

Project Trucking Operations

49 CFR part 26.55 (d)

FDOT Standard Specification(s) 8-1 & 8-2

Chapter 2 & 6, Compliance Manual



AUTHORIZATION TO WORK ON THE PROJECT

- ▶ Each trucker must be authorized to work on the project via an executed agreement with the prime contractor (includes tiered subcontractors* or rental agreements).

*All subcontracts (regardless of dollar amount or tier) are reported on a certification of sublet

- ▶ All subcontracts must include:
 - ▶ FHWA 1273
 - ▶ Reference to the Wage Decision for the project (if applicable)
 - ▶ Scope of trucking operations
 - ▶ Commissions or fees (dollar amount and unit rate)
- ▶ Must be authorized prior to beginning work on the project

COMPLIANCE DOCUMENTS

- ▶ Working or hauling within project limits (on-site)
 - ▶ Subcontract (reported on certification of sublet) or rental agreement
 - ▶ EEO if work is \$10,00.00 or more
 - ▶ Certified payrolls
 - ▶ Subject to trucker interviews to confirm DBE and owner/operator status
 - ▶ If DBE - Trucker Observations and Trucker Certification
- ▶ Hauling to and from project limits (off-site)
 - ▶ Subcontract (reported on certification of sublet) or rental agreement
 - ▶ Subject to trucker interviews to confirm DBE and owner/operator status
 - ▶ If DBE - Trucker Observations and Trucker Certification

TRUCKER OWNER/OPERATOR STATUS

- ▶ Owners of trucks that have incorporated and, (1) own at least 20% of the business, (2) participate in the management of the business and, (3) are not hiring drivers outside of the corporate owners are eligible for bona-fide truck owner-operator status and **can be listed on the Prime or Subcontractors payroll.**
- ▶ Once they hire outside of the corporate owners then they must submit Certified Payroll for their employees.
- ▶ A payroll violation is issued when it is determined that a driver does not actually own the truck, they are operating on-site and they have previously been reported as a truck owner-operator.
- ▶ Correction requires submission of a certified payroll for the driver, reflecting all required data elements, and an hourly rate at least equal to that specified on the project wage table, for the type of truck operated.

TRUCKER OWNER/OPERATOR STATUS (cont.)

- ▶ Contractors are responsible for ensuring accurate reporting of **bona-fide** owner/operators
 - ▶ The contracting contractor” may report the **bona-fide** truck owner-operator on their certified payroll, provided they
 - ▶ Acquire and retain documentation attesting to the operator’s ownership of the truck (vehicle registration), and
 - ▶ Have a valid basis for assuring that only the owner is operating the truck on the specific project.
- ▶ Acceptable valid basis include
 - ▶ Contractual (subcontract specifies that only the owner may drive the truck on the specific project), or
 - ▶ With an affirmation statement signed by the owner of the truck.
- ▶ Documentation of this valid basis is subject to verification and should be retained by the contractor for a minimum of three years following FDOT final payment on the project.

TRUCKING FIRM - SUBMITTING CERTIFIED PAYROLLS

- ▶ Trucking firms that work or haul WITHIN the project must submit weekly certified payrolls.
 - ▶ FDOT Form No. 700-010-69 (available for use or as a guide)
 - ▶ Includes Wage and Hour Record and Statement of Compliance
- ▶ Certified payrolls - due to FDOT seven days after the contractor's pay date.
- ▶ Abbreviated certified payroll of a truck owner/operator
 - ▶ Includes owner's full name and the notation 'owner/operator'
 - ▶ None of the other data items (hours, rate, deductions, etc.) are required on a certified payroll

DBE TRUCKING CERTIFICATION REQUIREMENTS

- ▶ DBE trucking credits reported for DBE truckers must be supported with a Trucking Certification submitted by the DBE trucker to the prime contractor.
- ▶ FDOT Form No. 275-030-14
- ▶ This certification is a formulated ledger that is updated each invoice period by the DBE trucker and submitted to the prime contractor.
- ▶ The Trucking Certification is due beginning with the first month and ending with the last; inactive months are reported as inactive.
- ▶ The prime must submit the approved trucking certification to the project's Resident Compliance Specialist (RCS).

