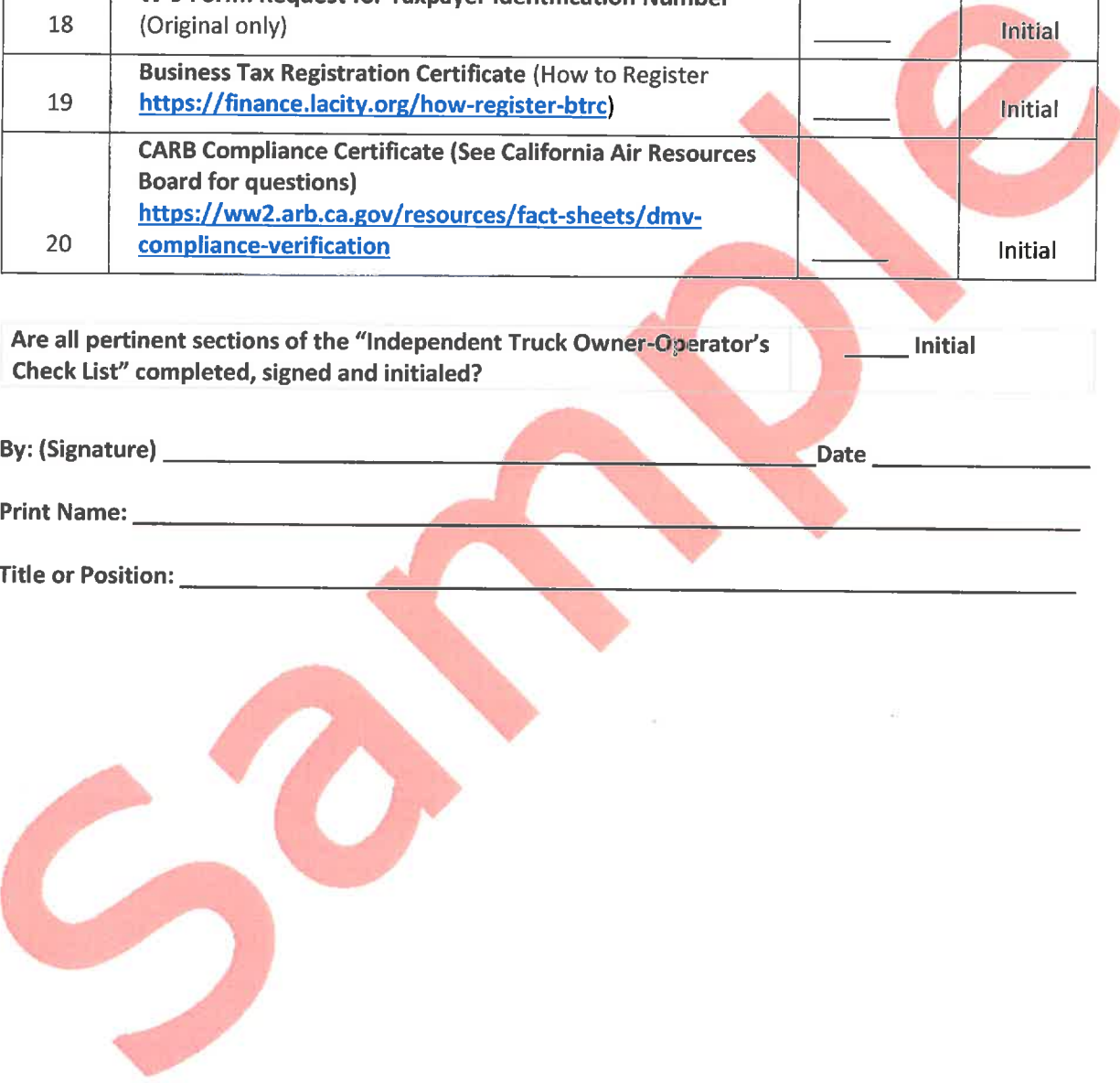
15	Broker or Agent must upload proof of insurance through https://kwikcomply.org	_____	Initial
16	Motor Carrier Permit	_____	Initial
17	DMV Vehicle Registration (L/S & H/S also include Trailer Registration)	_____	Initial
18	W-9 Form: Request for Taxpayer Identification Number (Original only)	_____	Initial
19	Business Tax Registration Certificate (How to Register https://finance.lacity.org/how-register-btrc)	_____	Initial
20	CARB Compliance Certificate (See California Air Resources Board for questions) https://ww2.arb.ca.gov/resources/fact-sheets/dmv-compliance-verification	_____	Initial

Are all pertinent sections of the "Independent Truck Owner-Operator's Check List" completed, signed and initialed? _____ Initial

