

Mandatory information for all drivers and UE Grenland Transport 2025





Grenland Transport – A steady transport operator with solid roots

Grenland Transport is a traditional company with roots that stretch far back in time.

Although we are no longer based in Grenland, we have been based in Notodden since 2018. Through strong collaboration with our many skilled subcontractors, we have established ourselves as a leading player in asphalt transport in Eastern Norway.

Documentation requirements for both drivers and subcontractors have become an increasingly important part of everyday life. This is a development we cannot avoid – and that is why we have decided to become the best at it. We see that it will probably only increase, which unfortunately makes it increasingly challenging to operate as a small-scale transporter.

At Grenland Transport, we want to be the best supporter for our subcontractors. We encourage both drivers and partners to actively use the information exchange functions available on our website.

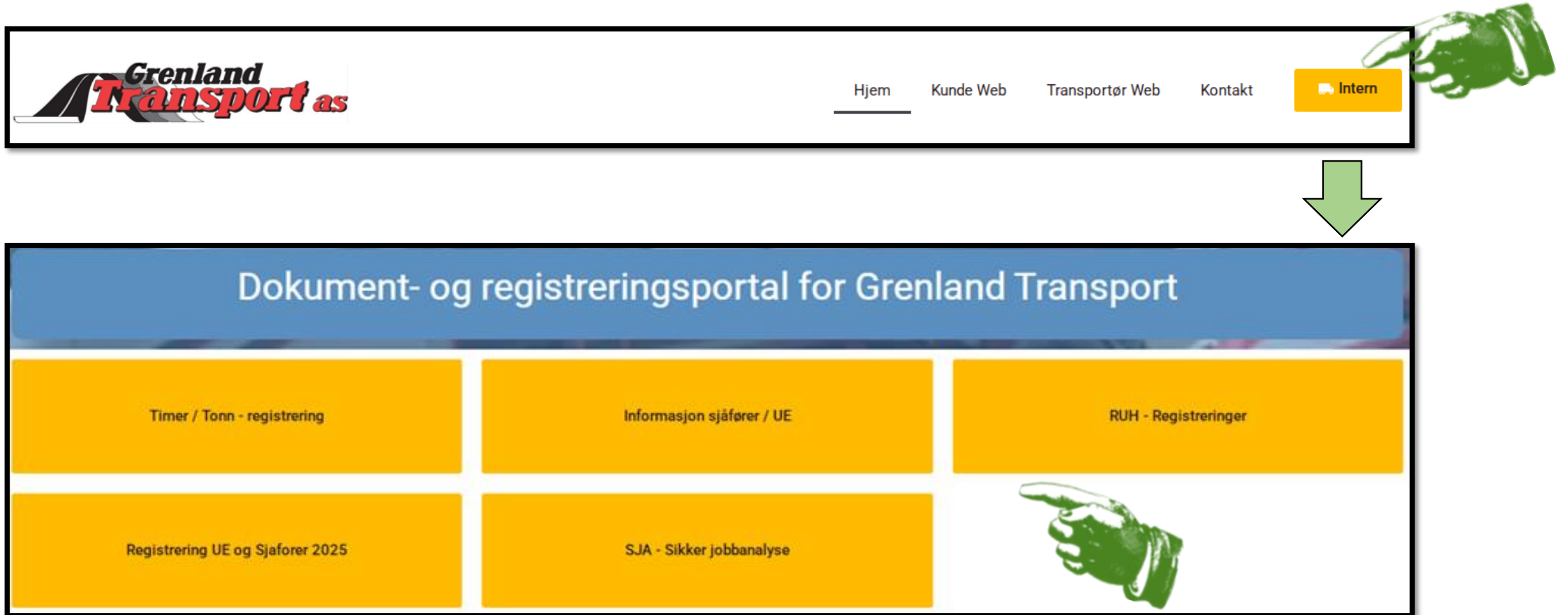
Important information – please read carefully

Please read this course brochure carefully. We have only included the most essential information, you can find more detailed information on individual topics on our website.

