

Mandatory information for all drivers and UE Grenland Transport 2025





Grenland Transport is a company with a long tradition with roots that stretch back a long way. We are no longer based in Grenland (*Porsgrunn area*). Since 2018, we have been based in Notodden. Through strong collaboration with our many skilled subcontractors, we have established ourselves as a leading player in the asphalt market in Eastern Norway. Repeated documentation for both drivers and subcontractors has become a big part of everyday life for all of us. This is something we cannot avoid and that we just have to ensure and become the best at. We assume that the requirements will only increase in the future. Unfortunately, this has made it difficult to operate as a transporter on a small scale. At Grenland Transport, we also want to be the best supporter for our subcontractors. We encourage both drivers and subcontractors to actively use the information exchange functions available on our website

www.grenlandtransport.no

Drivers are encouraged to add our website to their phone's home screen and use the features as if it were an app.

Please read through this course folder and familiarize yourself with anything you may not understand. We have only included the most necessary information here, and more detailed information per topic can be found on our website. Even if you have read everything on the website, you will still receive the same information through Adminkit. This is because we now use Adminkit to document that the information has been read - and preferably understood, which is a requirement. We are aware that practices can vary between different locations and teams, so it is important to be aware and not hesitate to ask if something is unclear.



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 position)

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

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

Required documentation

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 of 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 (NPRA)



All required documentation is sent (if possible) collected via the function on the website

www.grenlandtransport.no

There are clear guides for each function on the website.

Remember to take NCC's required HSE course online! Everyone! Read that guide! This will be checked this year UEs must also enter required documentation on the same page as drivers in a similar form.

Our UEs will also find guides and information about documentation on this page. Inside the password-protected internal page there are also examples and templates to help Ues Build their own good internal system. Today's requirements demand a lot from all of us.

Screenshot of the 'Sjåførinformasjon' form. It contains several sections for uploading documents: 'Kopi av HMS-kort, (Forside)', 'Kopi av HMS-kort, (Bakside)', 'Kopi av førerkort med YSK (Forside)', 'Kopi av førerkort med YSK (Bakside)', and 'Arbeidsvarsling'. Each section has a 'Velg fil' button and the text 'ingen fil er markert'. At the bottom, there is a 'Melding' text area and a yellow 'Send' button.

Required documentation

Add GT's website to your home screen and use it as an APP

There are simple and clear guides for each function on the pages. It is important that the page is used instead of sending personal information to various emails and MMS.



Registrering av UE og Sjåfører 2025

Navn (for sjåfører og UE)	Firma (for sjåfører og UE)
<input type="text"/>	<input type="text"/>
Telefon (for sjåfører og UE)	Epost (for sjåfører og UE)
<input type="text"/>	<input type="text"/>

Firma informasjon (For UE)
Maks filstørrelse: 10MB pr. fil

1. Kopi av arbeidskontrakt <input type="text" value="Velg fil"/> Ingen fil valgt	2. Tariffavtalen <input type="text" value="Velg fil"/> Ingen fil valgt
3. Avtale med godkjent bedriftshelsetjeneste <input type="text" value="Velg fil"/> Ingen fil valgt	4. Daglig leders HMS-kurs dokumentasjon <input type="text" value="Velg fil"/> Ingen fil valgt
5. Verneombud (unntak hvis under 5 ansatte) <input type="text" value="Velg fil"/> Ingen fil valgt	6. Firmaattest - utskrift hentes fra Altinn.no <input type="text" value="Velg fil"/> Ingen fil valgt
7. Kopi av hovedløyve <input type="text" value="Velg fil"/> Ingen fil valgt	8. Skatteattest <input type="text" value="Velg fil"/> Ingen fil valgt

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

Sjåforinformasjon

Kopi av HMS-kort, (Forside) <input type="text" value="Velg fil"/> Ingen fil valgt	Kopi av HMS-kort, (Bakside) <input type="text" value="Velg fil"/> Ingen fil valgt
Kopi av førerkort med YSK (Forside) <input type="text" value="Velg fil"/> Ingen fil valgt	Kopi av førerkort med YSK (Bakside) <input type="text" value="Velg fil"/> Ingen fil valgt

Arbeidsvarsling
 Ingen fil valgt

Har NCC sitt Hms web kurs (Påkrevd)
 Ja Nei

Melding

Påkrevde Dokumenteringer

I forbindelse med våre forpliktelser opp mot kontrakter, må vi ha inn en del lovpålagte dokumentasjoner fra våre UE og sjåfører. Vi ønsker og vere behjelpelige samt gjøre dette så enkelt som mulig for våre samarbeidspartnere.

