BRITISH COLUMBIA | Ministry of Transportation and Transit

HIRED EQUIPMENT WEEKLY WORK REPORT

Company/Vendor Name:

Project/Sub-Project No.

(only one project)

Invoice Number:

Equipment Type:

Unit I.D.

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**									0.00	$ 0.00
	Attachment 1									0.00	$ 0.00
	Attachment 2									0.00	$ 0.00
	Attachment 3									0.00	$ 0.00
Overtime	****OT** @ **1.5**, if mutually agreed (Operator Time-and-a-half)									0.00	$ 0.00
	****OT** @ **2.0**, if mutually agreed (Operator Double Time)									0.00	$ 0.00
Rest Breaks, if mutually agreed										0.00	$ 0.00
Travel Time, if mutually agreed										0.00	$ 0.00
Fuel, check current rate										0.00	$ 0.00
										Weekly Cost Total	$ 0.00
	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 MOTT 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