We are aware that practices may vary between different locations and teams. Therefore, it is important to be aware – and do not hesitate to contact us if something is unclear.

The homepage will be actively used this year
Add it to your home screen and use it as an App

Here you will find the functions you will use.





Who are we that you may encounter in your daily life

Øyvind Øyen

Operations Manager

932 69 624

oo@grenlandtransport.no

In season, distributes cars and sends out assignments on mainly large projects and some Enterprise teams. Otherwise has overall responsibility for daily operations.

Monica Sørensen

Documentation (Part-time)

98 80 54 52

ms@grenlandtransport.no

Monica receives and keeps track of documentation and RHU. She is our expert for required documentation and can provide advice and help when our UEs may need assistance. +++

Espen Almquist

Transportkoordinator

40 63 43 07

ea@grenlandtransport.no

Espen manages the Oslo contract cars, moving transport and distributing cars together ++

Magne Tollefsen

Styreformann

481 70 750

[magntoll@online.no](mailto:magtoll@online.no)

Magne is the chairman of the board and a retired driver, with over 40 years in the industry. He steps in to help where needed with his knowledge. You will definitely meet him out on the site as a controller for Grenland Transport on the follow-up of documentation, covering and equipment

Heidi Kristiansen

Invoicing (Seasonal Hired)

99 38 41 94

heik4@grenlandtransport.no

Heidi follows up on time registrations, invoices and settles ++

Runar Bakken

Dagligleder

93 26 96 00

runar.bakken@bamalogistikk.no

Boss

What are the most common mistakes - Experiences

- Clothing. Careless use of helmets and inadequate use of protective clothing
- Speed, especially in work areas
- Delays and inadequate notification of delays before and during assignments
- Radio communication.
- Lack of or not using radio communication
- Spilling asphalt, placing asphalt in the wrong place
- Careless and inadequate reporting of hours
- Problems with weighing in and out
- Loading too little or too much
- Tearing down cables
- Over use of release fluid(Green Road)

Required documentation Driver

There are increasingly strict requirements for documentation!

Although this may not be something you like, it is something we all just have to deal with. There are not only warnings about increased focus on documentation, but also frequent inspections from both the Norwegian Public Roads Administration and the county municipalities, which are the largest clients. In addition, the builders require that both NCC and their subcontractors (UE) carry out frequent inspections of their contractors. The HMS Reg app is here to stay. Now also at SVV.

The screenshot shows the 'Informasjon' (Information) section of the HMS Reg app. The title is 'Registrering av UE og Sjåfører 2025 Påkrevde dokumentasjoner'. The form is divided into two main sections: 'Firma informasjon (For UE)' and 'Sjåførinformasjon'. Each section contains several fields with dropdown menus for selecting documents. The 'Firma informasjon' section includes fields for 'Kopi av arbeidskontrakt', 'Tilriffsavtale', 'Avtale med godkjent bedriftssikkerhetsjef', 'Daglig leders HMS-kurs dokumentasjon', 'Verneombud (unntak hvis under 5 ansatte)', 'Firmaattest - utskrift hentes fra Altinn.no', 'Kopi av hovedtype', and 'Skatteattest'. The 'Sjåførinformasjon' section includes fields for 'Kopi av HMS-kort (Forside)', 'Kopi av HMS-kort (Bakside)', 'Kopi av førerkort med YSK (Forside)', 'Kopi av førerkort med YSK (Bakside)', 'Arbeidsveileder', and 'Har NCC sitt HMS web kurs (Påkrevd)'. At the bottom, there is a 'Melding' (Message) field and a 'Send' button.