Venligst sendt inn alt samlet via denne siden. Dersom dere er under kravet til f.eks. verneombud så skriv det i **Meldingsfeltet**.

Utfyllende informasjon, eksempel og maler til bruk i eget internsystem finner dere inne på vår hjemmeside, eller lenken under.
(passord)

[Ring 93 26 96 24 for passord](#)

[Informasjon Sjåfører/UE](#)

HMS Reg har kommet for å bli på blant annet hos alle fylkeskommuner. Derfor er det viktig nå og få inn alt av påkrevd dokumentasjon i god tid før oppstart. Dette gjelder også spot biler. Flere av Fylkeskommunene forlanger også **Startbank**, så vi anbefaler at dere som ikke har det, anskaffer seg det. Startbank tar litt tid og få operativ.

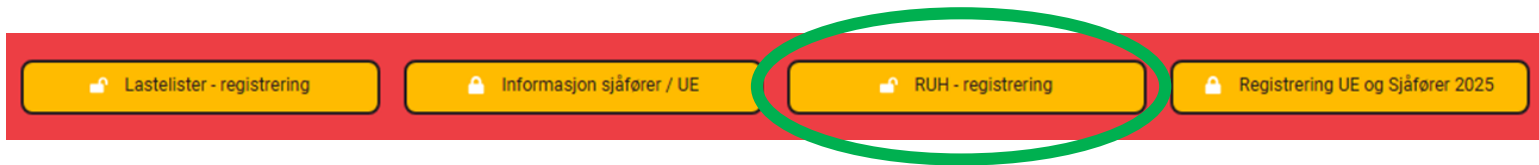
Vi har på aktuelle kontrakter ikke lov starte biler uten at UE og sjåfører er registrert inn i HMS Reg, der det er et krav.

Derfor er det særdeles viktig at vi får inn all dokumentasjon i god tid.

[Startbank](#)

RUH-Report of adverse events

It is important that you submit RUH. You should also only submit it via this website. We at GT will have a greater focus on this with RUH from the 2025 season. When we have finished processing and registering a RUH, we send out a final processing to the driver and UE via Adminkit, a signature program GT has acquired for documentation.



The function is easy, but here too you will find an explanation on the website of the current function, but what is new is that you can now add pictures or documents of events.

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

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

Registration of hours

All regular drivers must use the current GT App when given access. Hours must always be reported after the assignment is completed. In the event of repeated negligence/late submissions, + 5% of the assignment may be deducted.

Drivers without GT's App must register their hours via our website.
All return asphalt to Franzefoss is registered via the digital loading list.



Everyone must familiarize themselves with this page anyway.

There are explanations on the page.

You simply send the loading list via one function.

Should any of the drivers completely lack Loading Lists and App then you use the digital loading list.

Even if you had to submit a list/hours to Asphalt Boss in a different way, you **MUST** send the list/hours to us in GT.

NB! Everyone who submits hours in the App. DO NOT! Submit twice via this page

Sende inn ordre for sjåfører uten App

[Eksempel utfylt lasteliste](#)

-Skjema 1. Alle uten App sender bilde av lastelista via denne funksjonen

Vedlegg *

[Velg fil](#) ingen fil er markert

Sjåfer *

Reg. nummer *

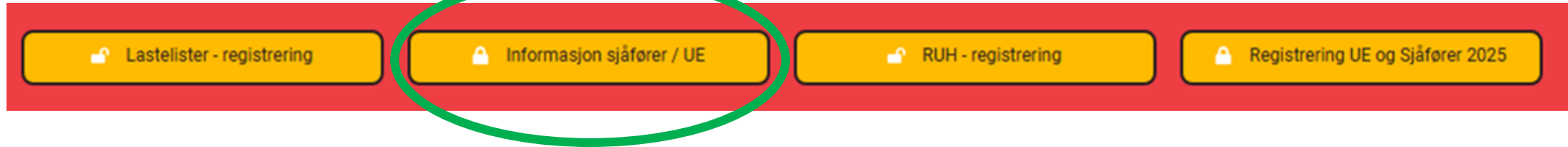
Velg en ekstra epost mottaker
Afalt-bas NCC

Ingen ekstra mottaker

Ekstra valgfri epostadresse

[Send inn skjema](#)

Information for drivers and UE



All relevant information can be found on our website. In addition to the information on each tab, you will find everything in this area with simple password protection. Here you will be able to find all the information we have from HSE to maps of locations on contracts we run.

Clothing – Personal protective equipment

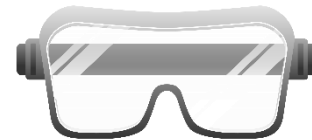
Proper clothing is important for your safety.

