



VIRGINIA DEPARTMENT OF TRANSPORTATION

TOWING AND RECOVERY INCENTIVE PILOT PROGRAM

T.R.I.P.



2017

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Virginia Towing and Recovery Incentive Program

TRIP

Introduction

Virginia's Towing and Recovery Incentive Program (TRIP) will pay heavy-duty towing and recovery companies monetary bonuses for the quick clearance of large commercial vehicle incidents in designated areas. The Program is designed to promote safe, quick clearance of commercial vehicle incidents in an effort to reduce congestion, crashes and secondary incidents.

TRIP is a result of collaboration among several Virginia organizations. The Virginia Department of Transportation (VDOT), the Virginia State Police (VSP) in close coordination with the members of the Virginia Statewide Traffic Incident Management Committee have determined this new and innovative solution for congestion mitigation in Virginia will help to reduce the impact of major traffic incidents while meeting aggressive clearance goals.

TRIP is based on a comprehensive set of guidelines designed to ensure only well-trained, competent operators with proper heavy duty equipment are dispatched to large commercial vehicle incidents that have a significant impact on major interstate traffic. These guidelines replace long-standing policies that do not require modern hydraulic wreckers or formally-trained operators. These new guidelines also require support equipment to address the prompt cleanup of spilled loads and vehicle fluids as well as the ability to provide required traffic control and scene safety devices.

Locally based towing and recovery companies have an open invitation to participate in this Program. Once the guidelines outlined in this document are met, a company may be added to the Program and will become eligible to receive a monetary incentive for prompt response to an incident and quick clearance of the highway within established time parameters.

Program Objectives

TRIP's key objective is the facilitation of quick and safe clearance of commercial vehicle crashes through the improvement of towing standards, procedures and training. This Program will improve incident management while building a mutually beneficial relationship within the towing community by making it more profitable for them to meet quick clearance goals. TRIP is designed to reduce the impact of major traffic incidents in by establishing travel lane clearance goals of 90 minutes or less.

Program Benefits

TRIP will benefit emergency responders, traveling motorists, and anyone concerned about traffic incidents in the region by facilitating the quick clearance of large commercial vehicle incidents, resulting in a reduction of congestion and secondary incidents.

Responders will benefit from increased safety with decreased time and exposure on the dangerous interstates during incident clearance.

The benefits for the traveling motorists will be interstate reliability, increased safety, saved time and less fuel consumption. The entire region can benefit from the saved costs from reduced congestion and secondary incidents. Towing and recovery companies will benefit from the safety resulting from proper training and monetary incentives given for well trained operators, proper equipment and quick clearance.

Performance Measures

Performance measures are the key to validating the improvements and benefits of TRIP to the region, traveling motorists and transportation agencies. The following measures will be calculated to show long-term benefits in the Program:

- Reduction in Response Times
- Improvement in Roadway Clearance Times
- Reduction in Travel-Lane Blockage
- Reduction in Incident Clearance Times

Program Boundaries

The Program will cover only pre-identified interstate routes.

- I-295 corridor
- I-95 approximately from mile marker 92 to 31
- I-195 corridor
- I-64 approximately from mile marker 167 to 220
- I-85 from I-95 interchange to approximately mile marker 42

1. Relationship of the Parties

VDOT shall grant to the Heavy Vehicle Recovery Company (“COMPANY”) a nonexclusive privilege to provide vehicle recovery and incident scene clearance services, for a designated section(s) of the Interstate System.

The COMPANY agrees to provide the professional vehicle recovery services in accordance with the terms and conditions contained herein and in compliance with all the Virginia State Police wrecker qualifications and VDOT rules and regulations. The COMPANY also agrees to abide by all state and local police wrecker regulations and applicable provisions of the Virginia Motor Vehicle Statutes.

The COMPANY’S relationship to VDOT is that of an independent contractor authorized to perform vehicle recovery and incident scene clearance services on a designated section(s) of Interstate System in strict compliance with the terms and conditions contained herein.

Should VDOT determine that the COMPANY under these Program Specifications is unable to assist, perform or provide adequate services or equipment, VDOT reserves the right to request additional services or equipment from any available source. VDOT also reserves the right to modify or cancel the assigned section, zone or territory covered by the COMPANY due to poor performance with 30 days notice to the affected COMPANY (S), except for in extreme cases, where termination or suspension may be immediate.