By: (Signature) _____ Date _____

Print Name: _____

Title or Position: _____



17.3 Attachment C: Substitute Driver Notification Form - Sample

Sample

Substitute Driver Notification Form



City of Los Angeles
Department of Public Works - Bureau of Street Services (StreetsLA)
 1149 South Broadway Street, Suite 400, Los Angeles, California 90015
 Email: bss.contract@lacity.org
 Website: <https://streetsla.lacity.org/>

As-Needed, Truck Haul Program Substitute Driver Notification Form Truck Owner-Operators - Independent Contractors

Date:		Truck Number:		Truck Type: (select one below)	
MY REASON FOR REQUESTING A DRIVER: (Check one of the items below): <input type="checkbox"/> Owner unable to drive <input type="checkbox"/> Leave from City <input type="checkbox"/> Owner illness/emergency <input type="checkbox"/> Other:				<input type="checkbox"/> 10-Wheel Truck <input type="checkbox"/> Low-Side Truck <input type="checkbox"/> 12-Wheel Truck <input type="checkbox"/> High-Side Truck	
A. Owner-Operator					
1. NAME: LAST		FIRST		MIDDLE INITIAL	
2. E-MAIL ADDRESS					
4. PRESENT MAILING ADDRESS: NUMBER		STREET			UNIT / SUITE
CITY		STATE		ZIP CODE	
5a. PRIMARY TELEPHONE - Area & Number ()			5b. CELL PHONE - Area & Number ()		
6a. OWNER-OPERATOR SIGNATURE (Required. Original in black ink; See footnote #1.)				6b. DATE	
B. Certificate of Liability Insurance Information. Please submit proof of insurance for the truck listed in Section C. Please note: You are <u>not</u> required to upload this information at this time.					
7a. NAME OF COMPANY/ PRODUCER			7b. BROKER / AGENT NAME		
8. ADDRESS: NUMBER		STREET			UNIT / SUITE
CITY		STATE		ZIP CODE	
9a. BROKER / AGENT E-MAIL ADDRESS			9b. BROKER / AGENT TELEPHONE - Area & Number ()		
C. As-Needed, Haul Truck Program Substitute Driver Information					
10. PLEASE PRINT NAME - Last		First		Middle Initial	
11. SOCIAL SECURITY NUMBER (Payroll & applicant processing)		12. CA Comm. Driver License No.	13. E-MAIL ADDRESS		
14. PRESENT MAILING ADDRESS: NUMBER		STREET			UNIT / SUITE
CITY		STATE		ZIP CODE	
15a. PRIMARY TELEPHONE - Area & Number ()			15b. CELL PHONE - Area & Number ()		
16a. SUBSTITUTE DRIVER SIGNATURE (Required. Original in black ink; See footnote #1.)				16b. DATE	

2020-2021: Independent Truck Owner-Operator

D. Substitute Driver Professional Reference Information		
17. NAME OF REFERENCE	18. EMPLOYMENT DATES FROM: TO:	19. TITLE
20. NAME OF COMPANY		21. COMPANY PHONE - Area & Number ()
22. ADDRESS: NUMBER	STREET	UNIT / SUITE
CITY	STATE	ZIP CODE
G. Applicant's Signature and Acknowledgement		
23a. APPLICANT SIGNATURE (Required. Original in black ink; See footnote #1.)		23b. DATE
H. Please Read and Attach to This Form:		
1. _____ Initial Here	An original "negative" drug test dates within 5 calendar days of submission date.	
2. _____ Initial Here	An original "negative" alcohol test dates within 5 calendar days of submission date.	
3. _____ Initial Here	A copy of Substitute Driver's California Commercial Driver's License.	
4. _____ Initial Here	A copy of the Substitute Driver's <u>current</u> medical card (complete Medical Examiner's Certificate).	
5. _____ Initial Here	Copy of Substitute Driver's Consortium Card.	
6. _____ Initial Here	Evidence of one-hour Drug Education Course.	
7. _____ Initial Here	A DMV print-out for Substitute Driver no more than (5) calendar days from the date of submission.	
Independent Contractor Applicants - Do not use the space below - For Bureau of Street Services Use Only		
DATE APPLICATION RECEIVED	Application Approved <input type="checkbox"/> YES <input type="checkbox"/> NO	Comments
	Reviewed by	Date

**17.4 Attachment D: Bureau of Street Services As-Needed Haul Truck Program
Standard Provision for StreetsLA Offer of Work**

Standard Provisions for StreetsLA Offer of Work

AS-NEEDED HAUL TRUCK PROGRAM

StreetsLA's Standard Provisions for Offer of Work



March 2020

Public Works' Bureau of Street Services
Contract Services
1149 S. Broadway Street, Suite 400
Los Angeles, CA 90015

Email: bss.contract@laCity.org



AS-NEEDED HAUL TRUCK PROGRAM

StreetsLA's Standard Provisions for Offer of Work



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1. OFFER OF WORK - STANDARD PROVISIONS