DBE TRUCKING

DBE Trucking Certification FDOT Form No. 275-030-14

- The Trucking Certification due beginning with the first month and ending with the last; inactive months are reported as inactive
- Full credit for a DBE's own trucks and other DBE trucks
- Non-DBE trucking activity receives partial credit

A	B	C	D	E	F	G	H	I	J	K	L	M	N	
FLORIDA DEPARTMENT OF TRANSPORTATION												275-030-14		
DBE TRUCKING CERTIFICATION												Equal Opportunity Office 12/12		
3	PRIME CONTRACTOR:						Invoice Period:							
4	DBE TRUCKING FIRM:						Invoice Amount:			\$0.00				
5	Financial No.:													
6	Contract #:									START DATE:				
7	FAP #:									FINISH DATE:				
8	County:													
FAILURE TO PROVIDE THE REQUESTED INFORMATION SHALL DELAY PROCESSING OF INVOICE(S).														
10	<ul style="list-style-type: none"> • This form must be submitted to Prime Contractor for approved trucking invoices as applicable) to the reported period in accordance with the Contract Documents . • For each firm identified, all applicable sections must be accounted for – do not write "See Attached". • Check "✓" all boxes that apply 													
14	Trucking Firm Utilization		Invoice Amount This Period		DBE Amount This Period*		* includes transportation services and commissions/fees							
16			\$ -		\$ -		TO DATE							
17					\$ -		TOTAL INVOICES: \$ -							
18					\$ -									
19					\$ -		DBE DOLLARS (Transportation Services and Commissions): \$ -							
20					\$ -									
21					\$ -		OBE TRUCKING DOLLARS: \$ -							
22					\$ -									
23					\$ -		OBE COMMISSIONS: \$ -							
24					\$ -									
25					\$ -		MATCH (TO BE PERFORMED AT COMPLETION OF SERVICES RENDERED)							
26					\$ -									
27					\$ -		DBE DOLLARS (Services and Comm): \$ -							
28	OBE Trucking Dollars		\$ -		\$ -									
29	OBE Commissions		\$ -		\$ -		OBE TRUCKING DOLLARS MATCHED \$ -							
30	Total:		\$ -		\$ -									
30					\$ -		OBE COMMISSIONS (if applicable) \$ -							
31					\$ -									
I CERTIFY, TO THE BEST OF MY KNOWLEDGE AND IN GOOD FAITH, THAT THE INFORMATION RECORDED ON THIS CERTIFICATION IS ACCURATE.														
34	DBE Trucking Firm Representative:						Print Name							
36	DBE Trucking Firm Signature:									Date:				

FLORIDA DEPARTMENT OF TRANSPORTATION

275-030-14

DBE TRUCKING CERTIFICATION

Equal Opportunity Office
12/12

3	PRIME CONTRACTOR:		Invoice Period:	
4	DBE TRUCKING FIRM:		Invoice Amount:	\$0.00
5	Financial No.:			
6	Contract #:		START DATE:	
7	FAP #:		FINISH DATE:	
8	County:			

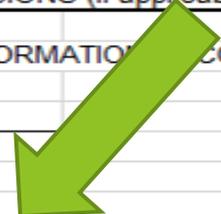
FAILURE TO PROVIDE THE REQUESTED INFORMATION SHALL DELAY PROCESSING OF INVOICE(S).