The COMPANY and all of their operators, employees and sub-let contractors shall cooperate and comply with the instructions and guidance pertaining to incident scene safety, vehicle positioning and traffic control from VDOT officials, VSP Troopers or Safety Service Patrol Supervisor or Manager

2. Terms and Agreement

2.1. TRIP Activity Review Meeting

The COMPANY agrees to attend a monthly TRIP Activity Review meeting each month to review the previous months TRIP activations. This review will use an after-event learning process to achieve continuous improvement by building on successes while correcting mistakes. The TRIP Activity Review will be used to reach a consensus between the COMPANY and TRIP program manager, to collect feedback in order to improve incident recoveries and to approve invoices for payment. In addition to the monthly scheduled TRIP Review meeting, the Company may be asked to attend individual After Action Review meetings to review the specifics of a particular crash deemed worthy of immediate attention and closer scrutiny.

2.2. Highway Safety Vests

The COMPANY agrees to have all personnel wear regulation Highway Safety Vests according to Code of Federal Regulations 23 CFR Part 634 stating:

All workers within the right-of-way of a Federal-aid highway who are exposed either to traffic (vehicles using the highway for purposes of travel) or to construction equipment within the work area shall wear high-visibility safety apparel.

All persons responding on behalf of the COMPANY must wear ANSI Class 3 compliant high visibility safety vest or equivalently compliant ensemble.

1. Failure to comply with the Highway Safety Vest requirements as stated above by the Company and/or any of the Company's owners, operators, employees or agents, will result in the immediate forfeit of any incentive payment for the incident where the violation occurred. It will be the COMPANY's sole responsibility to ensure program compliance with all onsite personnel as well as all sub-contractors or mutual aid entities.

2.3. Books, Records and Invoices

The COMPANY agrees to maintain accurate records of services provided under these Specifications for vehicle recovery, scene clearance and towing. The COMPANY'S books and records pertinent to any VDOT requested vehicle recovery services shall be made available for inspection upon request from VDOT or appropriate law enforcement agencies. Furthermore, the COMPANY agrees to provide VDOT with a VDOT TRIP Manager's approved invoice for mobilization or crash vehicle relocation and scene clearance activities rendered under these Specifications within five (5) days of the crash date. The completed invoice shall include a detailed description of the incident, the location with cross street or mile marker and direction, the date, and the time of the incident, including a notation of the exact time the Incident Commander issued a "notice to proceed" and the exact time the Incident Commander issued an "all lanes opened" for traffic notice. Digital photo documentation of the scene is highly encouraged but not required by the COMPANY. This type of documentation will be helpful in validating invoices submitted for incentive payments. It will be the responsibility of the COMPANY to submit signed invoices to VDOT for payment.

2.4. Response Requirements

The COMPANY agrees to provide the services outlined in this document on a twenty-four (24)-hour-per-day basis, seven (7)-days-per-week. The COMPANY will continually maintain with VDOT Transportation Operations Center (TOC) a designated telephone number at which a live representative of the COMPANY can be reached twenty-four (24) hours-per-day, seven (7)-days-per-week, on a direct phone line. The use of pagers, answering services or voicemail systems is not acceptable.

The COMPANY must have a certified heavy recovery supervisor available to respond to the incident scene when notified by VDOT within forty-five (45) minutes between the hours of 5:30am and 7:00pm, Monday – Friday and within sixty (60) minutes at any other time outside of these hours. The supervisor is not required to have with them all necessary equipment when they arrive on scene as he/she may be coming from a location separate from where equipment is stored. However, equipment is expected to arrive on-scene within the time frames specified in the sections below.

The COMPANY will dispatch two (2) Heavy Duty Recovery Trucks, as defined in Section 6 of this document, and a Support Truck with all required equipment. All trucks must arrive on the scene within forty-five (45) minutes between the hours of 5:30am and 7:00pm, Monday - Friday and within sixty (60) minutes any other time outside of these hours to qualify for incentives detailed in Section 6. Any additional specialized equipment defined herein shall also be deployed to the scene within sixty (60) minutes after request for this equipment by the Incident Commander or VDOT TOC. The need for additional follow-up equipment from the COMPANY or from an approved sub-let vendor shall be jointly decided on and approved by on-scene VDOT managers with input by other agency incident commanders and COMPANY representatives.