1.1 Definitions

It is understood that the following words and phrases are used herein; each shall have the meaning set forth opposite the same:

- a) **“Board of Public Works”** means it is the City’s only fulltime, policy making board.
- b) **“Bureau of Street Services” (StreetsLA)** means it is the department that provides roadway maintenance, improvement, resurfacing and construction of streets in the City of Los Angeles.
- c) **“Calendar Day”** means each day beginning at 00:01 Hours and ending 24 hours later at 24:00 Hours (Military Time).
- d) **“Commercial Vehicle Section”** means (CVS) the section of the StreetsLA, which is responsible for the construction, renovation, and operations of Public Works of City facilities and infrastructure.
- e) **“Commercial Vehicle”** means a motor vehicle designed, used, or maintained primarily for the transportation of property.
- f) **“City”** means the City of Los Angeles.
- g) **“Consortium Membership”** means a program with core instructional materials and training as approved by the State of California Board. Enrollment in a medical facility to fulfill the United States Department of Transportation (DOT) mandates requiring drug and alcohol testing of all holders of a Commercial Driver’s License.
- h) **“Department of Public Works”** means the department responsible for construction, renovation, and the operation public works of City facilities and infrastructure.
- i) **“Offer of Work”** means an agreement between Owner-Operator and the City of Los Angeles, Department of Public Works, StreetsLA.



As-Needed Haul Truck Program: StreetsLA's Standard Provisions to Offer of Work

- j) **“Owner-Operator”** means it is an Independent Contractor who owns a commercial vehicle in the As-Needed Haul Truck Program.
- k) **“Permits”** means all federal, state, and local permits required for the proper completion of all Terms and Conditions of the Offer of Work.
- l) **“Privately Owned”** means the sole ownership of the offered truck by the Owner-Operator which does not include co-ownership, partnership(s), company(ies), or automotive leasing institutions.
- m) **“Program Coordinator”** means the person who is responsible for monitoring, managing, overseeing, enforcing, and administrating the terms of Offers of Work, program requirements, contract updates, policy changes, contract renewals, and new applications.
- n) **“Substitute Driver”** means a relief driver who is an employee of the Owner-Operator who drives the commercial vehicle on behalf of the Owner-Operator. The Substitute Driver is not an employee of the City. The Owner-Operator may only utilize one relief driver.

1.2 Visits to the StreetsLA Offices

Walk-in visits for appointments on demand at the StreetsLA offices will not be honored. Owner-Operators with concerns are to call in advance for an appointment to meet with a Superintendent, a Supervisor, or the Program Coordinator. Owner-Operators' visits to the StreetsLA office is merely to turn in insurance documents or to submit paperwork for the approval of Substitute Drivers. It is only during the Offer of Work Renewal Period that unannounced visits from Owner-Operators are permitted.

(1) All insurance documents may be mailed-in or hand-delivered to:

Board of Public Works
Insurance Section
Room 355 City Hall
200 North Spring Street
Los Angeles, California 90012



- (2) Report to the StreetsLA Commercial Vehicle Section for all physical inspection of vehicles and equipment:

StreetsLA
Commercial Vehicle Section
12225 Sherman Way
North Hollywood, California 91605
(818) 756-8475

- (3) Paperwork for Substitute Drivers can be mailed to the Program Coordinator at the following location.

StreetsLA
Contract Services Section
As-Needed, Haul Truck Program
Attn: Program Coordinator
1149 S. Broadway Street, Ste. 400
Los Angeles, California 90015

1.3 Responsibilities of and Tasks to Be Performed by Owner-Operator

Owner-Operator agrees to abide by the policy of “**privately owned,**” in relation to the truck he/she provides for service during the entire period of this Offer of Work. Sole ownership shall be demonstrated by Certificates of Ownership and the Department of Motor Vehicle (DMV) registration.

Owner-Operator must be the registered owner of the vehicle and the vehicle registration must be kept current and provided to show proof of ownership.

Owner-Operator, as directed by the City, will furnish his/her own truck for the transporting of various materials from place to place.

Owner-Operators and/or Substitute Drivers shall perform all activities in connection with their responsibilities under this Offer of Work in accordance with all applicable laws, rules, regulations and permit requirements of the federal, state, and local governments and their subordinate agencies.



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Owner-Operator's truck will be available as needed by the City. Upon notification of such need made by the City, Owner-Operators shall accept assignments with any unit in any location as determined by the StreetsLA.

Owner-Operator shall be required to have the following identification displayed on their truck with no other designations (a) Owner's Name, (b) Truck Number (same as Offer of Work number), (c) Tare Weight, (d) DMV's "CA" Number (Posted on truck door).

Owner-Operators and/or Substitute Drivers shall comply with lawful regulations and inspections as required by the California Vehicle Code (CVC) and procedures required by the StreetsLA.

