

# MUNICIPALITY OF BIFROST-RIVERTON

## POLICY & PROCEDURES MANUAL

### Transportation Service – Consolidated Operations Policy

Reference/Title:	Transportation Service – Consolidated Operations
Policy Number:	2021-01
DATE ADOPTED:	June 10, 2021
ADOPTED BY:	Resolution 170-2021
Pages:	8
Replaces:	
Date of Revision/Review	June 2023

#### **Background**

The Municipality of Bifrost-Riverton is dedicated to the long-term road infrastructure planning for the sustainability of the existing assets with the highest level of respect shown to the legacy of ratepayer investments in addition to supplying adequate policies and procedures for personnel.

#### **Policy**

The Municipality currently has numerous procedures in place for the Transportation Services department that are not currently adopted through policy. It is of the best interest of the municipal corporation to initiate a consolidated operations policy covering four items of importance.

1. Employer and Employee Expectations for the Transportation Services Department
2. Weekly Log Sheets
3. Incident Reports on Equipment
4. Priority Roads

#### **Procedures**

##### **1. Employer and Employee Expectations for the Transportation Services Department**

It will be an annual requirement for all personnel of the Transportation Services Department to have a documented acknowledgement of the expectations in place for both the Employer and Employees. The Form is found as **Appendix 1** to this policy.

The signed expectation form will be filed in each individual's human resources personnel file. Should amendments be required, it will be responsibility of the Public Works Manager to address any possible revisions and Appendix 1 to this policy and is authorized to be altered without changing the consolidated policy. When expectations of the Transportation Services Department are not met, it's the responsibility of the Public Works Manager to initiate disciplinary measures up to and including dismissal.

##### **2. Weekly Log Sheets**

It is a requirement of the Transportation Services Department personnel to track daily operations, equipment use and inspections, and required internal coding in order for them to use the equipment made available to adequately complete their required duties. The Log Sheet is found as **Appendix 2** to this policy.

## **2. Weekly Log Sheets (continued)**

Should amendments be required, it will be responsibility of the Public Works Manager to address any possible revisions and Appendix 2 to this policy and is authorized to be altered without changing the consolidated policy.

The Weekly Log Sheets are to be submitted by Transportation Service personnel in accompany with their Time Card used for payroll purposes. It is the responsibility of the Public Works Manager to review the completion of the Log Sheets and when Log Sheets are not completed, it is the responsibility of the Public Works Manager to initiate measures to ensure they are.

## **3. Incident Reports on Equipment**

All incidents and injuries must be recorded, all lost time accidents and modified work placements must be reported to WCB within five business days in accordance with Section 18 of *The Workers Compensation Act*, this policy is in regard to only equipment damage where there was no harm to personnel.

It is a requirement of the Transportation Services Department to complete essential documentation to investigate incidents that relate to equipment damages so that causes can be determined and corrective actions can be implement to prevent recurrence. A template form for personnel is found as **Appendix 3** and provides for: description of incident, damages, corrective actions, signed by employee, manager and administration/human resources, additional details and pictures. All incident reports are to be included in the monthly Foreman's report to Council.

## **4. Priority Roads**

Council is required by *The Municipal Act* to make decisions that are in the best interests of the municipality as a whole. Individual council members elected on a ward basis must consider the needs of the entire municipality and not only the needs of the ward they represent. Under *The Municipal Act* wards are for election purposes only. It is the prerogative of the sitting Council of the Municipality to utilize ward boundaries for gravelling, ditching, and priority road maintenance.

Each year the Three-Tier Priority Road maps will be reviewed and revised as required, for the understanding of the maintenance of the municipality gravel road infrastructure. The current Priority Road Map is found as **Appendix 4**. It is the responsibility of the Public Works Manager to review the Priority Road Map with Council and it is the responsibility of the Public Works Manager to make any amendments to the Priority Road Map as requested by Council.