The COMPANY will not transfer a call for services to another company. A missed call will be considered a failure to meet the Program Specifications and may be cause for disciplinary action up to and

including suspension or removal from TRIP. If the COMPANY is using the required heavy-recovery equipment elsewhere and it is not available for TRIP activation, a representative must immediately notify the VDOT TOC that the equipment is out of service and the COMPANY cannot respond. The representative of the COMPANY should call back when all equipment is available again to place the COMPANY back in “on-call and in-service” mode.

The COMPANY will notify the VDOT TOC of its “actual” response time if a representative cannot respond within the prescribed time frames. The COMPANY will always provide the TOC with estimated time of arrival (ETA’s) of the entire response crew and their equipment. The COMPANY will also advise the TOC of the time of any subsequent arrivals and/or departures of additional equipment or personnel deemed necessary to perform recovery operations. This will help ensure an accurate accounting of all response and recovery time lines.

As part of its application to participate in TRIP, the COMPANY must supply a detailed account of all mutual aid, support or collaborative partnerships with other TRIP companies, TRIP Operators and/or Supervisors, and/or service providers (including HAZMAT operators). TRIP managers will retain and observe these records for the term of the TRIP route assignments.

TRIP companies are permitted to supply approved TRIP Operators, Supervisors and equipment to each other to render mutual aid and in consideration for meeting their response and clearance obligations, however each COMPANY must independently qualify for TRIP consideration and participation.

No other personnel will be accepted as approved TRIP participants for the sake of meeting TRIP response requirements.

2.5. Termination

VDOT reserves the right to terminate the COMPANY as a participant in this Program for not meeting the Specification outlined here-in. Termination for cause would be effective thirty (30) days after written notice to the COMPANY by certified mail, except for in extreme cases, where termination may be immediate. The COMPANY has the right to meet with VDOT representative(s) and seek alternative remedies prior to termination. VDOT reserves the right to terminate the COMPANY as a participant in this Program for any cause.

VDOT will establish an oversight committee to review and make determinations regarding all business generated by the TRIP program. This committee will periodically review performance and provide recommendations for any disciplinary actions for failure to meet TRIP program goals.

Termination of the COMPANY’S right to do business in the Commonwealth of Virginia or any of its political sub-divisions under the existing name shall be grounds for immediate termination of the COMPANY as a participant in this Program. A change in ownership will require a new application filed within 60 days and inspection process prior to reinstatement to TRIP.

2.6. Indemnity and Insurance

The COMPANY shall maintain all insurance coverage in compliance with Virginia law. In addition, the COMPANY will indemnify and hold harmless the Virginia Department of Transportation their officials, officers employees, consultants and agents from and against any and all liabilities, claims, injuries, damages, penalties, actions, suits, losses, costs, expenses and attorneys' fees resulting from or arising out of VDOT requests for vehicle recovery services or incident scene clearance on the Interstate System.

2.7. Miscellaneous Penalty Assessment

This is a non-exclusive arrangement. VDOT reserves the right to request other companies or local or state resources to perform vehicle recovery and incident scene clearance within this or any other section of the interstate system at any time.

If the COMPANY is contacted by a vehicle owner, another governmental agency, or a third party (other than VDOT or its authorized representative) to respond to or provide heavy duty recovery or towing services, the COMPANY shall notify the VDOT TOC immediately. The TOC will document the details of the request to coordinate the response to avoid any confusion. If it is determined that the COMPANY has provided heavy duty recovery or towing services on a TRIP scene without being authorized by the TOC, the following penalties will occur in sequential order:

- 1st Offense: The COMPANY will forfeit the next \$2500 or \$3500 incentive payment following the offense.
- 2nd Offense: The COMPANY will forfeit the next three (3) \$2500 or \$3500 incentive payments following the offense.
- 3rd Offense: The COMPANY will forfeit the next five (5) \$2500 or \$3500 incentive payments following the offense and could be removed from the program.

