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.

Executive Director and General Manager
Bureau of Street Services
Contents

1. INTRODUCTION / BACKGROUND ........................................................................................................ 6
2. GENERAL INFORMATION ......................................................................................................................... 6
3. DEFINITIONS ........................................................................................................................................... 7
4. MINIMUM REQUIREMENTS ......................................................................................................................... 10
   4.1 Private Ownership ................................................................................................................................. 10
   4.2 Truck Requirements ............................................................................................................................... 10
   4.3 Truck Height .......................................................................................................................................... 10
5. EQUIPMENT REQUIREMENTS .................................................................................................................. 10
   5.1 Truck Classification ............................................................................................................................... 11
   5.2 Underbody Type Power Operated Hoist ............................................................................................... 11
   5.3 Tachographs and Electrical/Automatic Tarping System .................................................................... 11
6. COMPLIANCE DOCUMENT REQUIREMENTS ....................................................................................... 12
   6.1 Business Tax Registration Certificate Exemption (BTRC) ................................................................. 12
   6.2 California Highway Patrol - The Basic Inspection of Terminals (BIT) Trucks .................................... 12
   6.3 Education and Training Course ........................................................................................................... 13
   6.4 California Air Resources Board (CARB) Compliance ....................................................................... 13
   6.5 California Department of Commercial Driver’s License ................................................................... 13
   6.6 California Department of Motor Vehicles (DMV): Vehicle Registration ........................................... 13
   6.7 State of California DMV Current Medical Card ................................................................................ 14
   6.8 Drug Consortium Card ......................................................................................................................... 14
   6.9 Form W-9: Request for Taxpayer Identification Number ................................................................. 14
   6.10 Motor Carrier Permit ......................................................................................................................... 14
7. INSURANCE REQUIREMENTS AND FORMS ...................................................................................... 15
   7.1 Insurance Requirements ......................................................................................................................... 15
   7.2 Automobile Liability Insurance .......................................................................................................... 15
     7.2.1 Insurance Registration and Uploading Requirements .................................................................... 16
   7.3 Workers’ Compensation Insurance .................................................................................................... 16
   7.4 Indemnification ..................................................................................................................................... 17
   7.5 Applicant’s Declaration of Self-Insurance ............................................................................................ 17
   7.6 Insurance Submittal Instructions, Forms, and Waiver: ........................................................................ 17
7.7  Certificate Holder ........................................................................................................18

8.  SUBSTITUTE DRIVER .........................................................................................................18
8.1 Substitute Driver - Notification Form ..................................................................................18
8.2 Substitute Driver - Limitations ..........................................................................................19
8.3 Substitute Driver - Load Requirements ..............................................................................19
8.4 Substitute Driver - Equipment and Maintenance Requirements .......................................19
8.5 Substitute Driver - Compliance Documents .....................................................................19
8.6 Substitute Driver - Rules and Regulations ......................................................................20
8.7 Substitute Driver - Training .............................................................................................20
8.8 Substitute Driver - Insurance Requirements ....................................................................20
8.9 Substitute Driver - Workers' Compensation Insurance ...................................................20

9.  HAUL TRUCK RATE ..........................................................................................................20

10. WAITING LIST APPLICATION INSTRUCTIONS ............................................................20
    10.1 Program Application ..................................................................................................20
    10.2 Separate Application by Truck Type ..........................................................................21
    10.3 Documentation Required for Each Application .........................................................21

11. WAITING LIST APPLICATION PROCESS ....................................................................22
    11.1 Waiting List Information ...........................................................................................22

12. WHO SHOULD APPLY? ..................................................................................................22

13. WHEN TO APPLY ............................................................................................................23
    13.1 Seniority Status .........................................................................................................23
    13.2 Right to Reject Application .......................................................................................23
    13.3 Application Omissions and Errors ............................................................................23

14. WHERE TO APPLY AND MAIL APPLICATIONS ............................................................24

15. E-MAIL GUIDELINES AND CONFIDENTIALITY ............................................................24

16. CONCLUSION ...................................................................................................................25

17. ATTACHMENTS .................................................................................................................26
    17.1 Attachment A: Program Application – Samples ..........................................................27
        17.1.1 Program Application for 10-Wheel – Sample .....................................................28
        17.1.2 Program Application for 12-Wheel – Sample .....................................................29
        17.1.3 Program Application for High-Side – Sample ....................................................30
        17.1.4 Program Application for Low-Side - Sample .....................................................31
17.2 Attachment B: Program Checklist - Sample..................................................32
17.3 Attachment C: Substitute Driver Notification Form - Sample.......................33
17.4 Attachment D: Bureau of Street Services As-Needed Haul Truck Program
               Standard Provision for StreetsLA Offer of Work ................................34
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 ready-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 eight (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.