Informasjon

Registrering av UE og Sjåfører 2025 Påkrevde dokumentasjoner

Namn (for sjåfører og UE) Firma (for sjåfører og UE)

Telefon (for sjåfører og UE) Epost (for sjåfører og UE)

Firma informasjon (For UE)

Maks risikoreise: 30MB pr. fil

1. Kopi av arbeidskontrakt

2. Tilriffsavtale

3. Avtale med godkjent bedriftssikkerhetsjef

4. Daglig leders HMS-kurs dokumentasjon

5. Verneombud (unntak hvis under 5 ansatte)

6. Firmaattest - utskrift hentes fra Altinn.no

7. Kopi av hovedtype

8. Skatteattest

Har StartBank (Påkrevd i HMS Reg på fleste fylkeskontrakter) ☐ Ja ☐ Nei

Sjåførinformasjon

Kopi av HMS-kort (Forside)

Kopi av HMS-kort (Bakside)

Kopi av førerkort med YSK (Forside)

Kopi av førerkort med YSK (Bakside)

Arbeidsveileder

Har NCC sitt HMS web kurs (Påkrevd) ☐ Ja ☐ Nei

Melding

Send

A great example of documentation submitted via the website



Svar Svar til alle Videre send

Grenland Transport AS <webmaster@itumnotodden.no> Dokumentasjon - Grenland Transport AS

Ny dokumentopplasting

67ee969d6f62e.pdf 835 KB	67ee969d701ab.pdf 912 KB	67ee969d70c02.pdf 7 MB	67ee969d72b8a.pdf 74 KB	67ee969d72f20.pdf 13 KB	67ee969d7321e.pdf 894 KB
67ee969d7376a.pdf 51 KB	67ee969d73a62.png 395 KB	67ee969d73e01.png 571 KB	67ee969d741c5.png 875 KB	67ee969d7461e.png 562 KB	67ee969d74a07.png 647 KB

Navn (for sjåfør og UE): [REDACTED]
Firma (for sjåfør og UE): [REDACTED]
Telefon (for sjåfør og UE): [REDACTED]
Epost (for sjåfør og UE): [REDACTED]@gmail.com

1.Kopi av arbeidskontrakt: <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d6f62e.pdf>
2.Tariffavtalen: <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d701ab.pdf>
3.Avtale med godkjent bedriftshelsetjeneste: <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d70c02.pdf>
4.Daglig leders HMS-kurs dokumentasjon: <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d72b8a.pdf>
5.Verneombud (unntak hvis under 5 ansatte):
6.Firmaattest - utskrift hentes fra Altinn.no: <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d72f20.pdf>
7.Kopi av hovedløype: <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d7321e.pdf>
8.Skatteattest: <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d7376a.pdf>
Har StartBank (Påkrevd i Hms Reg på fleste fylkeskontrakter): Ja

Kopi av HMS-kort, (Forside): <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d73a62.png>
Kopi av HMS-kort, (Bakside): <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d73e01.png>
Kopi av førerkort med YSK (Forside): <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d741c5.png>
Kopi av førerkort med YSK (Bakside): <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d7461e.png>
Arbeidsvarsling: <https://grenlandtransport.no/wp-content/uploads/elementor/forms/67ee969d74a07.png>
Har NCC sitt Hms web kurs (Påkrevd): Ja
Melding:

RUH-Report of adverse events

It is important that you use this function and submit an RUH (adverse incident report) when something occurs. We report this to our customers through HSE Reg and similar systems. When we at GT close a deviation, this must also be documented. Therefore, you will receive an email with a request for a digital signature, probably via Adminkit. This is completely routine and nothing dramatic.

We at GT must categorize RUH and create statistics that builders require from their UEs

HMS Verdier	Forklaring
H2	Personskadefrekvens
F	Fraværshfrekvens.
N	Nestenulykker / farlige forhold.
Y	Ytre miljø skadefrekvens.