The on-scene COMPANY supervisor will report to the command post, police supervisor, or VDOT supervisor upon arrival. The COMPANY supervisor will participate in recovery discussions and participate in the 'Unified Command Process' with the incident commanders. All communications from the COMPANY to VDOT or any other off-scene public agency personnel will be routed through the TOC or will take place in person with the on-scene Incident Commander. The Incident Commander on scene will issue the Notice to Proceed (NTP) and advise the T.O.C of the start time, and all subsequent timelines.

The COMPANY or any of its owners, operators, employees or agents will not provide any gratuities, commissions, kick-backs or complimentary services of any kind to any VDOT, VSP or local agency officials, officers, employees or consultants.

The COMPANY or any of its owners, operators, employees or agents will not discuss, in an attempt to influence, activating TRIP with any on-scene incident responder prior to official Notice to Proceed from

the on scene Incident Commander. For example, the Company shall not “persuade” or “advise” on-scene responders to activate a TRIP incident. If it is determined that the COMPANY has, in any way, tried to influence the decision to activate TRIP, the following penalties will occur in sequential order:

- 1st Offense: The COMPANY will receive no payment including Flat Rate Service Charge or Emergency Response and Mobilization Incentive.
- 2nd Offense: The COMPANY will be suspended from the Program for three (3) months.
- 3rd Offense: The COMPANY will be removed from the Program.

These offenses will be documented, including written notification to the COMPANY, and will be retained for the duration of the COMPANY’s involvement in a two-year TRIP route assignment and may be considered during future route assignments.

2.8 Recovery Zones

Wrecker Companies interested in participating in TRIP must submit an application to VDOT per the steps provided in the TRIP Applications (Appendix A). Applications will be accepted every two (2) years only, starting in June of 2017, per the final schedule:

- Open enrollment period starts: June 2017
- Application Deadline: August 1, 2017
- Full equipment acquisition deadline: October 15, 2017
- Manager application review, company corrections, re-submittals if necessary: August & September, 2017
- Site inspections: October 2017
- Route Review & Coordination: Begins October 2017
- Route Activations: December, 2017

Routes will be determined every 2 years, depending on the applications received and the outcome of route negotiations with each company. Routes shall be reviewed as needed and changes based on circumstance. The need to adjust a route is solely at the discretion of VDOT and will be based on operational needs.

TRIP managers, who will be jointly appointed by VDOT as the representatives for those organizations under this Program, will perform initial reviews of submitted applications to verify completeness and general resource qualifications; schedule necessary meetings or teleconferences with applicants to discuss the Program in detail and offer the opportunity to answer questions; and qualify applicants. Qualified applicants will then be contacted and visited by Program representatives for an on-site inspection validating compliance with both staff and equipment requirements and stated company ability to perform the required quick clearance functions.

In the next step of the process, VDOT will review and coordinate with the COMPANY to establish the “**recovery zone(s)**” assigned to the applicant(s). The COMPANY need not be located within the zone boundaries, but they must demonstrate the ability to mobilize and respond to calls within the indicated response time requirements.

VDOT may review the geographic limits of the Program and the recovery zone boundaries periodically to ensure that the level of service in each zone is consistent with the 45-60 minute response and 90 minute quick clearance goals of all driving lanes.

The number of TRIP Service Providers assigned to a recovery zone is not expected to be more than one service provider. However, it is possible to have recovery zones with multiple TRIP Service Providers. If two TRIP Service Providers are selected for the same service area, a determination of how assignment of calls will be made. For example; the TRIP Service Providers could be dispatched to calls on a rotating basis by alternating call outs. Also, recovery zones with two Service Providers may be assigned by direction, with each service provider responsible for different directions of travel within the same service area. These types of situations will be determined by criteria such as: limited access points, congestion, number of historical crashes, response times, or any other factor that may impact the program.

By letter of authorization, VDOT will identify an approved company as the **Preferred Vehicle Recovery and Incident Scene Clearance Provider** (as outlined herein) for said zone or section of the mainline interstate, including all interchange ramps and approaches within the Right-of Way under the operational control of VDOT.