## Appendix 1

### **Employer and Employee Expectations for the Transportation Services Department Form**

Date: \_\_\_\_\_

Employee: \_\_\_\_\_

#### **Employer Expectations of an Employee:**

- Display a positive and respectful attitude.
- Maintain good attendance. Coordinate with your Manager on scheduling time off.
- Job performance and quality of work.
- Be self-motivated and reliable. When starting off the day, keep social engagement to a minimum, discuss potential issues you may have encountered the day before with your fellow coworkers and start your tasks.
- Represent the organization in a responsible manner. Conduct yourself in a professional manner, even when off duty / social media.
- Perform their jobs to a reasonable, acceptable standard.
- Follow set policies and procedures.
- If problems or issues arise, contact your Manager to discuss. If no suitable solution can be achieved, the Manager will contact the CAO and all 3 parties will discuss.
- Respect each other, and be courteous and sensitive to everyone's needs and concerns.
- Be accountable for your work.
- Be flexible about job and task assignments. (i.e. snow storms, flood events)
- Be willing to help each other instead of displaying an "it's not my job" attitude.
- Ask for help when needed.
- Work safely.
- Be open to constructive feedback without being defensive or negative.
- Share ideas for improvement.
- Be cheerful, positive and encouraging to other team members.
- Work with honesty and integrity.
- Follow set policies and procedures when dealing with problems or issues.

#### **Employee Expectations of the Employer:**

- Proper training, support and leadership
- Timely and accurate payment of wages
- Safe and healthy working environments
- Full disclosure and explanation of the job responsibilities, company policies and procedures
- Regular feedback on performance from the manager
- Access to the resources to perform their work tasks efficiently and properly

Acknowledgement of Expectations:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Public Works Manager

## Appendix 2

### Page 1:

Municipality of Bifrost-Riverton

Unit # \_\_\_\_\_

Weekly Log Sheet

Name: \_\_\_\_\_ Date (Week of): \_\_\_\_\_

Daily Machine Inspection					
Lights	Fluids	Track	Wheel	Hoses	Controls
Date: Monday					
Code	Hrs	Fuel	Machine Hrs (Start)	Comments:	
Date: Tuesday					
Code	Hrs	Fuel	Machine Hrs (Start)	Comments:	
Date: Wednesday					
Code	Hrs	Fuel	Machine Hrs (Start)	Comments:	
Date: Thursday					
Code	Hrs	Fuel	Machine Hrs (Start)	Comments:	
Date: Friday					
Code	Hrs	Fuel	Machine Hrs (Start)	Comments:	
Date: Saturday					
Code	Hrs	Fuel	Machine Hrs (Start)	Comments:	
Date: Sunday					
Code	Hrs	Fuel	Machine Hrs (Start)	Comments:	