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- For each firm identified, all applicable sections must be accounted for – do not write "See Attached".
- Check "✓" all boxes that apply

Trucking Firm Utilization	Invoice Amount This Period	DBE Amount This Period*		
	\$ -	\$ -	TO DATE	
		\$ -	TOTAL INVOICES:	\$ -
		\$ -	DBE DOLLARS (Transportation Services and Commissions):	\$ -
		\$ -	OBE TRUCKING DOLLARS:	\$ -
		\$ -	OBE COMMISSIONS:	\$ -
		\$ -	MATCH (TO BE PERFORMED AT COMPLETION OF SERVICES RENDERED)	
OBE Trucking Dollars	\$ -		DBE DOLLARS (Services and Comm):	\$ -
OBE Commissions	\$ -	\$ -	OBE TRUCKING DOLLARS MATCHED	\$ -
Total:	\$ -	\$ -	OBE COMMISSIONS (if applicable)	\$ -

I CERTIFY, TO THE BEST OF MY KNOWLEDGE AND IN GOOD FAITH, THAT THE INFORMATION RECORDED ON THIS CERTIFICATION IS ACCURATE.

34	DBE Trucking Firm Representative:		Print Name	
35				
36	DBE Trucking Firm Signature:			Date:
37				



FLORIDA DEPARTMENT OF TRANSPORTATION

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DBE TRUCKING CERTIFICATION

Equal Opportunity Office

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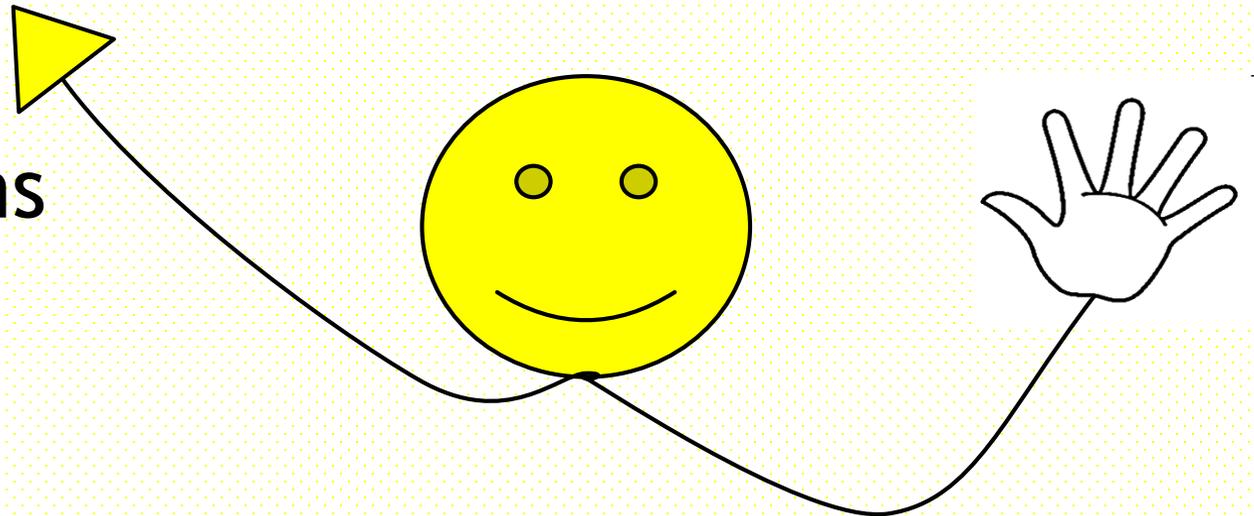
PRIME CONTRACTOR:	JOHN DOE CONSTRUCTION	Invoice Period:	4/1/2016-4/30/2016
DBE TRUCKING FIRM:	ABC TRUCKING	Invoice Amount:	\$0.00
Financial No.:	123456-7-52-01		
Contract #:	ABCD16	START DATE:	4/5/2016
FAP #	88881234	FINISH DATE:	
County:	VOLUSIA		

FAILURE TO PROVIDE THE REQUESTED INFORMATION SHALL DELAY PROCESSING OF INVOICE(S).

