

Board of Towing and Recovery Operators

Licensing and Regulatory Affairs Committee

Working Paper

October 9, 2007

PUBLIC SAFETY REGULATIONS

1. Office and storage area requirements

A) Towing company shall have a main office location exclusively for towing and storage and shall not be a part of or attached to a residence. The office must have 250 square feet of permanently closed office space for exclusive use by the tower. The office space must include a desk, chairs, filing cabinet (s), a working land line telephone in the name of the tower and available to customers, a public restroom and working utilities to include electricity and heating.

B) Office shall be open for business and staffed minimum of 5 days a week from at least 8:00am till 5:00pm, excluding national holidays.

C) Towing company shall maintain and or own / lease a storage area able to contain all public safety towed vehicles. Storage area shall be fully enclosed by a commercial grade fenced, lot shall be secured, have adequate lighting and remain clear of debris. Licensed public safety operators shall not share storage lots with other licensed public safety operators unless owned by the same owner.

D) Office and storage area shall meet or exceed all local and state code and zoning requirements. Main office shall post a copy of their zoning certificate.

E) Storage area shall be surfaced with stone, asphalt or concrete. No dirt or grass surface shall be allowed in the parking area.

F) Towing company office shall display a sign with the towing company name and phone number. Sign shall be visible and legible from a state, county or city maintained highway. Sign shall be at least 3' X 3' or as approved by local zoning.

G) Towing company BTRO license shall be displayed at the business office and copies shall be displayed at all storage facilities and satellite offices.

H) Towing company will make vehicle and or contents of vehicle available to the vehicle owner during normal business hours. Towing company may charge a separate fee for this service if requested before or after the company's regular office hours.

I) Towing company shall make a reasonable attempt to provide covered storage or materials to protect the contents of vehicle in storage area from weather. Towing company may charge a separate fee for this service.

2. Driver Qualifications

- A) No driver shall be employed by a public safety towing company that has been convicted of a barrier crime as defined by 63.2-1719 of the Virginia code unless approved by the BTRO.
- B) All public safety towing drivers and recovery supervisors shall attend an incident management seminar at least once every 3 years.
- C) Class A public safety towing drivers shall possess a national certification adequate for towing and recovery of trucks with a GVW of 26,001 lbs. or greater. Drivers shall attend and pass a minimum of 10 hours of continuing education every three years pertaining to the towing and recovery of trucks with a GVW of 26,001 lbs. or greater. Certification shall be by a professional training organization approved by the BTRO. Training shall consist of minimum of 5 hours classroom and 5 hours hands on training. Class A public safety towing drivers shall be grandfathered with a written request to the BTRO from a licensed Class A public safety operator for the drivers first licensing period after July 1, 2008. A licensed Class A public safety operator with a written request to the BTRO can request a thirty day grace period for any Class A driver applicant.
- D) Class B public safety towing drivers shall possess a national certification adequate for towing and recovery of vehicles with a GVW of 26,000 lbs. or less. Drivers shall attend and pass a minimum of 10 hours of continuing education every 3 years pertaining to the towing and recovery of vehicles with a GVW of 26,000 lbs. or less. Certification shall be by a professional training organization approved by the BTRO. Training shall consist of minimum of 5 hours classroom and 5 hours hands on training. Class A public safety towing drivers shall be grandfathered with a written request to the BTRO from a licensed Class A or Class B public safety operator for the drivers first licensing period after July 1, 2008. A licensed Class A or Class B public safety operator with a written request to the BTRO can request a thirty day grace period for any Class B driver applicant
- E) Any tow truck driver responding to the scene of a motor vehicle accident or incident shall possess a public safety drivers license issued by the BTRO.
- F) Support personnel needed to clear an accident scene are encouraged by not required to be certified and/or licensed by the BTRO. Support personnel shall qualify under paragraph A of this section.
- G) At least one BTRO licensed public safety towing driver shall be at the accident scene at all times during recovery.

3. Public Safety Towing Equipment Requirements

- A) Any tow truck responding to an accident scene shall be equipped with the

following safety equipment:

1. 5 lb. fire extinguisher
2. Reflective vest must be worn by all responding personnel
3. Two revolving and or flashing amber warning lights visible 360 degrees
4. 5 lbs. of oil absorbent material
5. Push broom
6. Square tip shovel
7. Four rear flood lights
8. Flashlight
9. Three road flares
10. Hazmat spill kit
11. First Aid kit
12. Two way private communication
13. Rear tow lights
14. Factory manufactured and rated towing/recovery unit

B) Class B towing company shall own/lease a minimum of 1 towing/recovery truck with a minimum GVW of 10,000 lbs. and a recovery unit of a minimum rating of 8 tons. Unit shall have 2 winches and a boom that raises and lowers, extends and retracts by hydraulics. Unit must have a hydraulic operated wheel lift with a rating of 3500 lbs. Company shall also own/lease a rollback having a minimum GVW of 14,500 lbs. and a minimum deck length of 19'.

C) Class A towing company shall own/lease a minimum of 2 towing/recovery trucks with a minimum GVW of 50,000 lbs. each and a recovery unit of a minimum rating of 35 tons. Unit shall have 2 winches rated at 30,000 lbs. each with a minimum of 150' of 5/8 wire rope. Unit must have a boom that raises and lowers, extends and retracts by hydraulics. Unit must have a hydraulic operated underlift rated to lift 12,000 lbs. at full extension.

D) Class A towing company shall own/lease or have a written agreement up to date and readily available for BTRO inspection with a subcontractor to provide the following equipment within a timely manner:

1. Lowboy hydraulic operated trailer capable of transporting a wrecked or disable road tractor and or debris
2. Box trailer 48' or longer
3. Dump truck, dump trailer or container
4. Air cushions capable of up righting a loaded tractor and trailer (80,000 lbs.).
5. A skid steer loader or forklift wheel loader capable of moving cargo and/or debris from the highway.
6. Adequate personnel to offload cargo
7. Tandem road tractor
8. Forklift
9. A rotator or crane with a minimum of 35 tons.

E) A winch boom or underlift that does not have a factory manufacturer rating plate attached to it or that has been altered from its original construction will not qualify for public safety towing unless unit has been certified to meet or exceed BTRO standards. Certification shall be done by a reputable testing facility regularly engaged in the testing of such equipment. All testing and/or certification cost shall be the responsibility of the towing company.

4. Insurance requirements

TO BE DETERMINED