Please ensure that this log be accompanied with your Time Card

### Page 2: Hourly Codes

Hourly Time Codes - Municipal		Bifrost		FME Workshop Attachments	
Code	Description	Code	Description	Code	Description
Graders - 8720P Unit # 01, 02, 03	Code	Mop	SMMS	Service	BSGR
Road Maintenance (Gravel)	314R PPAV	Shredding Culverts	SMVC	Work Bucket	Code
Road Maintenance (Snow)	314R PPRN	Cutting Tines	SMVT	Service	WBSGR
Road Maintenance (Riverton Gravel)	314R PPRAG	Signs Install	SMVJ	Schube Mower 15'	Code
Road Maintenance (Riverton Snow)	314R PPRNS	Culvert Repair	SMVB	Service	SMZP
Service	314R PPRH	Training / Meeting	SMVM	Schube Snowblower	Code
Reservoir - 2515 JD 2190 - E1	Code	Pumping Station	SMVW	Service	S45GR
Brushing Program	305 P - E2	Road Inspection	SMVX	Hobby Streamer	Code
Brushing	305 P - E3	Road Repair	SMVY	Service	SMR P
Spring Snow Clearing	314R	Gravel Choker	SMVZ	One Way Flow - Capital 4 (3)	Code
Work at SAR Waste	314R	Dust Control	SMVA	Service	PSGR
Service	314R	Animal Control	SMVB	Snow Wing - Branch (1)	Code
Deer - 2013 JD 850V - D1	Code	Parts (Fu) (Wag)	SMVC	Service	SWZGR
Brushing Program	305 P - D2	Garbage	SMVD	V-Flow - (Excer) - VPD1	Code
Brushing	305 P - D3	Riverton	SMVE	Service	VPDGR
Spring Snow Clearing	314R	Signs	SMVF	V-Flow - (Grader) - VPD2	Code
Work at SAR Waste	314R	Trass Cutting	SMVG	Service	VPDGR
Service	314R	Watering Towers	SMVH	2008 Triple Axle Trailer - T01	Code
Tractor - 2014 HR TV620 - F1	Code	Shredding Culverts	SMVI	Service	T02GR
Grass Cutting	T01	Cutting Tines	SMVJ	Fuel (Gas & Diesel)	Code
Snow Blowing	T02	Culvert Repair	SMVK	Refill Fuel (Diesel)	BPUEL
Service	T03	Pumping Water	SMVL	Fuel for Equipment	Equip F
Loader - 2515 JD 2144 - L1	Code	Road Repair	SMVM	Fuel for Hand Tools	HMUTE
Road Maintenance (Gravel)	314R P LMAV	X-Mas Lights	SMVN	2015 Lead Trail 22' Flat Trailer - T01	Code
Road Maintenance (Snow)	314R P LMSN	Waste Water	SMVO	Service	T02GR
Snow Removal (Gravel)	314R P LMSG	Garbage	SMVP	Fuel (Gas & Diesel)	Code
Snow Removal (Snow)	314R P LMSN	Animal Control	SMVQ	Refill Fuel (Diesel)	BPUEL
Work at SAR Waste	314R P LMSW	Dust Control	SMVR	Fuel for Equipment	Equip F
Service	314R P LMSH	Parts (Fu) (Wag)	SMVS	Fuel for Hand Tools	HMUTE
Tenders - 2996 Mack - TT1	Code	Garbage	SMVT	2012 GMC 2500 P/U - W101	Code
Road Maintenance (Gravel)	TT1RMS	Riverton	SMVU	Service	W101
Road Maintenance (Snow)	TT1RNS	Signs	SMVV	2010 GMC 2500 Diesel P/U - W102	Code
Equipment Move	TT1RM	Trass Cutting	SMVW	Service	W102
Work at SAR Waste	TT1RS	Watering Towers	SMVX	2012 GMC 2500 P/U - W103	Code
Service	TT1RH	Shredding Culverts	SMVY	Service	W103
		Cutting Tines	SMVZ		
		Culvert Repair	SMVA		
		Training / Meeting	SMVB		
		Pumping Station	SMVC		
		Road Inspection	SMVD		
		Road Repair	SMVE		
		Gravel Choker	SMVF		
		Dust Control	SMVG		
		Animal Control	SMVH		
		Parts (Fu) (Wag)	SMVI		
		Garbage	SMVJ		
		Riverton	SMVK		
		Signs	SMVL		
		Trass Cutting	SMVM		
		Watering Towers	SMVN		
		Shredding Culverts	SMVO		
		Cutting Tines	SMVP		
		Culvert Repair	SMVQ		
		Pumping Water	SMVR		
		Road Repair	SMVS		
		X-Mas Lights	SMVU		
		Waste Water	SMVV		
		Garbage	SMVW		
		Animal Control	SMVX		
		Dust Control	SMVY		
		Parts (Fu) (Wag)	SMVZ		
		Garbage	SMVA		
		Riverton	SMVB		
		Signs	SMVC		
		Trass Cutting	SMVD		
		Watering Towers	SMVE		
		Shredding Culverts	SMVF		
		Cutting Tines	SMVG		
		Culvert Repair	SMVH		
		Training / Meeting	SMVI		
		Pumping Station	SMVJ		
		Road Inspection	SMVK		
		Road Repair	SMVL		
		Gravel Choker	SMVM		
		Dust Control	SMVN		
		Animal Control	SMVO		
		Parts (Fu) (Wag)	SMVP		
