

# Town of Drayton Valley Snow Hauler Application



Company Name: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Drivers Name: \_\_\_\_\_

\_\_\_\_\_

Number of trucks: \_\_\_\_\_ Type of Trucks: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Resident of Town: **YES/NO** Resident of Brazeau County: **YES/NO**

Please list a max of 3 names/phone numbers to use when calling for availability.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

## Information Required for Application

1 GST Registration No. \_\_\_\_\_

2 Certificate of Commercial Liability Insurance with a minimum of \$2000000 liability. **YES/NO**

Proof/Copy of certificate attached **YES/NO**

3 Workers Compensation Number: \_\_\_\_\_

Clearance letter from WCB attached: **YES/NO**

4 Truck license No. \_\_\_\_\_ CVIP No. \_\_\_\_\_ Expiry date: \_\_\_\_\_

Truck license No. \_\_\_\_\_ CVIP No. \_\_\_\_\_ Expiry date: \_\_\_\_\_

5 Safety Fitness Certificate: **YES/NO** Copy of Certificate Attached: **YES/NO**

6 Tare Weight: \_\_\_\_\_ Maximum allowable weight by tire size: \_\_\_\_\_

7 Commercial Registration, copy for each truck attached: **YES/NO**

8 Town of Drayton Valley Business License **YES/NO**

If No, you are required to purchase a Snow Haulers Permit \$58.00 **YES/NO**

9 Electronic Funds Transfer Form Completed and attached: **YES/NO**

10 Complete Contractor Orientation **YES/NO**

## Conditions of Employment

1 All Tandem Axle trucks will be hired at the hourly rate of **\$130.00 /Hour.**

2 Trucks are called in on a rotating basis from the alphabetical call list based on hours worked, meaning those with the least number of hours will be called first. Please make sure the numbers provided above are the more relevant. We do not leave voicemails regarding work, if there is no answer we will go through all numbers on file and then move down the list. If you are called for work and you refuse/unavailable, the hours for that day will be reflected in your total hours.

- 3 Sideboards are required to be four (4) feet above the truck box and located on the front and right sides of the truck box with the left side of truck box open.
- 4 Please remember it is illegal to run dyed fuel in Town when performing commercial work. Under no circumstance will this be tolerated.
- 5 Time tickets should be signed by TODV personnel daily. We will not pay off Work orders, only Invoices. If drivers submit a daily work order, an invoice will need to be submitted for payment of services.
- 6 Any trucker who does not perform to the satisfaction of the Public Works Manager will automatically be struck off the call list.
- 7 To charge G.S.T on invoices you must have a registration number, please make sure your G.S.T. no. is listed on invoices.
- 8 All trucks must dump the snow at the designated snow dump site(s) under the direction of Public Works Manager/ Designate.
- 9 Any trucks found dumping snow at snow dump site(s) in a manner which is not satisfactory to the Public Works Manager may be suspended.
- 10 All trucks will use the designated route to snow dumps.
- 11 Must abide by all Traffic and Town Safety Regulations and By-Laws. Snow Haulers are required to participate and sign daily toolbox meetings with TODV staff.

**Please sign and date below to confirm you have read and understand the conditions of Employment, and all supporting documentation required for this application is attached.**

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**APPLICATION CLOSING DATE IS DECEMBER 1, 2024, UNLESS SUFFICIENT COMPLIMENT REQUIREMENTS ARE NOT MET.**

**THIS SECTION IS FOR INTERNAL USE ONLY**

DATE: \_\_\_\_\_ TOWN SIGNATURE: \_\_\_\_\_

APPLICATION ACCEPTED: **YES/NO** ACCEPTED BY: \_\_\_\_\_

IF "NO" EXPLAIN REASON: \_\_\_\_\_

\_\_\_\_\_



# Vendor Electronic Funds Transfer ("EFT") Authorization

New

Change

Cancel

To ensure the accuracy of bank account and other information, **please attach either a voided cheque or an automatic transfer authorization form stamped by your bank.** Complete the following vendor and financial institution information:

### Vendor Information (please print)

<b>Company Name:</b>	
<b>Contact Person:</b>	
<b>Job Title:</b>	
<b>Telephone:</b>	
<b>Email Address:</b>	

**Note:** All information must be neatly printed to ensure accuracy of information transmitted and all fields must be completed. If fields are incomplete we will be unable to process your request.

### Financial Institution Information (please print)

<b>Financial Institution:</b>	
<b>Branch Address:</b>	
<b>Branch Telephone:</b>	
<b>Bank Transit Number:</b>	
<b>Bank Account Number:</b>	

**Note:** EFT payments in Canadian Dollars must be payable to a bank account located in Canada.

### Important: By signing this authorization form the vendor acknowledges that:

1. This authorization will remain in effect until a change or cancellation is received in writing by the Town of Drayton Valley using this form.
2. The Town of Drayton Valley agrees to use the foregoing information for the sole purpose of effecting electronic payments to the vendor.
3. Vendor must provide a valid email address as EFT remittance information will be provided to the Vendor via email only - the Town of Drayton Valley is unable to provide remittance information by fax or otherwise. Any changes to the vendor's email address will be made only upon request in writing and using this form.
4. Vendor shall be responsible for any and all losses which may arise directly or indirectly by reason of any error or omission on its part in providing the foregoing information and in providing any subsequent change in its bank information.

### Authorized Signature

<b>Name:</b>		<b>Signature:</b>	
<b>Title:</b>		<b>Date:</b>	

**Remit to:** Attn: Accounts Payable  
**By email:** [accountspayable@draytonvalley.ca](mailto:accountspayable@draytonvalley.ca)  
**By fax :** 780-542-5753  
**By mail :** Town of Drayton Valley  
 Box 6837  
 Drayton Valley, AB T7A 1A1

If you have any questions, please contact our accounts payable department at 780-514-2215.