Owner-Operators and/or Substitute Drivers shall be responsible for operating its equipment including positioning the equipment under the silo, verifying the tonnage loaded and complying with the loading procedures established by the City of Los Angeles. Owner-Operators and/or their Substitute Driver shall also ensure the truck does not exceed the maximum legal weight limit by unloading excess materials. Owner-Operators and/or their Substitute Driver are solely responsible for overloading.

Owner-Operators and/or Substitute Drivers shall be responsible for determining total tonnage of material loaded onto his/her truck through the use of official weigh tickets from the asphalt plants. The Owner/Substitute Driver shall utilize the City's Weigh Station to obtain official weight tickets. The City's Weigh Station is provided only for convenience. Should the City's Weigh Station become non-operational, the Owner-Operator shall be required to obtain weight tickets from an independent certified weigh station (at Owner-Operator's expense) and no additional charge shall be assessed to the City.

Owner-Operator agrees that the site(s), equipment, reports, Substitute Driver and record keeping documentation used by him/her for the performance of this Offer of Work are subject to immediate verification by City personnel or its agents at any time without prior notice. Said observations shall be for the purpose of insuring compliance with the terms of this Offer of Work and all applicable laws, rules and regulations. Failure to comply will result in immediate removal from service.

Trucks shall be observed periodically by the StreetsLA to verify compliance with federal, state, and local laws, rules and regulations. The City's certification of the



As-Needed Haul Truck Program: StreetsLA's Standard Provisions to Offer of Work

truck shall be for one (1) year or as otherwise determined by the City. However, certification can be revoked at any time should a truck not meet the City's requirements. Trucks without certification will not be allowed to haul materials for the City's As-Needed Haul Truck Program.

Owner-Operator shall comply with the California Highway Patrol (CHP) Basic Inspection of Terminals (BIT) Program. Compliance with the CHP BIT Program shall be verified annually with each renewal or new Offer of Work.

By signing this Offer of Work, Owner-Operator pledges to comply with all applicable federal, state and local laws in the performance of this Offer of Work, including but not limited to, laws regarding health and safety, labor and employment, and permit and licensing laws. Failure to comply will result in removal from service.

Owner-Operator shall maintain a valid Motor Carrier Permit issued by the California Department of Motor Vehicles in conjunction with the California Highway Patrol, which includes a California Trucking Number (CA number) for all work to be performed under this Offer of Work at all times. The CA number must be visible on the vehicle.

Owner-Operator shall supply all necessary materials and equipment, including but not limited to, electronic communication, email address, fax number and cell phone number, in order to provide the requested services. City personnel and equipment will not be available for these services.

Owner-Operator shall furnish appropriate truck and operator and/or Substitute Driver to accomplish the required services.

Owner-Operator shall immediately notify the City by writing the Program Coordinator of any changes in the Owner-Operator's insurance coverage, permit(s), and license(s). Immediately means as soon as practically possible but not longer than 8 hours after the Owner Operator knows or with diligent inquiry would have known. Failure to comply may result in discontinued service from the program.

Owner-Operators and/or Substitute Drivers shall be responsible for utilizing their own protective clothing and equipment as required by Cal/OSHA and/or other regulatory agencies while working under this Offer of Work. The City shall periodically inspect if Owner-Operators and/or Substitute Drivers are compliant



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to Cal/OSHA and other regulatory agencies. By the signing of the Offer of Work, the Owner-Operator agrees to comply with Cal/OSHA and other regulatory agencies.

Owner-Operator shall be responsible for verifying that Substitute Drivers comply with this Offer of Work's licensing, medical certification, and State drug program requirements. Such documents shall be available for City's inspection or supplied to City prior to the inspection.

Any interruption of registration, such as a lapse in insurance or renewal of the Motor Carrier Permit, the California Highway Patrol Biennial Inspection Terminal Program (BIT) or 90-Day Inspection will cause the City to disallow the truck to work at any City jobsite.

Owner-Operator must keep a current copy of his/her Automobile Liability and Workers' Compensation Insurance readily available. The Owner-Operator shall be responsible for providing and maintaining truck, Substitute Driver, and any other necessary personnel and equipment required for the transportation of aggregate materials and/or bulky items.

Owner-Operator shall be responsible for providing all pertinent training to their Substitute Driver contained within this Offer of Work.

Owner-Operators and Substitute Drivers shall comply with the following:

1. Furnish a Daily Log to City.
2. Maintain the appropriate Commercial Driver's License and provide a copy to the City.
3. Provide DMV Driver Print-out (within five (5) days of request).
4. Furnish original copy of a Negative Drug Test and Alcohol Test (within five (5) days of submission).
5. Maintain a valid medical card at all times while under this Offer of Work.
6. Be enrolled in the Random Drug/Alcohol Consortium Program (Identification/Certificate required).