		Garbage	SMVQ		
		Riverton	SMVR		
		Signs	SMVS		
		Trass Cutting	SMVU		
		Watering Towers	SMVV		
		Shredding Culverts	SMVW		
		Cutting Tines	SMVX		
		Culvert Repair	SMVY		
		Training / Meeting	SMVZ		
		Pumping Station	SMVA		
		Road Inspection	SMVB		
		Road Repair	SMVC		
		Gravel Choker	SMVD		
		Dust Control	SMVE		
		Animal Control	SMVF		
		Parts (Fu) (Wag)	SMVG		
		Garbage	SMVH		
		Riverton	SMVI		
		Signs	SMVJ		
		Trass Cutting	SMVK		
		Watering Towers	SMVL		
		Shredding Culverts	SMVM		
		Cutting Tines	SMVN		
		Culvert Repair	SMVO		
		Training / Meeting	SMVP		
		Pumping Station	SMVQ		
		Road Inspection	SMVR		
		Road Repair	SMVS		
		Gravel Choker	SMVU		
		Dust Control	SMVV		
		Animal Control	SMVW		
		Parts (Fu) (Wag)	SMVX		
		Garbage	SMVY		
		Riverton	SMVZ		
		Signs	SMVA		
		Trass Cutting	SMVB		
		Watering Towers	SMVC		
		Shredding Culverts	SMVD		
		Cutting Tines	SMVE		
		Culvert Repair	SMVF		
		Training / Meeting	SMVG		
		Pumping Station	SMVH		
		Road Inspection	SMVI		
		Road Repair	SMVJ		
		Gravel Choker	SMVK		
		Dust Control	SMVL		
		Animal Control	SMVM		
		Parts (Fu) (Wag)	SMVN		
		Garbage	SMVO		
		Riverton	SMVP		
		Signs	SMVQ		
		Trass Cutting	SMVR		
		Watering Towers	SMVS		
		Shredding Culverts	SMVU		
		Cutting Tines	SMVV		
		Culvert Repair	SMVW		
		Training / Meeting	SMVX		
		Pumping Station	SMVY		
		Road Inspection	SMVZ		
		Road Repair	SMVA		
		Gravel Choker	SMVB		
		Dust Control	SMVC		
		Animal Control	SMVD		
		Parts (Fu) (Wag)	SMVE		
		Garbage	SMVF		
		Riverton	SMVG		
		Signs	SMVH		
		Trass Cutting	SMVI		
		Watering Towers	SMVJ		
		Shredding Culverts	SMVK		
		Cutting Tines	SMVL		
		Culvert Repair	SMVM		
		Training / Meeting	SMVN		
		Pumping Station	SMVO		
		Road Inspection	SMVP		
		Road Repair	SMVQ		
		Gravel Choker	SMVR		
		Dust Control	SMVS		
		Animal Control	SMVU		
		Parts (Fu) (Wag)	SMVV		
		Garbage	SMVW		
		Riverton	SMVX		
		Signs	SMVY		
		Trass Cutting	SMVZ		
		Watering Towers	SMVA		
		Shredding Culverts	SMVB		
		Cutting Tines	SMVC		
		Culvert Repair	SMVD		
		Training / Meeting	SMVE		
		Pumping Station	SMVF		
		Road Inspection	SMVG		
		Road Repair	SMVH		
		Gravel Choker	SMVI		
		Dust Control	SMVJ		
		Animal Control	SMVK		
		Parts (Fu) (Wag)	SMVL		
		Garbage	SMVM		
		Riverton	SMVN		
		Signs	SMVO		
		Trass Cutting	SMVP		
		Watering Towers	SMVQ		
		Shredding Culverts	SMVR		
		Cutting Tines	SMVS		
		Culvert Repair	SMVU		
		Training / Meeting	SMVV		
		Pumping Station	SMVW		
		Road Inspection	SMVX		
		Road Repair	SMVY		
		Gravel Choker	SMVZ		
		Dust Control	SMVA		
		Animal Control	SMVB		
		Parts (Fu) (Wag)	SMVC		
		Garbage	SMVD		
		Riverton	SMVE		
		Signs	SMVF		
		Trass Cutting	SMVG		
		Watering Towers	SMVH		
		Shredding Culverts	SMVI		
		Cutting Tines	SMVJ		
		Culvert Repair	SMVK		
		Training / Meeting	SMVL		
		Pumping Station	SMVM		
		Road Inspection	SMVN		
		Road Repair	SMVO		
		Gravel Choker	SMVP		
		Dust Control	SMVQ		
		Animal Control	SMVR		
		Parts (Fu) (Wag)	SMVS		
		Garbage	SMVU		
		Riverton	SMVV		
		Signs	SMVW		
		Trass Cutting	SMVX		
		Watering Towers	SMVY		
		Shredding Culverts	SMVZ		
		Cutting Tines	SMVA		
		Culvert Repair	SMVB		
		Training / Meeting	SMVC		
		Pumping Station	SMVD		
		Road Inspection	SMVE		
		Road Repair	SMVF		
		Gravel Choker	SMVG		
		Dust Control	SMVH		
		Animal Control	SMVI		
		Parts (Fu) (Wag)	SMVJ		
		Garbage	SMVK		
		Riverton	SMVL		
		Signs	SMVM		
		Trass Cutting	SMVN		
		Watering Towers	SMVO		
		Shredding Culverts	SMVP		
		Cutting Tines	SMVQ		
		Culvert Repair	SMVR		
		Training / Meeting	SMVS		
		Pumping Station	SMVU		
		Road Inspection	SMVV		

