

Alternative Assessment Procedure (AAP) For Interjurisdictional Trucking

What is the AAP?

- The AAP is part of the Interjurisdictional Agreement on Workers' Compensation. It is an optional procedure for inter-provincial trucking and courier employers to pay premiums for employee-drivers to one province, even though they travel through other provinces and/or territories. In Ontario, trucking includes courier employers for the purpose of the AAP.
- Inter-provincial trucking and courier employers who choose not to participate in the AAP are required to pro-rate the earnings of their employee-drivers and pay premiums to each province and/or territory that they travel through.

What provinces and/or territories are participating in the AAP?

- Originally agreed to by all provinces and territories except Saskatchewan.
- Effective January 1, 2009 Saskatchewan is participating in the AAP.
- Ontario does not participate with either PEI or the Yukon in the AAP. This means that inter-provincial trucking and courier employers who travel through Ontario and the Yukon or PEI must pro-rate the earnings of their employee-drivers and pay premiums to Ontario, the Yukon and PEI.

Who is covered?

- The AAP applies to employee-drivers only.
- Independent operators with optional insurance from Ontario are automatically included in the AAP by the Ontario WSIB.
- To be included in the AAP in Ontario employee-drivers and independent operators with optional insurance must live in Ontario and work both in and outside of Ontario. If these individuals do not live in Ontario then their usual place of employment must be in Ontario and the employer's place of business must be located in Ontario.
- Trucking or courier employers who engage independent operators without optional insurance will be pursued for premiums by the provinces and/or territories through which they travel.
- Depot, garage and administrative workers are not included in the AAP. The earnings of these workers must be reported to the WCB of the province or territory in which they live.

How do employers apply?

- To participate in the AAP inter-provincial trucking and courier employers located in Ontario must complete and submit an "Application for Alternative Assessment Procedure for Interjurisdictional Trucking" to the Ontario WSIB by December 31. This means that applications received on or before December 31, are effective January 1 of the following year. Applications submitted after December 31 will not be permitted to participate in the AAP until the following year (e.g. if an application is received January 1, 2010 or later then AAP starts January 1, 2011).
- The December 31 deadline does not apply where an existing trucking or courier employer expands the business part way through the year to include (begin) inter-provincial trucking or courier operations or where a new inter-provincial trucking or courier business begins part way through the year.
- On the application form the employer must identify the provinces and/or territories the employee-drivers travel through and the provinces/territories where the employee-drivers live and work.
- The employer must send the completed application to the Ontario WSIB's Employer Service Centre by mail to 200 Front Street West, 3rd Floor, Toronto, Ontario, M5V 3J1, Attention: Manager, Account Analyst Program or by facsimile to (416) 344-2550.
- The Employer Service Centre notifies all registering boards that premiums for employee-drivers traveling through their province or territory are being paid to the Ontario WSIB. (Note: registering board means the WCB of the province or territory where the inter-provincial trucking or courier employer or independent operator drives through, but does not pay premiums).

How can employers withdraw from the AAP?

- An employer may not withdraw from the AAP part way through the calendar year, unless the employer ceases business in Ontario.
- To withdraw from the AAP for the following year an employer must provide the Ontario WSIB with a written notice by October 31.

Who can I call to obtain more information?

- For more information call your Account Specialist.

Account Number

Please PRINT in black ink

Legal Name	Trade/Company Name	
Street	City/Province	Postal Code
Contact Person	Telephone Number	FAX Number

Authority Holder and/or Principal (specify if more than one):

Please check the boxes that apply to your operations and enter the account number:

