



CHARGEABLE MAINTENANCE COSTS

CMC #: _____

XRef. File No. _____

*** = Minimum Required Information for Processing**

Do not date-stamp OR annotate front of form.

* Region Number	*Highways District Name	*Service Area Number
* Electrical Contractor	*Maintenance Contractor	
* Exact Location (Including Hwy #, Intersection, and km marker)		
* Nearest City	Structure Number	
* Incident Date (mm/dd/yyyy)	-OR- *Date Discovered/Reported (mm/dd/yyyy)	Age of Property Damaged
* Describe Type of Damage:		
Brief Description of Event:		
Police File #:	Police Detachment:	Office 's Name:
Vehicle Plate No.	Province/State:	Owner(s):
Insurance Company:	Policy/Claim Number:	

Please ensure all additional information on this incident is enclosed, including H0036A, invoices and photographs.

	Contact (Please print)	Phone	Extension	Email	* Estimated Repair Costs
A	Maintenance				\$ H0036A and backup attached?
B	Electrical Maintenance				\$ H0036E and backup attached?
C	Highways District				\$ Payment Approval Info.
	Ministry Recovery Coding:	Resp:	STOB:	Service Line:	Project:
D	Costs Above RMSC				\$
Total Payable:					\$

Issue payment in CANADIAN FUNDS to the
Minister of Transportation and Transit and mail to:

Ministry of Transportation and Transit
Construction & Maintenance Branch, Claims Unit,
PO Box 9850, Stn Prov Govt. Victoria, BC V8W 9T5

**Payments are not to be made directly
to cost centres A, B, C or D.
See reverse for instructions.**

Ministry Appointed Expense Authority signing-off work as meeting the applicable quality management plan.

Signature	Print Name	Date (mm/dd/yyyy)	Phone	Email
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Mark with an "X" the creator of this invoice. Mark with a "C" any parties who have been copied or who may have charges related to this Damage/Maintenance/Repair.

Distribution and Fax →	Claims Unit <input type="checkbox"/>	Maintenance Contractor <input type="checkbox"/>	Hwys. Electrical Office <input type="checkbox"/>	District Office <input type="checkbox"/>	Regional Office <input type="checkbox"/>	Other <input type="checkbox"/>
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The personal information collected on this form by the Ministry of Transportation and Transit under sections 26 (c) and 26(e) of the Freedom of Information and Protection of Privacy Act (FOIPPA), is directly related to, and is necessary for, the administration of Ministry claims programs. The information collected will be used to pursue Maintenance Costs incurred by the negligent action of third parties. If you have any questions about the collection, use and disclosure of this information, contact the Manager, Claims & Litigation Services Unit, Construction and Maintenance Branch, PO Box 9850 Stn Prov Govt, Victoria, BC, V8W 9T5 778-974-5374 or email Claims.Submissions@gov.bc.ca

HOW TO USE THE CMC (H0036) FORM

Group	COST CENTRE	INITIAL STEPS	COSTS
	ORIGINATOR (Any of the cost centres below)	<p>1. Obtain information on the liable party and fill in the uppermost part of the form as completely as possible.</p> <p>A lack of documentation may affect the amount recovered</p> <p>Ensure that photos are taken while all evidence is still fresh and send originals to the Claims Unit.</p> <p>Try to obtain:</p> <ul style="list-style-type: none"> • Photos of damage and <ul style="list-style-type: none"> - large truck front plate; - passenger vehicle back plate; • a police report file number • witness statements and, • insurance information 	<p>Each incident must have only ONE CMC Number. All Costs Centres will use the CMC (H0036) form with the same number for all expenses incurred arising out of a single incident.</p> <p>Each Cost Centre will use the applicable Summary of Costs (H0036) form to tabulate all costs, and will transfer their own grand total of expenditures to their line on their copy of the CMC (H0036) form. Ensure that all backup material is included with both forms at the time of submission. Line A will equal the total on H0036A less any payments received from TRAN.</p> <p>The Claims Unit must be advised of any anticipated delays; otherwise your costs may not be pursued, and you may not receive any recoveries.</p> <p>Contact personnel may have to explain and defend their costs, calculations and extensions to the insurers; as well as supply any additional backup information as may be requested.</p> <p>No direct billing to 3rd parties.</p>
A	R & B Contractor	2. Fax copies of the form to other Cost Centres that may have associated costs.	R & B Contractors will send their completed CMC (H0036) packages to the District Office for sign-off of their work by a Ministry Appointed Expense Authority.
B	Electrical Contractor	<p><i>See the instruction in the "Distribution" portion on the front of this form.</i></p> <p>COPY THE CLAIMS UNIT AT ALL TIMES.</p>	Electrical Contractors will send their completed CMC (H0036) packages to the District Office for sign-off of their work by the Manager Electrical Services.
C	Highways District	<p>claims.submissions@gov.bc.ca Fax: 250-953-0458</p> <p>Inquiries from the liable parties, police and court authorities must be directed to the Claims Unit.</p>	Ministry Appointed Expense Authority will sign-off Maintenance Contractor's and District's work (if any), as meeting the standards of the applicable quality management plan, and will forward the package to the Claims Unit after ensuring the totals are correct.
D	Traffic Management	3. TM costs paid by District or Region should be identified for recovery in the CMC submission. <u>Contact for TM:</u> Manager, Maintenance Programs Hwys. Dept. – Construction and Maintenance Branch Telephone: 250-387-7812	<p>If the recovery is made in the same fiscal as the payment, the amount will go back to the originating business unit. Otherwise the funds go back to the HQ Traffic Management Program</p> <p>Be aware, if a full recovery is received from a 3rd party and TM costs were not identified, there is a potential for incorrect reimbursements.</p>
	CLAIMS UNIT	<p>4. Will enter the information in the Claims Database for information retrieval and to prevent duplication and/or wait for costs.</p> <p>In the case of Hired Independent Contractors, the Claims Unit will liaise with Insurers on the repair process.</p>	<p>Claims Unit will gather CMC (H0036) packages and prepare the final billing to the liable party(s) or their insurer(s).</p> <p>Reimbursements to Costs Centres apply only when a claim has been made by the ministry, and a recovered amount is received in respect of such claim.</p>

Recoveries are NOT guaranteed.