Informasjon

Rapport av Uønskede hendeler

Fullt navn *

Firma *

Kunde/Oppdragsgiver *

Bilnummer *

Dato *

Klokkeslett *

Sted *

Årsak *

Forslag til forbedring *

Velg en ekstra epost mottaker

Valgfri epostadresse

Bilde / vedlegg - 1

Bilde / vedlegg - 2

Bilde / vedlegg - 3

Bilde / vedlegg - 4

Send inn skjema

GT WEB Passord: intern25		Leverer RUH		LEVER TIMER HER		Informasjon sjåfører/UE	
(132)		Lars Larsen - Tlf: 911 63 000				lars.larsen@ncc.no	
Start Tid	Bilnummer:	Hogia	Type Bil	Bileier:	Sjåfør-Tlf	E-post Sjåfør	
07:00							
07:15							
08:30							
Påkrevd utstyr Sjåfør				Stoppeklosser		NB! HMS.Reg hos SVV og FK	
Meld alltid alle forsinkelser til bas				Always report all delays to bas			

Salgsordrenummer: 1036536 **Brukes på vekta**
Lag: 4301-PM3 Vestfold (Lars Larsen)
Prosjekt: 4301069 - Samleprosjekt Vestfold
Underkonto: 100119 - Industribygg Amundrød Larvik
Leveringsdato: 04.04.2025
Første lastetid: 07:30
Fabrikk: 281 - Grinda Asfalt
Produkt: 1011451 - AGB 11 Slitelag 160/220 AN19 LTA RA30
Mengde: 130 ton
Antall lastebiler: 2
Lastefrekvens: 30
Arbeidsplass: Amundrød
Transport kommentarer: Single.
Kommentarer: Asfaltering foran og rundt nytt industribygg på Amundrød i Larvik.

Mission registration
This is what an assignment email would look like.
The order below in the example is received by GT from the asphalt plant.
The texts above and below the layout should contain hyperlinks.
There is a time stated in the email from which you should write hours, estimated back to Asfaltverket.
Deviations should be noted and clarified accordingly.

NB!! IMPORTANT An example
*The shift goes from Lidalen to Seljord.
You live near Grinda and the kind Foreman will arrange the first load for you from home, at Grinda
You then do not have return hours to Grinda but to Lidalen!!*

Hours must and must be delivered immediately to NCC and Grenland Transport according to current guidelines

Sloppiness and repeated oversights will quickly result in an increased delay in the assignment where hours must be requested.



Registrering av timer

Everyone must submit hours with a picture of the loading list via the website's very simple function. Assignments must be reported immediately after completion. In the event of sloppy/late submissions, + 5% of the assignment may be deducted.

All returned asphalt to Franzefoss is also registered via the website.



This should always be used even if you deliver Loading Lists directly.

Informasjon

Timer / Tonn - registrering

Sjåfør / Driver *

Ved flytting skriv FLYTT foran navnet

Reg. nummer / Reg. number *

Skriv uten mellomrom

Start Kl:*

Format 10:20

Stopp Kl:*

Format 12:30

Total Tid:

Regnes ut automatisk

Hogia Nr / Lasteliste Nr*

Asfalt=Hogia Flytt=Lasteliste Nr

RETUR asfalt Veie inn på NCC kort + levere denne til Franzefoss

Retur asfalt sendes separat til Franzefoss etc

Type kjøretøy

Velg kjøretøy

*Bom / Antall lass for bom fakturering

GT fakturerer bom passeringer

Kommentar

All relevant informasjon

Vedlegg 1 Lasteliste

Velg fil Ingen fil valgt

Vedlegg 2 (valgfri) Vektlapper om / Weight tags if possible mulig

Velg fil Ingen fil valgt

Velg en epost mottaker

Afalt-bas NCC* / RETUR ASFALT TIL FRANZEFOSS*

Velg mottaker

Faste UE/Bileier Car owner

Velg mottaker

Ekstra valgfri epost / Extra optional e-mail

Legg til valgfri epostmottaker

Send inn skjema / Submit form

Clothing – Personal protective equipment

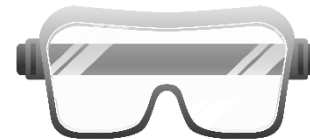
Proper clothing is important for your safety.

Incorrect or inadequate clothing can also be very costly during inspections.