## Appendix 2 (continued)

### Page 3: Account Payable Codes - Rural

#### Accounts Payable Codes - Bifrost

Graders-JD 872GP Unit # G1, G2, G3	Code
Service	(Unit#)SER
<b>Excavator - 2015 JD 210G - E1</b>	<b>Code</b>
Service	ESER
<b>Dozer - 2013 JD 850J - D1</b>	<b>Code</b>
Service	DSER
<b>Tractor - 2014 NH TV607D - T1</b>	<b>Code</b>
Service	TSER
<b>Loader - 2015 JD 524K - L1</b>	<b>Code</b>
Service	LSER
<b>Tandem - 1996 Mack - TT1</b>	<b>Code</b>
Service	TTSER
<b>2012 GMC 2500 P/U - WT01</b>	<b>Code</b>
Service	WT01
<b>2010 GMC 2500 Diesel P/U - WT02</b>	<b>Code</b>
Service	WT02
<b>Service</b>	<b>Code</b>
Service	WT03
<b>1999 GMC P3500 Steamer Van - WT05</b>	<b>Code</b>
Service	WT05
<b>2008 Triple Axle Trailer - T01</b>	<b>Code</b>
Service	T01
<b>2015 Load Trail 22' Flat Trailer - T02</b>	<b>Code</b>
Service	T02
<b>2018 Polaris Sportsman 450 - Q1</b>	<b>Code</b>
Quad Service	Q1SER
Trailer Service	T03

Capital-1 One Way Plow (3)	Code
Service	PSER
<b>FAE Brusher Attachment</b>	<b>Code</b>
Service	BSER
<b>Wrist Bucket</b>	<b>Code</b>
Service	WBSER
<b>Brandt Snow Wing</b>	<b>Code</b>
Service	SWSER
<b>Schulte Mower 15'</b>	<b>Code</b>
Service	SMSER
<b>Schulte Snowblower</b>	<b>Code</b>
Service	SBSER
<b>Hotsy Streamer (2)</b>	<b>Code</b>
Service	SSER
<b>V-Plow - Dozer</b>	<b>Code</b>
Service	VPSER
<b>Ditching Maintenance</b>	<b>Code</b>
Ditching Project	Job #
<b>Road Maintenance</b>	<b>Code</b>
Contractor work	Location
<b>Dust Control</b>	<b>Code</b>
Municipal Supply	DCMS
<b>Culverts</b>	<b>Code</b>
Municipal Supply	CMS
<b>Gravel</b>	<b>Code</b>
Gravel Supply	RMGS
Road Maintenance	RMRM