7. Stay inside the truck cab while loading and/or unloading.

1.4 Responsibilities of City

1. Furnish locations for the required services.
2. Determine the need for and provide jobsite inspection.
3. Request work on an as-needed, occasional, or emergency basis. However, there is no guarantee that services will be requested at any time during the term of the Offer of Work.
4. Program Coordinator shall verify that Owner-Operator and/or Substitute Driver are in compliance with this Offer of Work's licensing, medical certification, and State drug program requirements. Such documents shall be available for City's inspection or supplied to City immediately upon request. Any interruption of registration, such as a lapse in insurance or renewal of the Motor Carrier Permit, BIT Inspection, or 90-Day Inspection will cause the City to disallow the truck to work at any City's jobsite.
5. The City representative in charge of the job will sign the daily log certifying the time worked for billing purposes. All questions concerning actual worked hours are to be resolved at that time.

The City shall enroll Owner-Operator and/or Substitute Driver in the State of California Employers Pull Notice Program to monitor their driving status.

1.5 Request for Work

Selection for as-needed hauling will be based on the Owner-Operator's established availability. The City will offer work to Owner-Operators on a rotating basis. It shall be the Owner-Operator's responsibility to notify City of their availability.

The following conditions shall apply:

1. Owner-Operator of a three or four-axle truck must have a minimum 15 ton legal load limit. The body of the truck shall be capable of being increased by the use of sideboards when required by City. Should City request sideboards then they shall be furnished by Owner-Operator as regular equipment.



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2. Three or four axle trucks shall have double acting tail gates to permit dumping high loads of bulky material without gate interference. The truck shall have a spreading apron for dumping asphalt paving material.
3. Owner-Operator of a five-axle semi-tractor/trailer truck must have a minimum legal load capacity of 20.7 tons. Height of tractor/trailer shall not exceed eleven (11) feet.
4. Owner-Operator's truck shall have an installed operational tachographs and electrical/automatic tarping systems and shall have all equipment required by the regulations of the Department of Motor Vehicles, the State Highway Patrol, the State of California and the ordinances, laws and regulations of the City.
5. Owner-Operator shall maintain the vehicle in good mechanical condition, comply with all vehicle code regulations, and meet all inspection standards and requirements of the California Vehicle Code.
6. City shall determine compliance of Owner-Operators truck at time of initial observation. Initial verification of compliance of Owner-Operator's truck does not substitute for the State required 90-Day Vehicle Safety Inspection or the California Highway Patrol BIT inspection.
7. If Owner-Operators and/or Substitute Drivers report to a City jobsite and it is determined that the truck is not needed, City will pay show-up time (Refer to specific rate sheet).
8. All trucks at City jobsites shall have underbody type power operated hoist, adequate to effectively operate the truck body at full capacity, speedometer, odometer, and back-up warning devices in operational order.

1.6 Nondiscrimination/Equal Employment Opportunity/Affirmative Action

OWNER-OPERATORS are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

All contracts (both construction and non-construction) for which the consideration is \$1,000 or more shall comply with the provisions of the Los Angeles Administrative Code Section 10.8.3, Equal Employment Practices Provisions. By affixing its signature on a contract that is subject to the Equal Employment



Practices Provisions, the Contractor shall agree to adhere to the provisions in the Equal Employment Practices Provisions for the duration of the Contract.

All contracts (both construction and non-construction) for which the consideration is \$25,000 or more shall comply with the provisions of the Los Angeles Administration Code Section 10.8.4., Affirmative Action Program Provisions. By affixing its signature on a contract that is subject to the Affirmative Action Program Provisions, the Contractor shall agree to adhere to the provisions in the Affirmative Action Program Provisions for the duration of the Contractor.

Furthermore, Contractors shall include similar provisions in all subcontracts awarded for work to be performed under the Contract with the City and shall impose the same obligations. The Contract with the SubContractor that contends similar language shall be made available to the Office of Contract Compliance upon request.

Owner-Operators seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's web site at <http://bca.laCity.org>.

1.7 Traffic Accidents

Owner-Operators and/or Substitute Drivers involved in any accident while providing services under this Offer of Work, whether at fault or not, are required to: 1) Obey all California State Motor Vehicle Regulations pertaining to accident involvement; 2) Notify the Commercial Vehicle Section within twenty-four (24) hours of the accident. The vehicle will be removed from the call list until an accident investigation is completed and reviewed by the City management. There is no guarantee of reinstatement on the program once the investigation is complete. Reinstatement is at the sole discretion of the City.

1.8 Business Tax Registration Exemption

Owner-Operators fall under the provisions of the Los Angeles Municipal Code, Section 21.195, and "Trucking-Hauling Exemptions." Owner-Operators must obtain an Exempt BTR Number. It is issued only once upon acceptance of the first offer of work and is recorded permanently until the cancellation of the Offer of Work.