- ✓ **Class 3 visibility clothing must be worn.**
- ✓ **Shorts should not be worn.!**

Remember the asphalt is boiling hot

- ✓ **A helmet with a chin strap is always mandatory when you are outside the car**
- ✓ **Safety shoes**
- ✓ **Safety glasses and gloves now that they are needed.**



Speed and behavior in traffic and on the construction site

Complaints about high speed and behavior, especially in construction areas, are unfortunately a recurring problem. It is therefore necessary to slow down and respect the guidelines of the traffic controllers, who, by the way, perform one of Norway's most dangerous professions.

The construction companies also have a great focus on this. Remember that even if a truck is driving at low speeds, it can be intimidating for gentle road users. Show special consideration and help create a safe environment for everyone in and around the construction area.

Traffic safety should always be a priority concern, but it is especially important to have extra focus on this in densely populated areas, as well as near schools and kindergartens.





Manuell dirigering

Show consideration for the conductors and respect their orders in construction areas.



Delays must always be notified.

- Delays should always be reported to the team leader.
- Major delays should also be reported directly to GT
- A RUH report on self-inflicted delays should be submitted after the end of the shift.
- It is also extremely important to report delays to the team leader after the start of work, even if you are not the cause of the delays, waiting at the asphalt plant, unusually slow traffic, etc.



Precise attendance and availability along the way are important. It can probably be stressful for many when the foreman calls and "pushes" you where you are. It is important for the foreman to know when the cars are coming. If the cars are delayed, the paver must slow down to avoid joints in the road. Unplanned joints can cost the asphalt company several hundred thousand kroner on some roads, so they often also have IR cameras that also monitor them, so this is important.



Radio communication

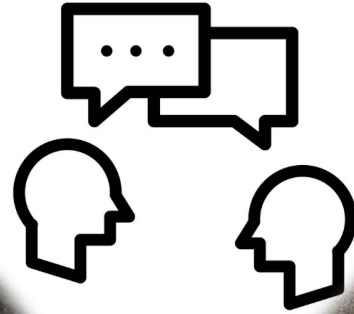
- Everyone should have a radio in their car. Preferably hands-free.
- It should always be on, at the construction site.
- You must find out which channel is used on the shift as this varies.
- It should only be used for necessary communication between the car and the asphalt team
- Use short and precise language.
- We expect our builders to do the same.



NB! Buy one that can be recharged, they use a lot of power. Good feedback on the radios from Clas Ohlson

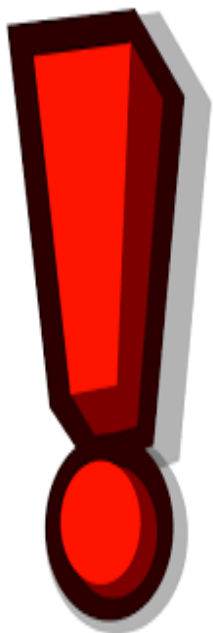
Never place asphalt residue on the roadway unless the NCC Foreman asks you to do so

- Asphalt lumps in the road surface will eventually lead to holes in the asphalt surface.
- Where do you put the waste when cleaning? The routines are a little different, keep a dialogue with the team