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.



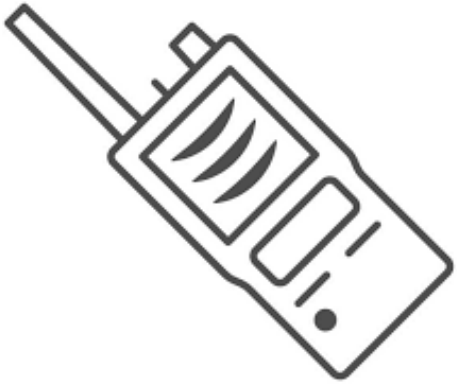
Delays must always be notified.

- 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



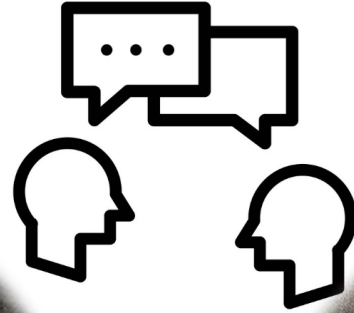
- Everyone should have a radio in their car. Preferably hands-free.
- It should always be on, at the construction site.
- You must find out which channel is used on the shift as this varies.
- It should only be used for necessary communication between the car and the asphalt team
- Use short and precise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



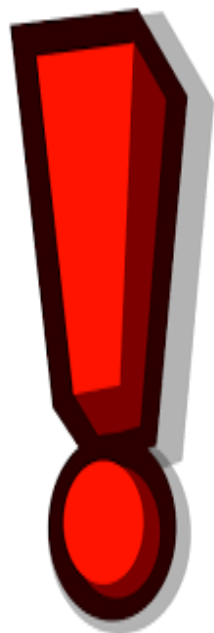
Hours must and must be delivered immediately to NCC and Grenland Transport according to current guidelines

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





How to get weight card



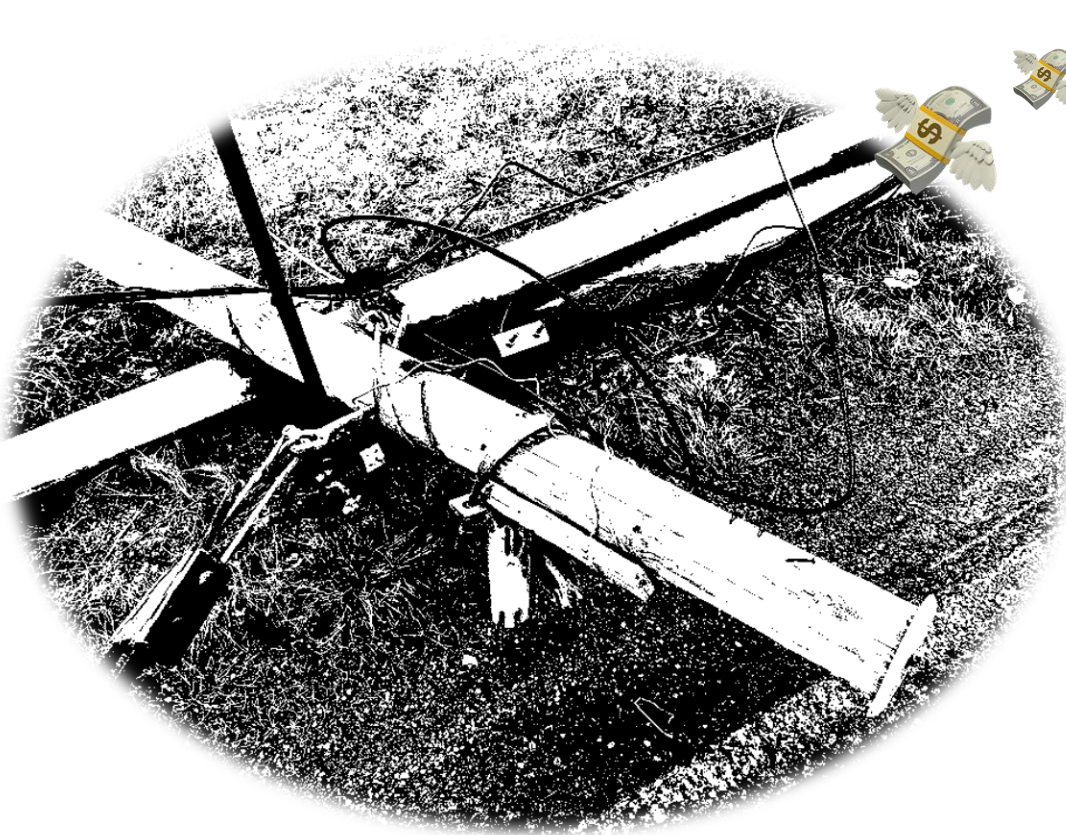
- ✓ Call the relevant asphalt plant, ask for a card/Card number
(pick up upon arrival)
 - ✓ Call the Weight Manager **23 88 03 10** between 07:00 and 17:00
(It happens that you are open longer but don't bet on it.)
 - ✓ Enter card number and car data
 - ✓ Also ask them to register the card at the asphalt plants listed below.
- Bondkall Asfaltverk – 922 71 310 (Oslo)**
 - 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.