3. Qualifications

3.1. Company Requirements

1. The ultimate equitable owner/owners of all the COMPANIES participating must have been in the heavy duty towing and recovery business for a minimum of three (3) years prior to applying for participation as a TRIP contractor.
2. The COMPANY must meet applicable county, city and state registration requirements and maintain all required occupational and business licenses.
3. The COMPANY must comply with all rules and requirements and provide evidence of current and valid insurance coverage.
4. The COMPANY must maintain proper, current Commercial Drivers License (CDL) records in compliance with the Virginia Department of Motor Vehicles as well as complete the VDOT approved towing and recovery training and certification documentation. All required records and files shall be made available for inspection by the VDOT or their authorized agents upon request.
5. The COMPANY staff members who will be responding to TRIP call-outs must be proficient in "Traffic Incident Management and Quick Clearance" practices. The COMPANY'S towing and recovery staff identified in the TRIP application will be required to demonstrate (upon request)

their knowledge and ability to perform the following expedited roadway clearance and incident scene safety procedures:

- Single lane up-righting of a loaded tractor trailer (wreckers and the casualty within a 24 foot lateral space).
- Multiple techniques for the relocation of overturned heavy trucks, including tractor trailers from travel lanes while loaded (100 feet minimum).
- Safe work zone setup utilizing, at a minimum, advanced warning signs and an arrow board and traffic cones as outlined in the Virginia Work Area Protection Manual.
- Containment and mitigation of accidental discharges of motor vehicle fluids (non-cargo)—primarily diesel fuel, including application of traction enhancement material.
- Clearance of non-hazardous spilled cargo and debris at large crash scenes (utilizing equipment with a bucket and a broom).

3.2. Staff Requirements

At least one TRIP certified supervisor must be on scene at all times in addition to a minimum of two certified operators. All operators must have a valid CDL and must have successfully completed the required training and obtained certification with all required endorsements. Supervisors must have the appropriate class of driver's license for the vehicles that they will be operating.

The training requirements set by VDOT and are intended to be consistent with or exceeding the standards developed by the Towing and Recovery Association of America (TRAA) under Federal Highway Administration (FHWA) sponsorship.

3.2.1. OPERATORS

Each TRIP operator will operate under the National Incident Management Systems (NIMS) Unified Command process and quick clearance guidelines.

Required training to qualify as a TRIP operator:

- Level I TRIP Towing and Recovery Operator Training.

Towing companies may register their employees using the following link:

[https://www1.wreckmaster.com/parsons-trip-program-richmond-va/\[www1.wreckmaster.com\]](https://www1.wreckmaster.com/parsons-trip-program-richmond-va/[www1.wreckmaster.com])

OR

[VDOT Pilot TRIP Program\[www1.wreckmaster.com\]](#)

Required Endorsements:

- Hazardous Materials Awareness
- NIMS 700 (National Incident Management Systems)
- NIMS 100
- SHRP 2 Responder Training

All responding towing and recovery operators working under the direction of the on-scene supervisor shall be fully qualified (including all necessary training) to operate all the equipment deployed to the scene (including but not limited to trucks, loaders, skid steer bucket and sweeper).

3.2.2. SUPERVISORS

Each TRIP call from the VDOT TOC for incident scene clearance will require an owner, manager, or crew leader who has been approved by VDOT. This person will serve as the on-scene supervisor and will become the incident commander for towing and recovery. He/she will operate under the National Incident Management Systems (NIMS) Unified Command process.

Required training to qualify as a TRIP supervisor:

- Level 1 TRIP Towing and Recovery Operator Training.
- Level 2 TRIP Towing and Recovery Operator Training.

Towing companies may register their employees using the following link:

[https://www1.wreckmaster.com/parsons-trip-program-richmond-va/\[www1.wreckmaster.com\]](https://www1.wreckmaster.com/parsons-trip-program-richmond-va/[www1.wreckmaster.com])

OR

[VDOT Pilot TRIP Program\[www1.wreckmaster.com\]](#)

Required Endorsements:

- Hazardous Materials Awareness
- NIMS 700 (National Incident Management Systems)
- NIMS 100
- SHRP 2 Responder Training
- Virginia Work Area Protections Manual WAPM (Basic course)

3.2.3. SUPERVISOR-IN-TRAINING

VDOT strongly endorses training, education and certification in the towing and recovery industry. To qualify and advance to supervisor under this Program, an experienced operator must attend formal approved training courses and obtain TRIP supervisor level certification. After review, qualified applicants will be added to the approved supervisor list.

