

District 52

INDIANA STATE POLICE
TOWING AND RECOVERY

This form
will be
changed.

DISTRICT TOW ROTATION APPLICATION

OWNER/ OFFICER APPLICATION FORM

*A SEPARATE APPLICATION SHALL BE SUBMITTED FOR EACH COMPANY/BUSINESS (D.B.A.)

OWNER (S) NAME	DRIVER'S LICENSE #		HOME PHONE #		
BUSINESS STREET ADDRESS	CITY	STATE	CELL PHONE #		
			ZIP	COUNTY	
BUSINESS EMAIL ADDRESS			ISP DISTRICT		
NAME OF COMPANY/BUSINESS (D.B.A.)	BUSINESS PHONE #		BUSINESS LICENSE (S) #		
MAILING ADDRESS (if different from physical address)		STREET/P.O. BOX	CITY	COUNTY	ZIP
STORAGE LOCATION(S)					

1. Does the wrecker service have 24 hour availability? Yes No
2. Do you have a twenty-four (24) hour manned telephone service? (Note: If you have an automated answering service that provides service after business hours please check "No.") Yes No
3. Does your service have a secured storage lot? Yes No
4. Does your service release towed/stored vehicles seven (7) days a week? Yes No
5. Does your service provide tow services for semi-trucks? Yes No
6. Are your recovery vehicles marked on both sides with your company's name and city of domicile or incorporation? Yes No
7. Have you or any of your employees ever been convicted of Misdemeanor theft or any Felony that has not been expunged? (Note: Do not include traffic Infractions)
If yes, explain (name/dates/offenses): use supplemental page for listings). Yes No
8. Have you ever been **denied** application to serve on an ISP Tow Rotation?
If yes, explain (dates/reasons): (use supplemental page for listings). Yes No
9. Have you ever been **removed** from an ISP Tow Rotation?
If yes, explain (dates/reasons): (use supplemental page for listings). Yes No
10. Do you own, in whole or part, any other towing or storage company?
If yes, list name, address and ownership: (use supplemental page for listings). Yes No

11. Will you and your employees abide by all applicable state and federal laws, including (if your company is added to an ISP Tow Rotation) any directive or order issued by an authorized ISP Area or District Commander, Post Commander, and/or Trooper? Yes No

12. Do you understand that any violations of law, a directive, or an order may result in the District Commander, at their discretion, removing a wrecker company from the State Police Tow Rotation(s)? Yes No

13. Do you understand that applying does not guarantee that you will be put on the Indiana State Police District _____ Tow Rotation? Yes No

14. Do you understand that the Indiana State Police has discretion to remove your service from the Indiana State Police Tow Rotation? Yes No

15. Do you understand and agree to the following?

- A. No agency relationship is created between the Indiana State Police and your company and/or employees if your company is added to the ISP Tow Rotation.
- B. No privileges or immunities are conferred to your company or its employees under Indiana State law if your company is added to the ISP Tow Rotation.
- C. Your company agrees to indemnify, defend and hold harmless ISP, its agents, its officials, its officers, its employees, and the State of Indiana from all claims and suits, including court costs, attorney fees, and other expenses caused by any act or omission of your company, its agents, its officials, its officers, or its employees occurring for any matter related to the ISP Tow Rotation or services that are provided by your company.

Yes No

16. I understand and acknowledge that this application will need to be resubmitted annually and failure to honor the conditions of this application may result in the application being rescinded and denial of any subsequent approval. _____ Initials

17. I understand and acknowledge that removable personal items shall not be held in lieu of payment for services rendered. These items and any other personal effects will be released to the owner upon request notwithstanding a police hold on the item. _____ Initials

18. I understand and acknowledge that any evidence of over-charging, inconsistent practices, unethical business practices, failing to pay assessed taxes, fines or fees owed to the state or any other practice which unfavorably reflects on the state police in any way shall result in removal of the towing company from the rotation. _____ Initials

The district commander MAY
Change any equipment standards or
other requirements.

MINIMUM REQUIREMENTS FOR ISP TOW ROTATION CONSIDERATION

Towing vehicles **MUST BE REGISTERED AS A RECOVERY VEHICLE** or **APPORTIONED WRECKER** with the Indiana BMV and meet the equipment provisions of the Indiana Code and Code of Federal Regulations.

Each vehicle must also carry provisions to clean off the roadway at crash scenes (i.e., broom, shovel, oil dry, etc.). Each towing vehicle must be clearly marked with the business name to be readily identifiable to an officer on the scene.

A. COMPANIES MUST MEET THE FOLLOWING MINIMUM QUALIFICATIONS:

1. Must provide 24 hour service, 7 days a week.
2. Must have been in business for a minimum of one year, actively towing and storing vehicles.
3. Must have adequate space to store any vehicles towed at the request of ISP.
4. Must have a published phone number.
5. Towing and storage business, to include tow trucks, must be located in the general service zone for which applied.
6. Business must be capable of providing direct communications between the tow company representative, the ISP Regional Dispatch Center, and the tow truck operator.
7. Business facility must be staffed and open during normal business hours of 8:00 a.m. to 5:00 p.m., Monday thru Friday, except holidays. A representative from the company shall be on call for emergencies.
8. The storage facility area shall be enclosed by a fence or physical barrier, either of which shall be sufficient to deter trespass.
9. Must maintain the required insurance as set forth in IC 9-25-4-6 and the federal guidelines.
10. If selected, companies will immediately notify the ISP District in writing of any change in location or ownership and of any changes in primary equipment (tow and/or recovery vehicles) or specialized equipment.
11. If selected, the business must provide response times that are reasonable (20 minutes for District 52)
12. If selected, the service must complete required paperwork in a timely fashion.