1.9 Pay Rates and Manner of Compensation

Owner-Operators and/or Substitute Drivers shall be compensated for each acceptance order in accordance with the Haul Rates Schedule established by and approved by the Board of Public Works (Refer to specific haul rate sheet). Compensation for services will occur once every two weeks. The Owner-Operator agrees to abide by the procedures provided and explained in their specific haul rate sheet of this Offer of Work.

Any changes in the compensative Ton-Mile Haul Rate or Hourly Rate will be approved by the Board of Public Works and sent to the Owner-Operators.

1.10 Prevailing Wage

Owner-Operators shall pay applicable prevailing wage rates to any employee, including but not limited to, Substitute Drivers, agent, and subcontractors. To the extent that any of the services to be provided under this Offer of Work are deemed to be subject to prevailing wages by the Director of the Department of Industrial Relations of the State of California (DIR), the applicable prevailing wage rates apply and the Owner-Operator is required to pay them. The current applicable prevailing wage rates, as adopted by the Director of DIR, are incorporated herein by reference and may be accessed at (<http://www.dir.ca.gov>). The Owner-Operator is required to pay the prevailing wage rate and is responsible for selecting the classification of workers, which will be required to perform this service in accordance with the Owner-Operator's method of performing the work. Pursuant to Section 1775 of the Labor Code (State of California), the Owner-Operator shall forfeit (\$200.00) for each calendar day, or portion thereof, for each worker paid less than the stipulated prevailing wage rates for any public work done under this Offer of Work.

1.11 Amendments, Changes or Modification

The City, at any time by written notice to the Owner-Operator, may make changes which are consistent with and within the general scope of this Offer of Work or, by written amendment, may request the Owner-Operator to perform services not otherwise outlined herein.

Should the City change or modify any related aspect of the As-Needed, Haul Truck Program during this Offer of Work, Owner-Operator shall be immediately notified thereof by the City in writing, and upon such notification, Owner-Operator shall promptly comply with such change or modification.



1.12 Truck Maintenance

The operation, transportation, maintenance and BIT Inspection required by the CVC are the sole responsibility of the Owner-Operator and at no time shall the City be responsible for any expense. In addition, the acquisition and maintenance of truck equipment required by the Agreement is the sole responsibility of the Owner-Operator and at no time shall the City be responsible for any expense. Required equipment and features include but are not limited to: electrical/automatic tarping systems, back-up warning devices, tachometers, and cellular telephones must be in good operating condition at all times.

Owner-Operators and/or Substitute Drivers shall maintain their truck to ensure their proper working condition. This includes but is not limited to; trench gate, spreading chains, hoist, tires, brakes, back-up alarm lights, mirror, spread apron, tachograph, sideboards, legible numbers and the external appearance of the truck.

1.13 Truck Inspection

StreetsLA shall verify, as necessary, the validity of the motor vehicle operator's license and the license plate of the truck or tractor/trailer. In addition, StreetsLA shall observe the vehicle for required equipment needed to operate in the As-Needed, Haul Truck Program.

Owner-Operator's truck shall have the California Highway Patrol's BIT inspection report showing a satisfactory rating. In addition, your truck must undergo a 90-day inspection cycle pursuant to Title 13 of the CVC.

Inspections of the Owner-Operator's truck at the Commercial Vehicle Section Office are merely checkpoints to ensure that the required equipment for hauling and dumping in this program are presently on the truck and are in good condition.

1.14 Truck Weight

Owner-Operator's truck shall meet the CVC to carry the legal load requirement. The minimum legal load capacity requirements are listed on the Caltrans Website.

10 /12 - Wheel = 15 Tons Low Side = 20.7 Tons High Side = 20.7 Tons



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For more detail on Truck Weight limits, go to the link below:
<https://dot.ca.gov/programs/traffic-operations/legal-truck-access/weight-limitation>

A current truck weight verification from the Commercial Vehicle Section is required when: (1) beginning or renewing an Offer of Work, (2) replacing a truck or tractor/trailer, (3) returning a truck after repairs or alterations, and (4) City personnel requests a weight certificate.

1.15 Insurance Requirements

Automobile Liability Insurance

Owner-Operator agrees to insure against liability for death or injury to persons, property or land arising from the Owner-Operator's operation conducted on City property or elsewhere, pursuant to this Offer of Work. Owner-Operator shall obtain and keep in force during the term of this Offer of Work, at its sole expense, liability insurance in which the City of Los Angeles is named as an additional insured covering all activities undertaken pursuant hereto. The policy or policies shall insure against all claims arising out of or in connection with such transportation, operation, and/or all other activities conducted hereunder.

