

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

OFFICE OF STATE POLICE

TOWING AND RECOVERY

TROOP TOW ROTATION LIST -COMPANY APPLICATION REQUEST

Troop Tow Rotation List – Owner/Officer Application Form (TR-1)

Instructions: One to be filled out by each owner or officer, if a corporation.

Applicant Information

Owner/Officer Name: _____ Driver's License #: _____

Home Phone #: _____ Cell #: _____ Email: _____

Business Name: _____ Storage Facility License #: _____

Street Address (No P.O. Box): _____

City: _____ State: _____ Zip Code: _____ Parish: _____

Mailing Address (if different): _____

Business Phone Number: _____ Troop Zone: _____

I would like to have my Towing service considered for use on the State Police Troop _____ Rotation List.

Eligibility Questions

#	Question	Response
1.	Have you or any of your employees ever been convicted of a crime other than a traffic violation? If yes, explain (name/dates/offenses). <i>Explanation (if applicable):</i>	☐ Yes ☐ No
2.	Have you ever been denied application to serve on a Louisiana State Police tow rotation list? If yes, provide details (dates/reasons). <i>Explanation (if applicable):</i>	☐ Yes ☐ No
3.	Have you actively operated a towing and storage business at the listed location and troop zone for at least one year?	☐ Yes ☐ No
4.	Do you own, in whole or in part, any other towing or storage company? If yes, list name, address and ownership. <i>Explanation (if applicable):</i>	☐ Yes ☐ No
5.	Will you and your employees abide by all state and federal law including, but not limited to, LSR 32:1711, et seq., LAC 55:1901 et seq., CFR Title 49, LSR 14:133, all local ordinances and if your company is granted authorized wrecker status, the State Police Operational Requirements for Tow Companies, LSP Procedural Orders and directives issued by Troop Commanders and the towing unit supervisor?	☐ Yes ☐ No

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#	Question	Response
6.	Do you understand that any violations of laws, rules, regulations or orders may result in the Troop Commander, Towing and Recovery Unit Supervisor or their designees (at their discretion) suspending, fining or removing a wrecker company from the State Police Rotation List. Do you further understand that a company may also be suspended or removed for any actions or conduct which may reflect unfavorably on the Louisiana State Police?	☐ Yes ☐ No
7.	Do you understand that making application does not guaranty that you will be put on the State Police Tow Rotation List and that you may remain on the list at the sole discretion of the State Police? Serving on State Police rotation is a privilege, not a right.	☐ Yes ☐ No

Tow Vehicles and Storage Information

- Total number of tow vehicles to be used by applicant; which are **10,000 to 20,000 lbs. GVWR.** _____
- Total number of tow vehicles to be used by applicant; which are **20,001 lbs. or more GVWR** _____
- Total number of **storage location(s)** used by applicant. _____

Applicant Certification and Acknowledgements

- ☐ I understand this application will have to be renewed annually and failure to honor the conditions of this application will result in the application and any subsequent approval being rescinded.
- ☐ Attached are my complete application forms for authorized wrecker status (one for each vehicle) and my towing driver's list.
- ☐ I understand that removable personal items shall not purposely be kept until payment is rendered. These items and any other personal effects will be released to the owner upon request if there is not police hold on them.
- ☐ Any evidence of over-charging, inconsistent practices, unethical business practices, failing to pay assessed fines or fees owed to the state or any other practice which unfavorably reflects on the state police in any way shall result in the towing company's removal from the rotation list. I further agree to pay any assessed monetary fines to the LSP Towing Unit for any towing/storage violations of the State Police Procedural Orders committed by me, my company and/ or employees.
- ☐ I agree that I will only utilize tow trucks that have been approved by State Police and display a valid "Troop Rotation Permit" for State Police initiated calls and that all company tow trucks operating on public roads shall have been inspected and permitted prior to their use.
- ☐ I also agree that I will make application and pay the appropriate fees for a Storage Inspection License for each of the storage locations used by my company during the (fiscal year) contact period.
- ☐ I hereby certify and attest that the statements made herein are true and correct and that I am familiar with the provisions of the laws and rules which this application is make; namely LAC 55:1901 et seq., LRS 32:1711 et seq., CFR 49 (Federal Motor Carrier) and Louisiana State Police Policy and Procedures on Operational Requirements for Tow Trucks.

Applicant Signature Section

Signature of Applicant

Date

Notary Section

Notary Signature and Stamp

Date

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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 and of any Tow Truck additions or changes.
11. I agree that this company 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 their discretion) suspending, fining or removing a tow 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. ATTACHMENTS: THE FOLLOWING DOCUMENTATION MUST BE ATTACHED BEFORE YOUR APPLICATION CAN BE PROCESSED.

- ☐ Owner/Officer Application Form **TR-1** signed and notarized w/ seal.
- ☐ Application for approval as state police authorized towing service (**DPSSP 3614- one for each tow truck**)
- ☐ Copy of required insurance (Vehicle Liability \$500,000; Garage Liability \$50,000; Garage Keepers Liability \$50,000; In Towing \$25,000)
- ☐ Copy of LA Registration for each tow truck.
- ☐ Copy of Storage Inspector License for each storage license.
- ☐ Completed Owner/Driver/Employee List.
- ☐ Copy of Driver's License for all owners, drivers and employees (include Medical Examiners Certificate, if applicable)
- ☐ Copy of company telephone listing in the local telephone directory.
- ☐ Copy of your current tow invoice/ tow slip.