B. ADDITIONAL FACTORS THAT MAY BE CONSIDERED BY THE INDIANA STATE POLICE:

1. Complete fee schedule.
2. Adequate equipment to address the specific needs of the ISP District.

C. ATTACHMENTS: THE FOLLOWING DOCUMENTATION MUST BE ATTACHED BEFORE YOUR APPLICATION CAN BE PROCESSED.

1. Copy of required insurance and liability coverage under IC 9-25-4-6.
2. Copy of your current fee schedule (must include service and all additional fees) as submitted on attached schedule.

ISP has established three (3) separate classes of tow services, which may be incorporated into separate tow rotations in each District, as necessary and determined by the District Commander.

1. Heavy Duty Towing
 - a. OPERATORS in Allen, Clark, Lake, Marion, and Vanderburgh Counties shall own and maintain at least three (3) – three (3) axle (or larger) tow trucks with a manufacturer's Gross Vehicle Weight Rating (GVWR) greater than 26,001 pounds. OPERATORS in all other counties may be allowed to operate a minimum of two (2) – three (3) axle tow trucks at the discretion of the DISTRICT COMMANDER. The truck shall be equipped with air brakes and must be capable of providing air to the towed vehicle. This class will service the routine towing needs for abandoned, impounded, and trucks/tractors/trailers that are not badly damaged, over-turned or do not require special recovery/towing techniques or equipment.

- b. The OPERATOR must maintain insurance and liability coverage at or above the federal guidelines for heavy duty towing operators.

2. Light/Medium Duty

- a. OPERATORS in Allen, Clark, Lake, Marion, and Vanderburgh Counties shall own and maintain a minimum of four (4) tow trucks with a manufacturer's Gross Vehicle weight Rating (GVWR) less than 26,000 pounds with wheel lift capability. OPERATORS in all other counties may be allowed to operate a minimum of three (3) tow trucks with a manufacturer's Gross Vehicle weight Rating (GVWR) less than 26,000 pounds with wheel lift capability, at the discretion of the DISTRICT COMMANDER. At least one tow truck **must** be a slide bed truck.
- b. To properly and safely tow and service the wide variety of vehicles being operated on the highway, a towing procedure may require the use of auxiliary equipment specifically designed for the purpose. This auxiliary equipment should be used when recommended. The OPERATOR should submit a listing of specialized service and auxiliary equipment available from their business (please specify if the OPERATOR owns such equipment).

3. Recovery

- a. In addition of meeting the requirements for Heavy Duty Operations, a Recovery OPERATOR shall **OWN** and maintain at least one 40 ton (or larger) tow truck with a rotating boom and out-riggers for stabilizing the wrecker. This class will service the specialized towing needs of abandoned, impounded, and wrecked trucks/tractors/trailers that are over-turned or that may require special recovery/towing techniques or equipment. The emphasis for this class is to enhance the "interest of public safety" by opening driving lanes of the interstate or state highway faster, requiring the restriction of lanes less frequently, and restricting them for a shorter duration of time. A higher level of performance expectation will be placed on this class of OPERATOR, requiring a higher level of skills, knowledge, equipment, and professionalism.
- b. The OPERATOR must **OWN** an air bag recovery system used to assist in uprighting overturned tractor-trailer combinations and must be trained and experienced in the system's use. Specific air bags designed for tanker uprighting are optional.
- c. The OPERATOR must employ properly trained and qualified heavy duty vehicle recovery operators, including tanker recovery, hazardous material transporting, recovery winching, load shifting, air bag systems, and single lane uprighting techniques.
- d. The OPERATOR must **OWN** a "box" type (48 foot minimum) semi-trailer and an "equipment roll off" type (48 foot minimum) trailer with winch that can be used to facilitate the removal of cargo which requires off loading at a recovery site. Additionally, the OPERATOR must own or have immediate access to other specialized equipment such as refrigerated and tanker trailers, mechanical broom street sweeper, livestock trailers and experienced livestock handlers, front-end loaders, fork trucks, etc. used to recover spilled, lost, or damaged loads. Note: A 48-foot or larger refrigerated semi-trailer may be substituted for the "box" type trailer requirement listed above.

Total number of Recovery Vehicles to be used by applicant (40 ton or larger with rotating boom and out-riggers)

Total number of Heavy Duty Vehicles to be used by applicant (Recovery Vehicles have a GVWR which is greater than 26,000 lbs.)

Total number of Light/Medium Vehicles to be used by applicant (Recovery Vehicles have a GVWR equal to or less than 26,000 lbs.)

Schedule A Rates and Fees

HEAVY DUTY

RATE AND FEE LIST

- A) Standard hook up and tow
- B) Labor rate
- C) Per mile tow rate
- D) Service call rate (if applicable)
- E) Inside Storage rate
- F) Outside Storage rate

Any additional charges please list:

- G)
- H)
- I)
- J)

LIGHT/MEDIUM DUTY

RATE AND FEE LIST

- A) Standard hook up and tow
- B) Labor rate
- C) Per mile tow rate
- D) Service call rate (if applicable)
- E) Inside Storage rate
- F) Outside Storage rate

Any additional charges please list:

- G)
- H)
- I)
- J)

RECOVERY

RATE AND FEE LIST

- A) Standard hook up and tow
- B) Labor rate
- C) Per mile tow rate
- D) Service call rate (if applicable)
- E) Inside Storage rate
- F) Outside Storage rate

Any additional charges please list:

- G)
- H)
- I)
- J)
