



HIRED EQUIPMENT WEEKLY WORK REPORT

Company/Vendor Name:

Project/Sub-Project No.

Equipment Type:

Unit I.D.

(only one project)

Invoice Number:

Month/Year:

Website: <http://www.th.gov.bc.ca/bchighways/contracts/hiredequip>

			Sun	Mon	Tues	Wed	Thurs	Fri	Sat		
Dates:											
	Description	RATE	HRS	HRS	HRS	HRS	HRS	HRS	HRS	TOT HRS	COST
Straight Time	Main Equipment										
	Attachment 1										
	Attachment 2										
	Attachment 3										
Overtime	**OT @ 1.5, if mutually agreed (Operator Time-and-a-half)										
	**OT @ 2.0, if mutually agreed (Operator Double Time)										
Rest Breaks, if mutually agreed											
Travel Time, if mutually agreed											
Fuel, check current rate											
Weekly Cost Total											
Quantities Loads/Tonnes/m3											

Operator:

Supervisor confirmation:

Send Copies to Owner/Operator, Project Management and District Office

Print Form

HIRED EQUIPMENT WEEKLY WORK REPORT INSTRUCTIONS

- Company Name must be the same as stated on the Rental Agreement (which should be the legal entity)
- Project Number must be a valid MOT project number (sub-project is optional)
- Equipment Type should be valid/understandable
- Unit ID must be the same as stated on the Rental Agreement (make sure also to note substitution unit if applicable) Eg. ABC406 sub ABC408
- Dates of the relevant work week must be identified
- Total hours for Main Equipment should be recorded daily and totaled for the week
- Total hours for Attachments should be recorded daily and totaled for the week, unless included in Main Equipment rate
- Overtime: Overtime rates are derived from the current Blue Book Operator rate
OT @ 1.5 = 50% of current Blue Book Operator rate; OT @ 2.0 = current Blue Book Operator rate
A week runs from Sunday through Saturday for the purpose of calculating overtime
- Calculating Daily Overtime: The first 8 hours is paid at straight time
The next 4 hours is paid OT @ 1.5
Anything after 12 hours is paid OT @ 2.0
- Calculating Weekly Overtime: Once the operator reaches 40 hours of **straight time** (using only the first 8 hours of each day) in a week, they are paid OT @ 1.5 for the remaining hours worked that week
- Record paid rest breaks, if applicable. The rest break rate is the current Blue Book Operator rate
Rest breaks are included in overtime calculations
- Record paid travel time, if applicable. Travel rate for trucks = truck rate. Travel rate for equipment operators = the current Blue Book Operator rate
Travel time is not included in overtime calculations
- Record fuel hours. Fuel hours for equipment = Main Equipment hours
Fuel hours for trucks = Main Equipment hours plus applicable travel hours
- Both the supervisor and the operator must sign the time card
- Ensure the total hours and cost calculations (if used) are double checked for accuracy
- The operator receives the top copy of the time card; the remaining copies go to the supervisor and district office