Province/Territory	Truckers/Workers Traveling In/Through	Truckers/Workers Resident In	Employer Account Number
Alberta	<input type="checkbox"/>	<input type="checkbox"/>	
British Columbia	<input type="checkbox"/>	<input type="checkbox"/>	
Manitoba	<input type="checkbox"/>	<input type="checkbox"/>	
New Brunswick	<input type="checkbox"/>	<input type="checkbox"/>	
Newfoundland	<input type="checkbox"/>	<input type="checkbox"/>	
Northwest Territories/Nunavut	<input type="checkbox"/>	<input type="checkbox"/>	
Nova Scotia	<input type="checkbox"/>	<input type="checkbox"/>	
Ontario	<input type="checkbox"/>	<input type="checkbox"/>	
Prince Edward Island *	<input type="checkbox"/>	<input type="checkbox"/>	
Quebec	<input type="checkbox"/>	<input type="checkbox"/>	
Saskatchewan	<input type="checkbox"/>	<input type="checkbox"/>	
Yukon *	<input type="checkbox"/>	<input type="checkbox"/>	

* The P.E.I. and Yukon WCBs are not party to this agreement and existing reporting requirements apply.

Terms and Conditions

1. This procedure only applies to interjurisdictional trucking and courier employers.
2. The assessing WCB will notify the registering WCBs/WSIBs on behalf of the applicant. Additional information will be provided to the registering WCBs/WSIBs upon request.
3. The election to claim benefits from the jurisdiction of residence or the jurisdiction of injury remains unchanged by this procedure.
4. The applicant may not opt out of the procedure part way through a calendar year. However, they may opt out for the following year by providing two months written notice (by October 31st).

The applicant applies to pay premiums under the Interjurisdictional Agreement on Workers' Compensation - Alternative Assessment Procedure (AAP) for the Interjurisdictional Trucking Industry to the Workplace Safety & Insurance Board of

Ontario

The applicant agrees to abide with the provisions in the Alternative Assessment Procedure for the Interjurisdictional Trucking Industry and to pay premiums under the terms and conditions of the AAP.

Authorized Signature	Position	Date
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General Information

Only trucking/courier employers registered with or planning to register with the Ontario Workplace Safety & Insurance Board should complete this application. In addition these employers must have interjurisdictional operations - their drivers must drive through more than one province or territory - to be eligible.

Participation in this optional procedure means that these employers, who would normally pay premiums in more than one jurisdiction, may pay premiums to one compensation board only.

This alternative assessment procedure reduces the need to pro-rate earnings between jurisdictions for inter-provincial employee-drivers by allowing the employer to report all earnings for those drivers to the Ontario WSIB. The procedure applies to drivers only; earnings of workers who are not actual drivers (e.g. depot, garage, or administrative workers) are reported to the compensation board of the province or territory in which they live.

Independent operators with optional insurance in Ontario are automatically included in the procedure and should also complete this form.

Terms and Conditions

Assessing WCB/WSIB: If an employer chooses to pay premiums to the Ontario WSIB, the company's employee-drivers:

Must reside in Ontario **and** perform work (drive) both in and out of Ontario.

Or

If they do not reside in Ontario, their usual place of employment **and** the employer's place of business must be located in Ontario.

Registering WCB/WSIB: Trucking/courier employers must still be registered with each compensation Board through which their trucks travel, even though they pay premiums to only one. The assessing WSIB (Ontario) will do this on behalf of the applicant.

Completing the Application

- Account Number:** Enter your current Ontario WSIB account number. If you are a new employer, leave the space blank.
- Legal Name:** Enter the legal name of the company, not the individual employer's name.
- Authority Holder and or Principal:** Enter the name of the person who has authority to make this agreement on behalf of the company.
- Truckers/Workers Traveling In/Through:** Check the boxes only for drivers who are employees of the company. Do not include any independent operators with whom you have contracts.
- Truckers/Workers Resident In:** Check the boxes in which your employee-drivers reside (see "Terms and Conditions" above).
- Employee Account Number:** Enter the account number(s) for all provincial or territorial Boards you pay assessments to. These premiums pay for insurance relating to **all** workers in the trucking industry resident in the relevant jurisdiction.
- Authorized Signature:** Enter the signature of the employer or an authorized officer of the company.
- Position:** Enter the position within the company of the person who has signed on behalf of the company.