



Division of Transportation System Development
Office of Business Opportunity & Equity Compliance
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DATE: September 30, 2022
TO: All Trucking Firms
FROM: Paul Ndon, Trucking Utilization Specialist
Office of Business Opportunity & Equity Compliance
Wisconsin Department of Transportation
SUBJECT: **MEMORANDUM** on **Submission of 2023 Schedule of Owned and/or Leased Trucks**

WisDOT's Office of Business Opportunity and Equity Compliance (OBOEC) is sending this notice to all trucking firms as a requirement for all Trucking entities to complete and submit a schedule form as a condition of assignment to FFY 2023 WisDOT Construction Contracts.

This information is required of firms with the following classifications:

- a) Classified as a Trucking Operation
- b) Firm's identified business role as *Subcontractor*, and
- c) For DBE firms registered in work classifications commensurate with Dump Trucks and Flatbed Trucks identified by NAICS codes *484110 General Freight Trucking Local* and *484220 Specialized Freight Trucking Local*.

The revised due date for updates to the posted Schedule of Owned and/or Leased Trucks will be March 31, 2023.

Note: The Trucking Schedule is not a Trucking Provision.

The draft Trucking Provision is a comprehensive contract provision addressing multiple contracting factors and including relevant data sets that will be reviewed further with stakeholders.

Historically, WisDOT collected trucking schedules from 2005 through 2016 from DBE firms, electronically using CRCS software and manually. Currently, we are collecting this information from all trucking firms to establish accountability within WisDOT trucking operations for the following reasons:

- to comply with federal reporting for Title VI disparity analysis, contract & wage compliance, and DBE utilization.
- to ensure accuracy in intra-state agency reporting, and
- to simplify transition into AASHTOWare project CRL software.

I look forward to our continued cooperation.

Attachments:

- Blank Schedule of Owned Trucks (Add extra page as needed)
- Blank Schedule of Leased Trucks (Add extra page as needed)
- Blank Drivers' Information form (Add extra page as needed)

SCHEDULE OF OWNED TRUCKS

Page #:

Firm Name:			
Total Owned:			
Total Owned DBE:			

Plate #	Year	Make	Model	Type	Style	V. I. N	Region

I the undersigned, attest that the information provided is truthful and accurate and that I am a legal officer of the company.

Authorized Signature/Title (Each page must be signed): _____

SCHEDULE OF LEASED TRUCKS

Page #:

Owned Firm Name: _____

Total Leased: _____

Total Leased DBE: _____

Plate #	Year	Make	Model	Type	Style	V. I. N	Region

I the undersigned, attest that the information provided is truthful and accurate and that I am a legal officer of the company.

Authorized Signature/Title (Each page must be signed): _____

DRIVER INFORMATION FORM

Firm Name	Driver Name	Check One		Comment
		Employee	Owner Operator	

I the undersigned, attest that the information provided is truthful and accurate and that I am a legal officer of the company.

Authorized Signature/Title (Each page must be signed)	Date
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