Bifrost Shop	Code
Building Maintenance	BSBM
Oils & Grease	BSOG
Shop Tools & Equipment	BTE
<b>Municipality Office (Arberg)</b>	<b>Code</b>
Building Maintenance	AOBM
<b>Traffic Services</b>	<b>Code</b>
Road Signs (Civic, Traffic)	TSS
Construction Signs	TSXS
<b>Contractor Grass</b>	<b>Code</b>
Municipal Cutting	Roll #
<b>Survey</b>	<b>Code</b>
Ditching Survey	Job # / Log
Hub Set Up	Job #
Property Survey	SPRO
Monuments	SMDN
<b>Beavers</b>	<b>Code</b>
Trapping / Dam removal	BMBO
<b>Animal Control</b>	<b>Code</b>
Animal Control / Vet / Boarding	RMAC
<b>Fuel (Gas &amp; Diesel)</b>	<b>Code</b>
Bulk Fuel (Diesel)	BDFUEL
Fuel for Equipment	Equip #
Fuel for Hand Tools	RMFUEL

Ron Unit# G1 - John Unit # G2 - Gerret Unit # G3

### Page 4: Account Payable Codes - Urban

#### Accounts Payable Codes - Riverton

2004 Ford F-350 2WD Duely - WT04	Code
Service	WT04
<b>Tractor - 9030 Ford Versatile - RT1</b>	<b>Code</b>
Service	RT1SER
<b>ATV - JD Gator 4x2 - Gator</b>	<b>Code</b>
Service	GATSER
<b>Mower - 2015 JD 1585 (Lease) - RM1</b>	<b>Code</b>
Service	RM1
<b>Mower - 2000 JD F935 (No Cab) - RM2</b>	<b>Code</b>
Service	RM2
<b>Mower - 2000 JD F935 (Cab) - RM3</b>	<b>Code</b>
Service	RM3
<b>Hotsy Steamer</b>	<b>Code</b>
Service	RHSSER
<b>2011 PJ Trailer 16' - T04</b>	<b>Code</b>
Service	T04
<b>Snow Blade - 2015 AMI Reactor</b>	<b>Code</b>
Service	SBRSER

Riverton Shop	Code
Building Maintenance	RSBM
Oils & Grease	RSOG
Shop Tools & Equipment	RTE
<b>Municipality Office (Riverton)</b>	<b>Code</b>
Building Maintenance	ROBM
<b>Dust Control</b>	<b>Code</b>
Riverton Supply	DCRS
<b>Culverts</b>	<b>Code</b>
Riverton Supply	CRS
<b>Contractor Grass</b>	<b>Code</b>
Residential Cutting	Roll #
<b>Traffic Services</b>	<b>Code</b>
Road Signs (Civic, Traffic)	RTSS
<b>Waste Water System</b>	<b>Code</b>
Treatment	RWWT
Service	RWWS
<b>Animal Control</b>	<b>Code</b>
Animal Control / Vet / Boarding	RAC
<b>Fuel (Gas &amp; Diesel)</b>	<b>Code</b>
Fuel for Equipment	Equip #
Fuel for Hand Tools	RFUEL

**Appendix 3**



Municipality of Bifrost-Riverton  
329 River Road, Box 70  
Arborg, MB R0C 0A0  
www.BifrostRiverton.ca

**Incident Report**

**Report Number:** \_\_\_\_\_

Date:

Time of incident:

Name of operator involved in incident:

Machine Number:

Type of Incident:

Injuries:

Witnesses:

Date and Time reported to Public Works Manager:

**Description of Incident:**

**Description of Damage:**

**Corrective Action:**

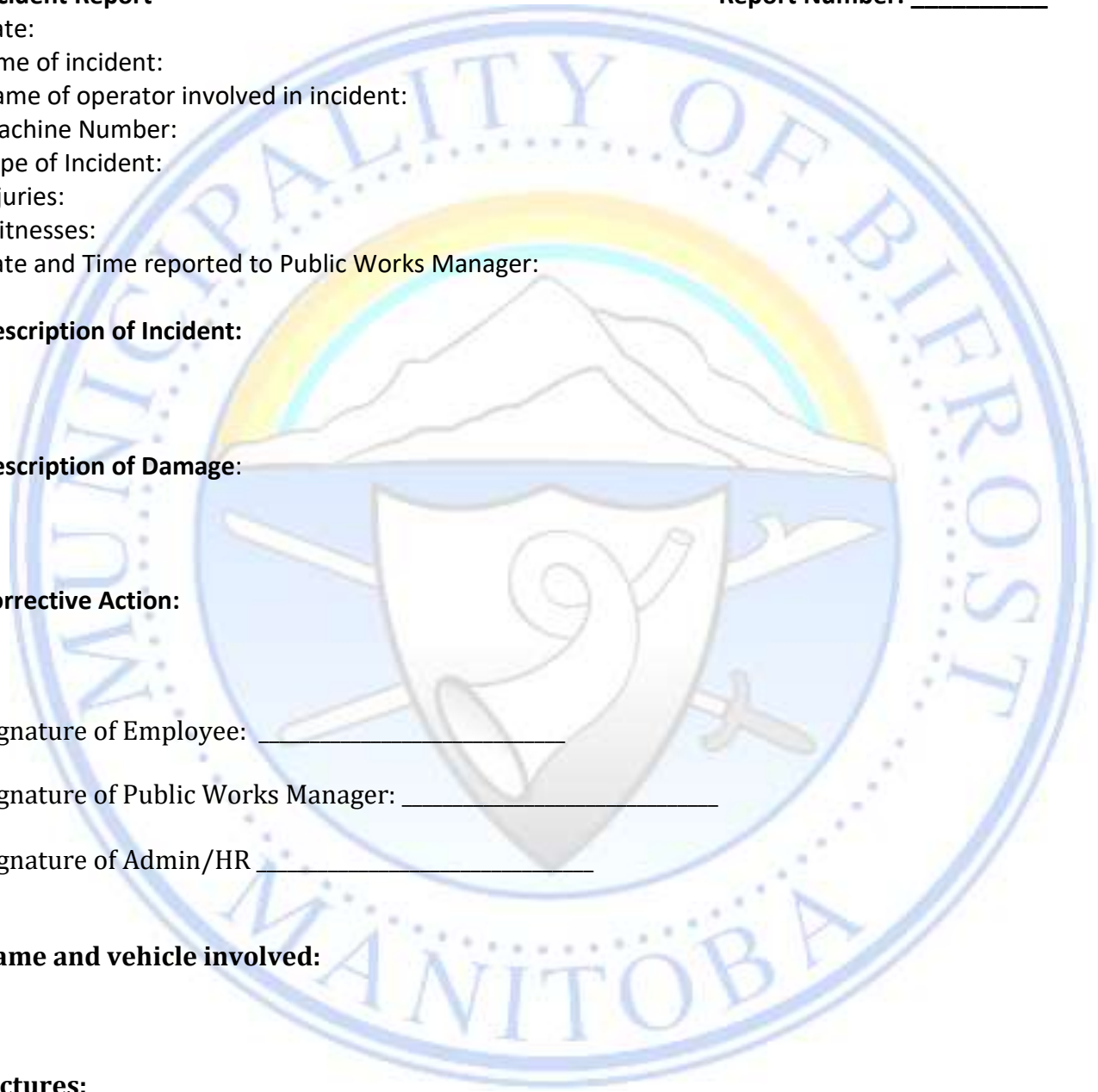
Signature of Employee: \_\_\_\_\_

Signature of Public Works Manager: \_\_\_\_\_

