

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
OFFICE OF STATE POLICE
TOWING AND RECOVERY UNIT

Revised July 2009 wwg

TROOP TOW ROTATION LIST

NEW COMPANY APPLICATION REQUEST

BUSINESS NAME	DATE	TROOP ZONE	BUSINESS PHONE NUMBER	
STREET ADDRESS. P.O.	CITY	STATE	ZIP	PARISH
DATE OF TOW SERVICE IN OPERATION	STORAGE FACILITY LICENSE NUMBER			

LIST BELOW NAME(S) OF OWNERS OR OFFICERS, IF A CORPORATION

NAME	ADDRESS	DL#& STATE
1.		
2.		
3.		

A. COMPANIES MUST MEET THE FOLLOWING QUALIFICATIONS AND OTHERS REQUIREMENTS LISTED IN THE LSP PROCEDURAL ORDERS AND OPERATIONAL REQUIREMENTS OF TOW TRUCKS:

1. Must have been in business at the current location for one year actively towing and storing vehicles.
2. Must have adequate space to store a minimum of 20 vehicles.
3. Must have phone number listed in local telephone directory.
4. Towing and storage business, Tow trucks and records must be located in the service zone applied for.
5. Business facility must be equipped with communications equipment capable of providing direct contact between the troop and the tow company representative and must have ability to maintain communication with the tow truck operator responding to a call from state police.
6. 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.
7. The storage facility area shall be enclosed by a 6 foot fence or other LSP approval physical barrier, either of which shall be sufficient to deter trespass.
8. Must maintain the required insurance as set in title 55:1915
9. Must maintain a valid Storage Inspection License for each storage location issued by Towing and Recovery Unit.
10. Companies will immediately notify the Towing and Recovery Unit, in writing, of any change in location or ownership.
11. I agree that companies and employees will abide by all state and federal laws including, but not limited to, LRS 32:1711, et seq., LAC 55:1901 et seq., CFR Title 14:133, LRS 14:133, all local ordinances and, if company is granted authorized wrecker status, the State Police Operational Requirements for Tow Companies, Procedural Orders and directives issued by Troop Commander or the Towing Unit Supervisor.
12. I understand that any violations of the laws, rules, orders or regulations will result in the Troop Commander or the Towing and Recovery Supervisor (at the discretion) suspending, fining or remove a wrecker company from the State Police Rotation List. A Company may also be suspended or removed for any actions or conduct which may reflect unfavorably on the Louisiana State Police.

B. IF APPROVED BY THE TROOP COMMANDER AND THE TOWING & RECOVERY SUPERVISOR THE FOLLOWING DOCUMENTATION WILL LATER BE REQUESTED AFTER REVIEW OF YOUR APPLICATION

1. Written request to be placed on the LSP Troop Rotation List.
2. Owner/Officer Application Form TR-1, signed and notarized w/ seal.
3. State Police Rotation Towing Company Application Form TR-2 to be placed on LSP Troop Rotation List.
4. Application for approval as state police authorized towing service (DPSSP 3614- one for each tow truck)
5. Copy of required insurance (Vehicle Liability \$500,000; Garage Liability \$50,000; Garage Keepers Liability \$50,000; In Towing \$25,000)
6. Copy of LA Registration for each tow truck.
7. Copy of Storage Inspector License for each storage license.
8. Completed Owner/Driver/Employee List.
9. Copy of Driver's License for all drivers and owners (include Medical Examiners Certificated, if applicable)
10. Owner information sheet. (Signed and Notarized)
11. Copy of company telephone listing on local telephone directory.
12. Copy of your current tow invoice/ tow slip.