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.
f) “Commercial Vehicle” means a motor vehicle of a type required to be registered and maintained for the transportation of persons for hire, compensation, or profit or designed, used, or maintained primarily for the transportation of property as defined by the California Vehicle Code Section 260.

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) “Director” means the Director of the Bureau of Street Services (StreetsLA)

i) “Driver’s License” means a valid license to drive the type of motor vehicle or combination of vehicles for which a person is licensed under the California Department of Motor Vehicles.

j) “Gross vehicle weight rating” (GVWR) means the weight specified by the manufacturer as the loaded weight of a single vehicle as defined by the California Vehicle Code Section 350.

k) “Highway” means a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. Highway includes streets as defined by the California Vehicle Code Section 360.

l) “Independent Contractor” means an individual that is customarily engaged in an independently established business and not an employee of the City. In addition, this individual has the right to control and discretion as to the manner of performance of the contract for services as defined by the California Labor Code, Article 1, The Contract of Employment [2750-2754].

m) “Legal Owner” means a person holding a security interest in a vehicle as defined by the California Vehicle Code Section 370.

n) “Motor Carrier” means the registered owner, lessee, who operates or directs the operation of any such vehicle with a for-hire or not-for-hire basis. It also includes a motor carrier’s agents, officers, and representatives, as well as employees responsible for the hiring, supervising, training, assigned, or dispatching of drivers and employees concerned with the installation, inspection, and maintenance of motor vehicle equipment or accessories as defined by the California Vehicle Code Section 408.

o) “Offer of Work” means StreetsLA agreement for work signed and approved by the: 1) Owner-Operator, 2) Program Coordinator, 3) Assistant City Attorney (as to form); and the 4) President of the Board of Public Works with valid effective dates.

p) “Owner-Operator” means the same as “privately owned” which means the sole ownership of the offered dump truck by the Independent Contractor.

q) “Permits” means all federal, state, and local permits required for the proper completion of all Terms and Conditions of the Offer of Work.
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 in direct 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.


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, Truck Classification.

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 4.2, Truck 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>
<thead>
<tr>
<th>Category</th>
<th>Truck Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10-Wheel Truck</td>
</tr>
<tr>
<td>2</td>
<td>12-Wheel Truck / Super 10</td>
</tr>
<tr>
<td>3</td>
<td>Low Side Truck</td>
</tr>
<tr>
<td>4</td>
<td>High Side Truck</td>
</tr>
</tbody>
</table>

- 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 ten (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.


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

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

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/](https://kwikcomply.org/).

The Owner-Operator will have **ten (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/](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 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](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/](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 a 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](http://cao.lacity.org)
• Request for Waiver of Workers’ Compensation Insurance Requirement
• Applicant’s Declaration of Self-Insurance

Endorsements of insurance specified above shall be received and approved by the City before the Owner-Operator can perform under an 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 in accordance with 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.

Workers’ Compensation Insurance is required for all Substitute Drivers but may be optional for the As-Needed, Independent Truck Owner-Operators. Drivers that elect to waive Workers’ Compensation insurance for themselves, will be required to complete a “Waiver” form.

Additional information on insurance requirements and submittal instructions can be found at: [https://kwikcomply.org/](https://kwikcomply.org/).

7.4 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.

7.5 Applicant’s Declaration of Self-Insurance

The As-Needed, Independent Truck Owner-Operators will be required to maintain the proper coverage of all insurance as required by the City.

7.6 Insurance Submittal Instructions, Forms, and Waiver:

The Owner-Operator’s Insurance Agent or Broker will be required to upload the Certificate of Liability Insurance with 10 calendar days when notified of intent to issue an Offer of Work.
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


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 - Samples.**

### 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](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](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
17.1.2 Program Application for 12-Wheel – Sample

Sample

12-Wheel Application
17.1.3 Program Application for High-Side – Sample

Sample
High-Side Application
Sample

Low-Side Application
Sample
Program Checklist
Sample
Substitute Driver Notification Form
Standard Provisions for StreetsLA Offer of Work