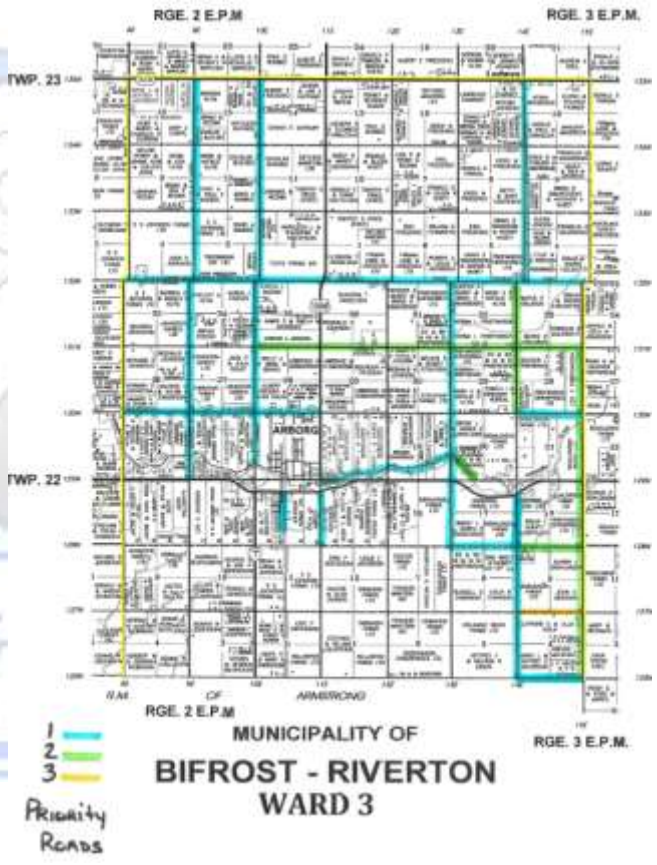
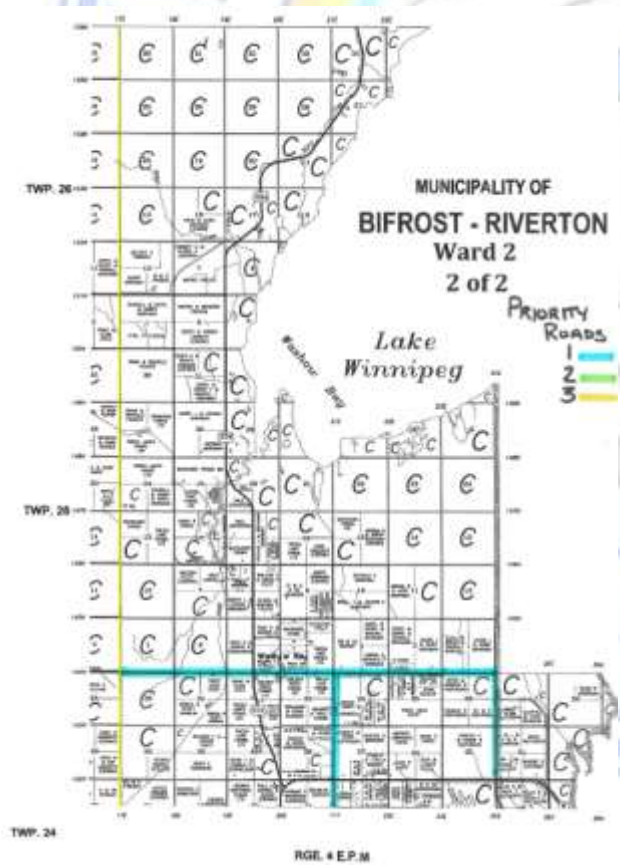
Signature of Admin/HR \_\_\_\_\_

**Name and vehicle involved:**

**Pictures:**



# Appendix 4



**Appendix 4 (continued)**

