



HIRED EQUIPMENT WEEKLY WORK REPORT

Company/Vendor Name:

Project/Sub-Project No.

Equipment Type:

Unit I.D.

(only one project)

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
TOTAL MACHINE HOURS: (Total Operator Hours) BREAKDOWN:	Enter mutually agreed rate in this column									Cost = Rate x Tot Hrs
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										

Weekly Cost Total

[Empty box for Weekly Cost Total]

Quantities Loads/Tonnes/m3	Sun	Mon	Tues	Wed	Thurs	Fri	Sat

Operator:

Supervisor confirmation:

HIRED EQUIPMENT WEEKLY WORK REPORT INSTRUCTIONS

Before submitting this timecard, make sure that:

- The Company Name is the same as stated in the Rental Agreement (which should be the legal entity)
- The project number is correct and only one is identified (sub-project is optional)
- The Equipment Type is valid / understandable
- The Unit I.D. for this equipment is the same as the one stated in the Rental Agreement
- The dates of the relevant work week are identified
- The total hours for Total Machine Hours is ALL the hours you've worked this week
- Identify any overtime hours (if mutually agreed) broken into time-and-a-half and double-time (e.g., 14 hrs of Machine Hours worked on a given day may be broken into 14 hrs of straight time for the main equip, 4 hours at time-and-a-half, and 2 hours at double-time, assuming that overtime provisions exist. Assume also that attachment 1 was used for 2 hours and attachment 2 was used for 3 hours)
- Paid rest breaks are recorded, if mutually agreed and taken
- Paid travel time is recorded, if mutually agreed
- The cost calculations are double-checked for accuracy (especially overtime, if mutually agreed)**
(e.g., assume main equip rate is \$50/hr, attachment 1 rate is \$10/hr, attachment 2 rate is \$15/hr, time-and-a-half operator premium is \$13.25/hr, and double-time operator premium of \$26.50:
main equip -> $14 \times \$50 = \700 ; attachment 1 -> $2 \times \$10 = \20 ; attachment 2 -> $3 \times \$15 = \45 ;
time-and-a-half -> $4 \times \$13.25 = \53 ; double-time -> $2 \times \$26.50 = \53)
- The correct quantities are recorded
- Both the supervisor and operator have signed the timecard
- The operator takes a copy of the timecard and the supervisor get 2 copies of the timecard

****NOTE: Refer to your copy of the Hired Equipment Information Package for a guideline of how to calculate overtime, if mutually agreed.**

The actual overtime thresholds and rates will depend on what's been mutually agreed. The thresholds here are purely for example.