The Coverage shall provide the following minimum limits:
Automobile Liability
Combined Single Limit \$1,000,000 each occurrence

All liability insurance policies shall bear an endorsement or shall have an attached rider whereby it is provided that, in the event of expiration, proposed cancellation or reduction in coverage of such policies for any reason whatsoever, the City shall be notified at least thirty (30) days (ten (10) days for non-payment of premium) before expiration, cancellation or reduction in coverage is effective. Coverage shall be by an insurer admitted in California which has at least an "A" Policy Holder's Rating and "X" Financial Size in accordance with the current *Best's Key Rating Guide*.

Owner-Operator shall provide the City with evidence of coverage in accordance with the Instructions for Submitting Proof of Insurance to the Board of Public Works (<http://www.lacity.org/bpw/>).

Such Policy shall further contain no deductible provision and shall contain conditions that the Board of Public Works shall be notified in writing of any



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cancellation of said insurance by registered mail not less than thirty (30) days prior to the date of such cancellation.

Indemnification

Except for the active negligence or willful misconduct of City, the Owner-Operator undertakes and agrees to defend, indemnify and hold harmless the City and any and all of its Boards, Officers, Agencies, Employees, Assigns and Successors in Interest from all suits and causes of action, claims, losses, demands and expenses, including but not limited to attorney's fees and cost of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including the Owner-Operator's employees and agents, or damage or destruction of any property of either party hereto or of their parties, arising in any manner by reason of the negligent acts, errors or omissions or willful misconduct of the Owner-Operator or his/her subcontractors of any tier.

Workers' Compensation Insurance

Before entering upon the performance of each acceptance of this Offer of Work and in the event said truck is not operated by the Owner-Operator thereof, but by an approved driver while under the terms of the Offer of Work, Owner-Operator agrees to take out, or cause to be taken out with a responsible insurance carrier, authorized under the laws of the State of California, adequate coverage under the Workers' Compensation Safety Act. Workers' Compensation insurance must cover full liability for compensation under said Act, with the endorsement of the **Waiver of Subrogation** for any person injured while performing any work labor incidental to the performance of each acceptance of this Offer of Work.

Endorsements of insurance specified above shall be received and approved by the City before the Owner-Operator can perform under this Offer of Work; and no payment can be made for services rendered unless approved endorsements covering the period are approved and on file. Such certificates of insurance shall be procured, filed and approved as required by Section 11.47 through Section 11.56 of the Los Angeles Administrative Code. If such work is to be accomplished in a manner so that it is not subject to said compensation laws, the Owner-Operator will execute and file with City, upon a form furnished by the City, a document establishing such.



1.16 Force Majeure

Notwithstanding any other provisions hereof, neither the Owner-Operator nor the City shall be held responsible or liable for failure to meet their respective obligations under this Offer of Work, if such failure shall be due to causes beyond Owner-Operator's or the City's control. Such causes include but are not limited to: strikes, fire, flood, civil disorder, acts of God or of the public enemy, acts of Federal Government, or any unit of state, or local government in either sovereign or contractual capacity, epidemics, quarantine restrictions, or delays in transportation to the extent that they are not cause by the party's willful or negligent acts or omissions, and to the extent that they are beyond the party's reasonable control.

1.17 Permits

Owner-Operator and its officers, agents and employees shall obtain and maintain all permits and licenses necessary for Owner-Operators performance hereunder and shall pay any fees required, therefore. Owner-Operator agrees to immediately notify the City of any suspension, termination, lapses, non-renewals, or restrictions of licenses, permits, certificates, or other documents.

1.18 Assignment Details

When Owner-Operators and/or Substitute Drivers are dispatched from one crew to another, he/she shall notify the Commercial Vehicle Section who gave the initial assignment. Upon notification, the City will sign the truck out for the time the truck worked for that crew. All daily logs must be properly dated, and the hours accurately recorded. City personnel overseeing the change shall initial any changes; otherwise, changes will not be accepted.

If Owner-Operators and/or Substitute Drivers choose to haul additional loads, he/she must first contact the Commercial Vehicle Section (before leaving the jobsite) to verify if his/her services are needed. Owner-Operators and/or Substitute Drivers shall not return to the Commercial Vehicle Section and/or jobsite without approval from dispatch. **Without such approval, Owner-Operators and/or Substitute Drivers are released for the day.**

1.19 Drug/Alcohol Testing

This Offer of Work causes Owner-Operators and/or Substitute Drivers to be subject to the 1991 U.S. Department of Transportation (DOT) "Omnibus



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Transportation Employee Testing Act, (Federal Motor Carrier Safety Regulations, Title 49 Code of Federal Regulations, Section 382) which mandates transportation organizations, unions and municipalities to establish drug and alcohol testing and education activities for all drivers who are required by law to hold a commercial driver's license. Owner-Operator understands further that under this Federal regulation, he/she must receive substance abuse training and/or counseling prior to employment and every year thereafter. Owner-Operator must also provide or make provisions for the same training for his/her Substitute Driver.