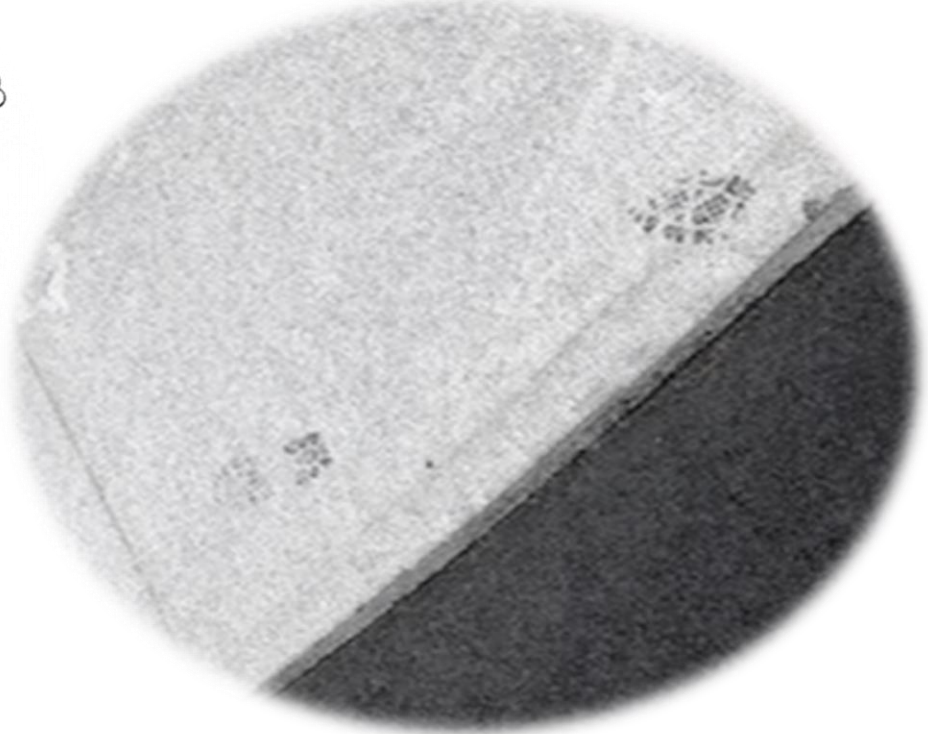
Cables are unfortunately run down every year

- 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

1. Cone/LED warning light for marking trailer hitches of abandoned trailers in the work area
2. Scraper for cleaning
3. 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

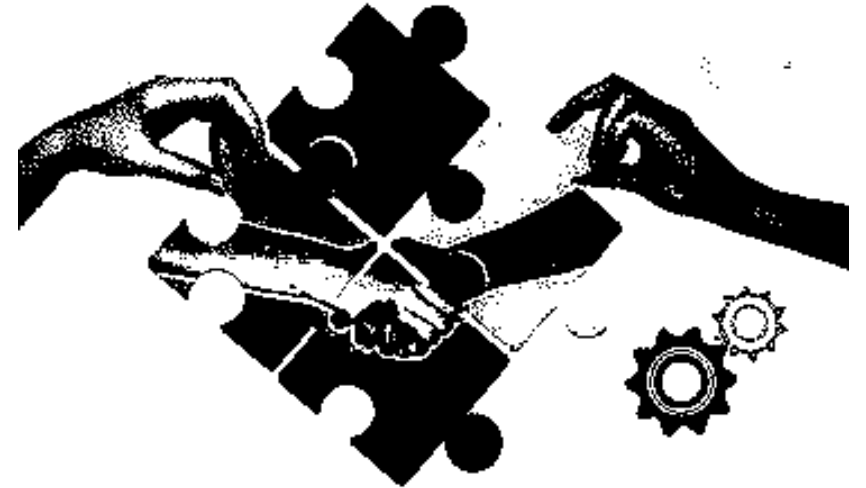
- Be clear, honest, and open in your communication
- Give constructive feedback, and be open to viewpoints.
- Avoid gossip and backbiting.

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.

