Washington State Department of Transportation

DBE/FSBE Truck Unit Listing Log

Federal Aid No.	Primary	Updated Primary	Daily

Contract No.	Prime Contractor

Contract Title

Trucking Firm	DBE	FSBE

Condition of Award Yes No NA	OMWBE Cert. Number

Required for Primary, Updated Primary and Daily Submittals					Required for Daily Submittals	
License Plate	VIN No	Name of Truck Owner	DBE or Non-DBE?	Lease Agreement on File?*	Name of Truck Driver	Hours Worked (Daily)

Part A - To be filled out by Contractor/DBE/FSBE

* Submit all Lease Agreements (if applicable) in accordance with the Special Provisions or General Provisions.

I CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT, AND COMMIT TO UPDATING THIS FORM AS NECESSARY TO INCLUDE ALL TRUCKS WORKING ON THE PROJECT. PROVIDING FALSE INFORMATION IS A VIOLATION OF 18 U.S.C. 1001

DBE/FSBE Representative Signature	Title	Date

Prime Contractor Representative Signature	Title	Date

Part B - To be filled out by PEO

Accepted by Project Office (Primary and Primary Updates Only)	Inspector Name	All On-Site DBE/FSBE Trucks Listed
Date	Field Verification Date	All On-Site DBE/FSBE Trucks Not Listed (See the Instructions on Page 2 if additional truck are on-site)

INSTRUCTIONS FOR 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

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

DBE or Non-DBE: Select DBE from the drop down if the truck is owned by a certified DBE. Select Non-DBE from the drop down to track trucks that could potentially be counted toward DBE participation in accordance with 1-07.11.

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

PART A:

Representative Signatures: DBE 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.

PART B:

Project Office: Under accepted by Project Office, list the name of the PEO representative with the date the form is accepted

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 Engineer of the unlisted trucks.