1.20 Substitute Driver

Owner-Operators may utilize one Substitute Driver as their relief driver for the As-Needed Haul Truck Program. A copy of the driver's information must be kept in the truck at all times and made available to City immediately upon request. To designate an official Substitute Driver, the Owner-Operator must fill out forms and submit them to the As-Needed Haul Truck Program Coordinator. The file must include the following:

1. Substitute Driver Notification Form
2. Clear and readable copy of the intended Driver's negative drug and alcohol test dated the same day of submission
3. Copy of the intended driver's California Commercial Class "A" or "B" driver's license. ("Class A" **must** be obtained for 5-axle drivers)
4. DMV Driver print-out
5. Copy of intended driver's current medical card
6. Copy of driver's enrollment in Drug/Alcohol Consortium Program
7. Copy of Owner's Automobile Liability and Workers' Compensation Insurance

Owner-Operator must provide Workers Compensation insurance coverage with the **Waiver of Subrogation** for the Substitute Driver of the Owner's truck, protecting the City from responsibility arising from an accident or any other act which may be committed or omitted by the Owner or his/her Substitute Driver.



Substitute Drivers are employees of the Owner-Operator.

1.21 Record Retention and Inspection/Audit Settlement

Owner-Operator shall maintain accurate and complete records of its activities and operations relating to this Offer of Work. Owner-Operator shall also maintain accurate and complete records relating to his/her Offer of Work. Owner-Operator agrees that City, or its authorized representatives, shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent transaction, activity, or record relating to this Offer of Work. All such material shall be kept and maintained by the Owner-Operator and shall be made available to City immediately upon request.

1.22 Performance

Owner-Operators and/or Substitute Drivers agree to perform all work of this Agreement per terms of the City. The City shall have the right to take appropriate action, including but not limited to; a) meeting with Owner to review the Terms of Agreement and resolve matters of concern; b) Canceling this Offer of Work as herein set forth.

Owner-Operators and/or Substitute Drivers agree that all services shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry, and that all goods, materials, equipment or personal property included within the services herein shall be of good quality, fit for the purpose intended.

1.23 Job-Site Safety

Owner-Operators and/or Substitute Drivers shall be solely responsible for ensuring that all work performed under this Offer of Work is performed in compliance with all applicable Federal, State, and local occupational safety regulations. Owner-Operator shall provide at its expense all safeguards, safety devices, and protective equipment. Owner-Operators and/or Substitute Drivers are prohibited from donning protective equipment (hard hat, vest, etc.) with the City seal or wording related to the City of Los Angeles StreetsLA while working at a City jobsite.

Facility Safety – Owner-Operators and/or Substitute Drivers are not to get out of their vehicles while being loaded or unloaded at the jobsite. There are no exceptions.



1.24 Tarpaulin Laws

Loads composed entirely of asphalt or petroleum coke, which is covered with a chemical surfactant, are not required to be covered unless directed by a supervisor.

1.25 Truck Classification Change and Vacancies

Owner-Operators and/or Substitute Drivers are assigned to work only in that truck class for which their services have been requested. Owner-Operators may change truck classification only when there is a vacancy and this change must be authorized by the City. Any change in truck classification requires a new Offer of Work. No Owner-Operator in the Program may operate more than one truck at a time.

Owner-Operator may continue to use his/her current truck until the stated date for the switched truck to operate. That is, if truck 100, a 10-Wheel, is approved to switch to a High Side, then truck 100 Owner is still able to operate as a 10-Wheel until the date that his/her High Side truck begins work. Once his/her High Side begins work, his/her 10-Wheel is **no longer operating in the As-Needed, Haul Truck Program.**

1.26 Overloading

Owner-Operators and/or Substitute Drivers is solely responsible for the supervision of his/her load; therefore, he/she is also responsible for any overload of his/her truck and liable for any fines incurred as a result of the overload.

Department of Motor Vehicles California Commercial Driver Handbook, Section 3 which reads in part: "Whether or not you load and secure the cargo, you are responsible for inspecting the load and... recognition of overloads and poorly balanced loads and... you are responsible for making sure that the load is securely tied down and covered... and that the vehicle is not overloaded."

The City will compensate only for the legal limit per load. Owner-Operators and/or Substitute Drivers who haul more than the legal load do so at their own risk.

OVERLOADING OF THE TRUCK IS STRICTLY PROHIBITED.



1.27 Death of Contractor

The death of an Owner-Operator must be reported to the Program Coordinator immediately. Upon the death of the Owner-Operator, the Offer of Work is terminated.

1.28 Cancellation of Offer of Work

The City may cancel this Offer of Work at any time, with or without cause. Owner-Operator may cancel this Offer of Work in writing at any time.

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