How to get weight card



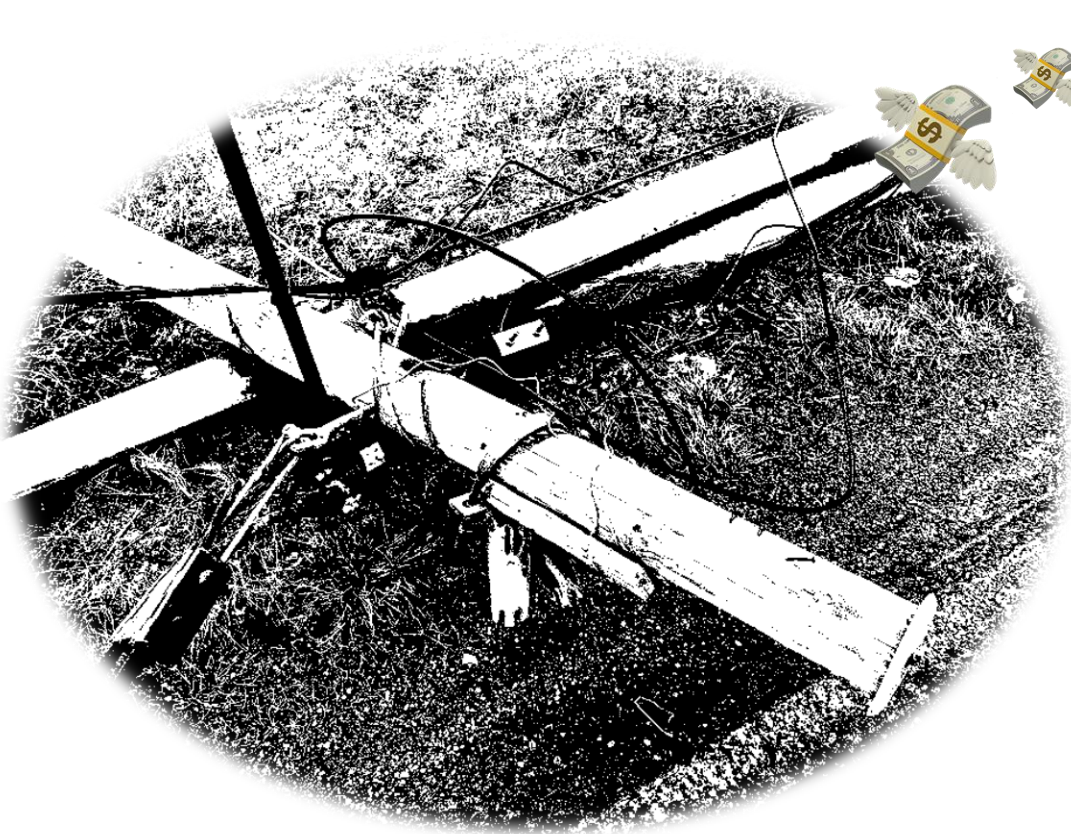
- ✓ Call the relevant asphalt plant, ask for a card/Card number
(pick up upon arrival)
 - ✓ Call the Weight Manager **23 88 03 10** between 07:00 and 17:00
(It happens that you are open longer but don't bet on it.)
 - ✓ Enter card number and car data
 - ✓ Also ask them to register the card at the asphalt plants listed below.
- ☐ **Bondkall Asfaltverk – Plant Closed down**
 - ☐ **Steinskogen Asfaltverk – 452 52 330 (Bærum)**
 - ☐ **Lierskogen Asfaltverk – 328 53 875 (Drammen)**
 - ☐ **Grinda Asfaltverk – 452 23 063 (Larvik)**
 - ☐ **Lidalen Asfaltverk – 481 45 494 (Notodden)**

Weighing in and out

At the first annual or first-time weighing, all inquiries are made to the person responsible for the asphalt factory. Tel. **23 88 03 10** Registration number, car owner and any previous car ID card number are provided to the scale operator. The car is driven on a car scale, the tare weight is read, the value is entered in the scale PC system by the scale operator, and the car ID card is issued. Taring must be carried out every 3 months (100 days) or when there are changes to the car or trailer.