- This form must be submitted to Prime Contractor for approved trucking invoices as applicable) to the reported period in accordance with the Contract Documents .
- For each firm identified, all applicable sections must be accounted for – do not write “See Attached”.
- Check "✓" all boxes that apply

Trucking Firm Utilization	Invoice Amount This Period	DBE Amount This Period*	* includes transportation services and commissions/fees	
ABC TRUCKING	\$ 1,920.00	\$ 1,920.00	TO DATE	
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -	TOTAL INVOICES:	\$ 1,920.00
		\$ -	DBE DOLLARS (Transportation Services and Commissions):	\$ 1,920.00
		\$ -	OBE TRUCKING DOLLARS:	\$ -
		\$ -	OBE COMMISSIONS:	\$ -
		\$ -	MATCH (TO BE PERFORMED AT COMPLETION OF SERVICES RENDERED)	
OBE Trucking Dollars			DBE DOLLARS (Services and Comm):	\$ 1,920.00
OBE Commissions			OBE TRUCKING DOLLARS MATCHED	\$ -
Total:	\$ 1,920.00	\$ 1,920.00	OBE COMMISSIONS (if applicable)	\$ -

- List only DBE Trucking firms



Trucking Firm Utilization	Invoice Amount This Period	DBE Amount This Period*		
ABC TRUCKING	\$ 1,920.00	\$ 1,920.00	TO DATE	
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -	DBE DOLLARS (Transportation Services and Commissions):	\$ 1,920.00
		\$ -	OBE TRUCKING DOLLARS:	\$ 9,130.00
		\$ -	OBE COMMISSIONS:	\$ -
		\$ -	MATCH	
		\$ -	(TO BE PERFORMED AT COMPLETION OF SERVICES RENDERED)	
OBE Trucking Dollars	\$  9,130.00		DBE DOLLARS (Services and Comm):	\$ 1,920.00
OBE Commissions			OBE TRUCKING DOLLARS MATCHED	\$ 1,920.00
Total:	\$ 11,050.00	\$ 1,920.00	OBE COMMISSIONS (if applicable)	\$ -

- List all OBE trucking together

FLORIDA DEPARTMENT OF TRANSPORTATION

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DBE TRUCKING CERTIFICATION

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PRIME CONTRACTOR:	JOHN DOE CONSTRUCTION
DBE TRUCKING FIRM:	ABC TRUCKING
Financial No.:	123456-7-52-01
Contract #:	ABCD16
FAP #	88881234
County:	VOLUSIA

Invoice Period:	4/1/2016-4/30/2016
Invoice Amount:	\$11,050.00
START DATE:	4/5/2016
FINISH DATE:	

FAILURE TO PROVIDE THE REQUESTED INFORMATION SHALL DELAY PROCESSING OF INVOICE(S).

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- For each firm identified, all applicable sections must be accounted for – do not write “See Attached”.
- Check "✓" all boxes that apply

Trucking Firm Utilization	Invoice Amount This Period	DBE Amount This Period*		
ABC TRUCKING	\$ 1,920.00	\$ 1,920.00		
		\$ -	TO DATE	
		\$ -	TOTAL INVOICES:	\$ 11,050.00
		\$ -	DBE DOLLARS (Transportation Services and Commissions):	\$ 1,920.00
		\$ -	OBE TRUCKING DOLLARS:	\$ 9,130.00
		\$ -	OBE COMMISSIONS:	\$ -
		\$ -	MATCH	
		\$ -	(TO BE PERFORMED AT COMPLETION OF SERVICES RENDERED)	
OBE Trucking Dollars	\$ 9,130.00		DBE DOLLARS (Services and Comm):	\$ 1,920.00
OBE Commissions			OBE TRUCKING DOLLARS MATCHED	\$ 1,920.00
Total:	\$ 11,050.00	\$ 1,920.00	OBE COMMISSIONS (if applicable)	\$ -

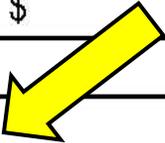
I CERTIFY, TO THE BEST OF MY KNOWLEDGE AND IN GOOD FAITH, THAT THE INFORMATION RECORDED ON THIS CERTIFICATION IS ACCURATE.

