

INSTRUCTIONS FOR UDBE/DBE/FSBE TRUCK UNIT LISTING LOG

This form shall be submitted prior to the Trucking Firm performing any work.

Fed Aid No: Provide the Federal Aid Number assigned to the project

Primary, Updated Primary or Daily: Mark the appropriate box to designate one of the following:

Primary – The initial submittal that will list all of the trucks that will be used on the project

Updated Primary – Submitted when additional trucks are used on the project not included on the initial “Primary” submittal

Daily – Submitted each day that trucking activities are performed

Contract No: Enter the contract number assigned by the awarding agency

Prime Contractor: Enter the Prime Contractor’s full business name

Contract Title: Provide the complete name of the contract

Trucking Firm: Enter the name of the Trucking firm performing hauling activities

UDBE/DBE/FSBE: Select a certification for participation

Condition of Award: Choose appropriate box to indicate if the trucking firm is used to satisfy a Condition of Award Commitment Amount. Select N/A for design-build projects.

OMWBE Cert: Provide the certification number from the OMWBE Directory

This form shall include at least one truck that is owned and operated by the trucking firm and will be used to show every trucking firm that will be counted towards participation, and to satisfy the requirement to report hours daily. The daily submittal will show all of the trucks on the accepted Primary and Updated Primary, and include information in the “Required for Daily Submittals” columns for the trucks used for each day.

License Plate: Provide the license plate number for trucks that will be used on the project

VIN No: Enter the vehicle identification number

Name of Truck Owner: Enter the name of the individual or business name of the firm that owns the truck

Lease (if yes, select owner type): Choose the appropriate selection from the drop down list to indicate if the truck is owned or leased. If leased, choose the owner type, if not leased, choose “No”

Only trucks leased from other DBEs or from a commercial Truck-Leasing Company is countable towards DBE participation.

Lease Agreement on File: If the truck is leased, indicate if a copy of the lease agreement is on file with the awarding agency

Name of Truck Driver: Provide the name of the truck driver. Name only required for trucks used for the day being reported

Hours Worked (Daily): Report the number of hours the truck driver was hauling material for the day

Representative Signatures: DBE, UDBE or FSBE and Contractor Representative signature and title are required in addition to the date the form was signed

Lease agreements will be kept on file by the awarding agency and only have to be submitted once.

Project Inspector: Verify trucks that are on-site match the trucks listed by license plate. If trucks are on-site that are not listed on the log, document in the Inspector Daily Report the license plate number, and identifying logo. Notify the Project Engineer of the unlisted trucks.