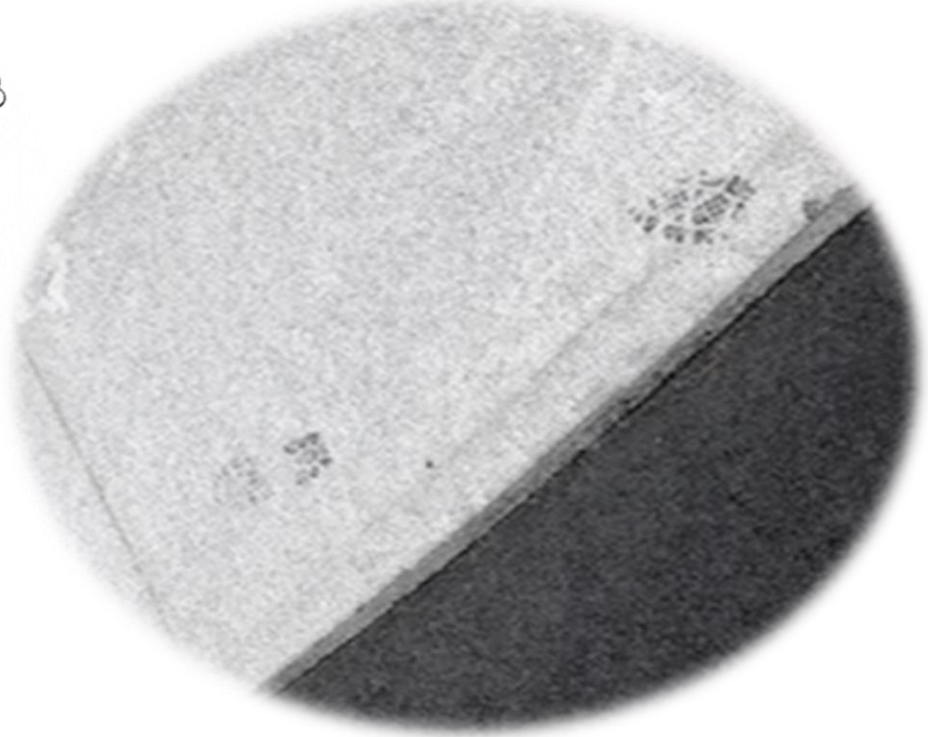
Cables are unfortunately run down every year

- Make it a habit to check for cables, maintain dialogue with the asphalt team and driver colleagues
- Demolition of low current and telecommunications cables is just expensive
- **Touching high voltage can be fatal**



Be careful where you turn and drive.

- You are not allowed to turn around in private spaces. Not without the permission of the landowner.
- This is not always easy, so keep in touch with your supervisors about where you can turn.
- Also think about where you step with asphalt glue on your shoes.



All vehicles must have the following

- Cone/LED warning light for marking trailer hitches of abandoned trailers in the work area and Stoppers 🚧
- Scraper for cleaning
- Absorbent for oil spill removal



It is required to use stop blocks when parking trailers in the work area.



In 2024 we had an accident with a runaway trailer. Only margins from being fatal for several.

Use 2 blocks on slopes, if slopes cannot be avoided.



Requirements for transporter for NCC Industry AS



Asphalt paver

It is prohibited to stand between the vehicle and the paver when the "wings" on the paver are down. The machine operator (paver) must give a signal before the asphalt truck can reverse up to the paver, the wings must be down. When unloading at facilities where traffic controllers are in use, the transporter must follow their instructions.

Always keep mirrors clean when backing up onto the pavement.

Weighing in and out

For the first annual or first-time weighing, all inquiries are made to the weighbridge manager for the asphalt factory phone. **23 88 03 10** Registration number, car owner and any previous car ID card number are provided to the scale operator. The car is driven on a truck scale, the tare weight is read, the value is entered into the scale PC system by the scale operator, and the car ID card is issued. Taring must be carried out **every 3 months (100 days)** or when changes are made to the car or trailer. The box/tub must be cleaned of other materials before loading begins. Release agent is applied to the loading platform before loading. It is important that the UE uses the correct amount of release agent, as excessive use can change the quality of the asphalt. Pump cans are available at the designated grease ramp.