DBE Trucking Firm Representative: _____
Print Name

DBE Trucking Firm Signature: _____ Date: _____

Trucking Firm Utilization	Invoice Amount This Period	DBE Amount This Period*		
ABC TRUCKING	\$ 1,920.00	\$ 1,920.00	TO DATE	
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -	TOTAL INVOICES:	\$ 12,060.00
		\$ -	DBE DOLLARS (Transportation Services and Commissions):	\$ 1,920.00
		\$ -	OBE TRUCKING DOLLARS:	\$ 9,130.00
		\$ -	OBE COMMISSIONS:	\$ 1,010.00
		\$ -	MATCH	
		\$ -	(TO BE PERFORMED AT COMPLETION OF SERVICES RENDERED)	
OBE Trucking Dollars	\$ 9,130.00		DBE DOLLARS (Services and Comm):	\$ 1,920.00
OBE Commissions	\$ 1,010.00		OBE TRUCKING DOLLARS MATCHED	\$ 1,920.00
Total:	\$ 12,060.00	\$ 1,920.00	OBE COMMISSIONS (if applicable)	\$ 797.60

* includes transportation services and commissions/fees



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DBE TRUCKING CERTIFICATION

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PRIME CONTRACTOR:	JOHN DOE CONSTRUCTION	Invoice Period:	4/1/2016-4/30/2016
DBE TRUCKING FIRM:	ABC TRUCKING	Invoice Amount:	\$12,060.00
Financial No.:	123456-7-52-01	START DATE:	4/5/2016
Contract #:	ABCD16	FINISH DATE:	
FAP #:	88881234		
County:	VOLUSIA		

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- Check "✓" all boxes that apply

Trucking Firm Utilization	Invoice Amount This Period	DBE Amount This Period*		
ABC TRUCKING	\$ 1,920.00	\$ 1,920.00	TO DATE	
		\$ -		
		\$ -	TOTAL INVOICES:	\$ 12,060.00
		\$ -	DBE DOLLARS (Transportation Services and Commissions):	\$ 1,920.00
		\$ -	OBE TRUCKING DOLLARS:	\$ 9,130.00
		\$ -	OBE COMMISSIONS:	\$ 1,010.00
		\$ -	MATCH	
		\$ -	(TO BE PERFORMED AT COMPLETION OF SERVICES RENDERED)	
OBE Trucking Dollars	\$ 9,130.00		DBE DOLLARS (Services and Comm):	\$ 1,920.00
OBE Commissions	\$ 1,010.00		OBE TRUCKING DOLLARS MATCHED	\$ 1,920.00
Total:	\$ 12,060.00	\$ 1,920.00	OBE COMMISSIONS (if applicable)	\$ 797.60

I CERTIFY, TO THE BEST OF MY KNOWLEDGE AND IN GOOD FAITH, THAT THE INFORMATION RECORDED ON THIS CERTIFICATION IS ACCURATE.

DBE Trucking Firm Representative: _____
Print Name

DBE Trucking Firm Signature: _____

Date: _____

FLORIDA DEPARTMENT OF TRANSPORTATION

DBE TRUCKING CERTIFICATION

275-030-14

Equal Opportunity Office
12/12

PRIME CONTRACTOR:	JOHN DOE CONSTRUCTION	Invoice Period:	5/1/2016-5/31/2016
DBE TRUCKING FIRM:	ABC TRUCKING	Invoice Amount:	\$0.00
Financial No.:	123456-7-52-01	START DATE:	4/5/2016
Contract #:	ABCD16	FINISH DATE:	
FAP #:	88881234		
County:	VOLUSIA		

FAILURE TO PROVIDE THE REQUESTED INFORMATION SHALL DELAY PROCESSING OF INVOICE(S).