Requirements for transporter for NCC Industry AS

Loading

Loading is done under the designated silo number, the amount of asphalt is determined by the driver. After loading, the vehicle is driven on a truck scale. NCC does not pay for overloading. The load is registered according to the weekly schedule on the scale, possibly with the help of a scale operator/responsible person. When weighing/dumping asphalt under a silo, a helmet must always be worn. The asphalt mass has a temperature of around 150 degrees, so caution is required. Necessary first aid equipment is available at the asphalt plant. The driver is responsible for familiarizing himself with where such equipment is located at the relevant asphalt plants. When loading, a visual inspection of the asphalt is carried out. If there is a suspicion of a deviation, the plant manager must assess the mass before driving out. Examples here are lumps, separation, oil film and the like.

Car materials

UE's material must be in good condition, kept clean and tidy. There must be no oil leaks. UE shall, at the request of NCC, mark vehicle material with the NCC logo (magnetic strip or similar). NCC shall supply logo material while UE shall ensure assembly. Vehicles with competing contractors' names or logos may be removed at UE's risk and expense. For asphalt transport, insulated bucket boxes with a stable canopy shall be used. The canopy shall be closed except when loading asphalt masses. All vehicles shall be at least EURO 6 classified. All vehicles shall have a yellow flashing light and an acoustic reversing signal. Semi and Red River are not required to have a tow hook. Communications UE shall provide communications equipment suitable for communicating with NCC's teams. For safety reasons, the communications equipment should be hands-free.

Workplace behavior

Respect and courtesy

- Treat colleagues, managers and customers with respect, regardless of position or background.
- Actively listen and give others space to express their views.
- Use polite language and avoid condescending speech

Communication

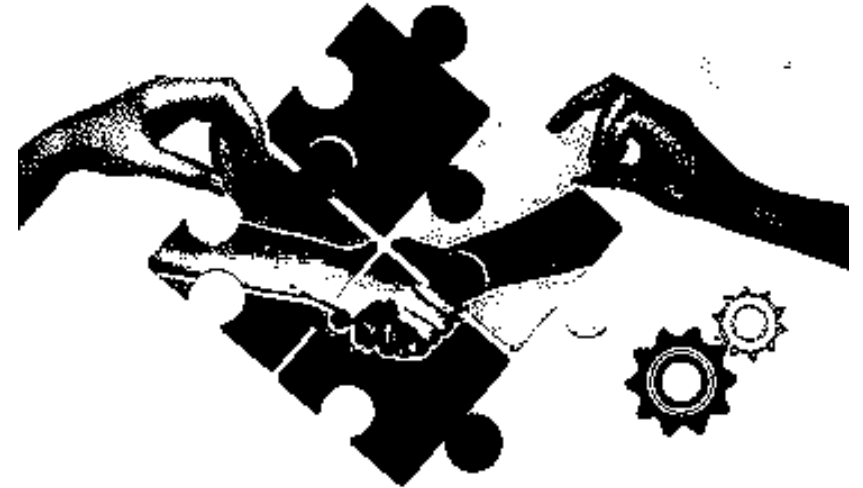
- Be clear, honest, and open in your communication
- Give constructive feedback, and be open to viewpoints.
- Avoid gossip and backbiting.

Responsibility and reliability

- Meet deadlines and follow through on agreements.
- Show up on time and be present both physically and mentally.
- Take responsibility for your own mistakes and learn from them.

Cooperation

- Be willing to help colleagues and contribute to the team's success.
- Recognize the efforts of others.
- Be flexible and adapt to different work styles.
- Take extra care of beginners



Moving machinery and equipment

No one should move equipment without experience or training. (course)
Moving equipment is one of the most dangerous jobs drivers do



What you as a driver need to know about timekeeping

- Guaranteed time 7 hours day and 8.25 hours night on Store Projekter for started shift
- NO Guaranteed time Enterprise (Only 2 hours attendance)
- Attendance/late cancellation is compensated with 2 hours on all contracts for all registered cars.
- Hours are calculated from the agreed attendance time all hours the car is in use, estimated back to the meeting point upwards of 2 hours
- No night surcharge when moving at all contracts.
- Cancellation 7 hours before start at no cost.
- All toll and ferry expenses are invoiced additionally. (Provided that the driver reports)



Discussions beyond this will be taken to GT.