- This form must be submitted to Prime Contractor for approved trucking invoices as applicable) to the reported period in accordance with the Contract Documents .
- For each firm identified, all applicable sections must be accounted for – do not write "See Attached".
- Check "✓" all boxes that apply

Trucking Firm Utilization	Invoice Amount This Period	DBE Amount This Period*		
ABC TRUCKING		\$ -	TO DATE	
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -		
		\$ -	TOTAL INVOICES:	\$ 12,060.00
		\$ -	DBE DOLLARS (Transportation Services and Commissions):	\$ 1,920.00
		\$ -	OBE TRUCKING DOLLARS:	\$ 9,130.00
		\$ -	OBE COMMISSIONS:	\$ 1,010.00
		\$ -	MATCH	
		\$ -	(TO BE PERFORMED AT COMPLETION OF SERVICES RENDERED)	
OBE Trucking Dollars			DBE DOLLARS (Services and Comm):	\$ 1,920.00
OBE Commissions			OBE TRUCKING DOLLARS MATCHED	\$ 1,920.00
Total:	\$ -	\$ -	OBE COMMISSIONS (if applicable)	\$ 797.60

I CERTIFY, TO THE BEST OF MY KNOWLEDGE AND IN GOOD FAITH, THAT THE INFORMATION RECORDED ON THIS CERTIFICATION IS ACCURATE.



CALCULATING DBE UTILIZATION

The Department has received authorization from FHWA to apply DBE Trucking utilization credit using the percentage (%) of fees or commissions associated with excess services provided by non-DBE trucking companies that are not counted in the match.



COMPLIANCE MANUAL CHAPTER 2, SECTION 2.7.6

- ▶ An example of this approved methodology (percentage of fees or commissions vs the counting of trucks) is noted below:
 - ▶ Total Invoice Amount for DBE Trucking firm ABC is **\$12,060**
 - ▶ Total DBE Dollars **\$1,920**
 - ▶ Total OBE Dollars **\$9,130**
 - ▶ OBE Commissions **\$1,010**
 - ▶ Total DBE Dollars **\$1,920** (All DBE Dollars)
- ▶ Total OBE Dollars **\$1,920** (OBE dollars permitted for matching)

Calculating OBE Commissions

- ▶ Total DBE Dollars \$1,920
- ▶ Total OBE Dollars \$9,130
- ▶ OBE Commissions \$1,010
- ❖ Note: \$1920 represents 21% of the OBE dollars, match cannot exceed DBE dollars ($\$1920/9130=.21$ or 21%)

Total OBE Commissions \$798 (included for DBE credit)

- ❖ Note: $\$1010 \times .79$ or 79% = \$798

CONTRACTOR RECORDS FOR VERIFICATION OF COMMERCIAL USEFUL FUNCION (CUF)

- ▶ Contracts, subcontracts, or rental agreements
- ▶ Delivery Tickets
- ▶ Invoices
- ▶ Lease Agreements
- ▶ Hauling Tickets
- ▶ FDOT DBE Trucking Certification
- ▶ Contractor's daily trucking record
- ▶ DBE Trucking Ledger
- ▶ Canceled Checks
- ▶ Bank Records
- ▶ Equipment titles of ownership
- ▶ Material/supply agreements
- ▶ Payroll Records

TRUCKING REQUIREMENTS RECAP

- ▶ Truckers must be authorized to be on the project via a subcontract or rental agreement.
- ▶ EEO requirements apply for truckers of over \$10,000.00 or more.
- ▶ Certified payrolls apply to all truckers hauling within the limits of the project, but not otherwise.
- ▶ Trucker observations & verifications may be conducted at any time on any trucker working on the project.
- ▶ DBE credit must be reported monthly via the Trucker Certification form and payments entered into EOC.

TRUCKER CERTIFICATION EXERCISE



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QUESTIONS

?

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You deserve a
Relaxing
Break!

We appreciate
all that you do!

BREAK