Records of training and certification endorsements for all supervisors and operators will be maintained and updated by the COMPANY and made available to VDOT program managers upon request at the COMPANY offices.

3.3. Proper Identification

All operators and supervisors should wear an official TRIP photo ID, which will be provided by VDOT upon successful registration to the Program. This ID identifies them to the other on-scene officials. It should also contain verification of their level of certification with all endorsements. Additional needed personnel are allowed on-scene without TRIP badges as long as one supervisor and two operators, at a minimum, are on-scene at all times.

Additionally, all TRIP participant vehicles will be issued emblems to affix to each vehicle. Each COMPANY will be required to provide full vehicle identification including registration information before any emblems will be issued. If a vehicle is taken out of service, or if a COMPANY is no longer a participant, all emblems must be returned to VDOT.

4. Compensation

4.1. Billing Vehicle Owners

The COMPANY agrees to seek all compensation for actual vehicle recovery and towing services performed pursuant to this Program solely from the owner of the vehicle or their insurance company. The COMPANY agrees that no claim for compensation will be made to VDOT, or any Public Safety agency or their employees or agents for any recovery or towing services.

4.2. Emergency Response Incentive

Companies will receive an incentive if the incident meets the conditions of either Event Type 1 *or* Event Type 2, as set forth below. Each incident will only be categorized under one of the two event types. Under no circumstances will a company receive incentives corresponding with both event types for a single incident.

Event Type 1

VDOT agrees to pay a **Flat Rate Service Charge of \$600** in the following situations:

1. The COMPANY is contacted by VDOT TOC, mobilizes, and arrives at the crash scene with two wreckers and the support vehicle within forty-five (45) minutes between the hours of 5:30am and 7:00pm Monday - Friday and within sixty (60) minutes any other time outside of these time and day boundaries, **AND**
2. A second towing and recovery firm hired or engaged by the vehicle owner is allowed by VDOT and the Public Safety incident managers to complete the clearance of the incident and towing of the vehicles.

In the event of any lane blockage, the Towing Firm hired by the vehicle owner will not be authorized to provide recovery services for the clearance portion of the TRIP. Once lanes have been cleared and traffic is restored, the vehicle owner may then elect to have their hired Towing Firm participate, who will then coordinate with the TRIP COMPANY to facilitate scene clearance.

OR

Event Type 2

VDOT agrees to pay an **emergency response and mobilization incentive** payment of \$2500 if two wreckers and one support truck:

1. Have responded to the incident scene with all requested recovery, clearance and traffic control equipment and necessary personnel within forty-five (45) minutes between the hours of 5:30am and 7:00pm Monday - Friday and within sixty (60) minutes any other time outside of these time and day boundaries from the official notification by the VDOT TMC, **AND**
2. Have completed the removal and clearance of all crash scene vehicles, cargo, debris and non-hazardous vehicle fluids from all travel lanes and opened them to traffic within ninety (90) minutes after the official notice to proceed (NTP) was given by the Incident Commander. **AND**
3. Have the approval of the VDOT on-scene incident manager verifying conditions 1 and 2 above were met.

If any of the additional special equipment outlined in Section 7.2 and 7.3 (**with the exception of the support vehicle with an enclosed, utility body and/or a tandem axle, enclosed utility trailer**) is needed and coordinated with the on-scene Incident Commander **and** arrives on-scene within the required response time outlined above, an additional \$1,000 is offered for a maximum total **emergency response and mobilization incentive** payment of \$3,500. **Note:** VDOT documented “**notice to proceed**” and “**all lanes open**” times recorded at the VDOT TOC

4.3. Forfeiture of Mobilization Compensation

Emergency Response and Mobilization Incentive payment will not be paid if any of the following are true:

1. The required equipment and personnel failed to arrive on scene in the established time.
2. The COMPANY has not completed all required work needed to open travel lanes.

3. All travel lanes are not open to traffic **ninety (90) minutes** after notice to proceed.

However, if the COMPANY is ordered to stop their roadway clearance activity by Fire Rescue, Public Safety or an Incident Commander, and placed on stand-by status, the COMPANY will not be penalized for the time they were delayed and shall receive payment if the total time spent clearing the incident is 90 minutes or less. This extended time must be documented by the VDOT TOC and verified by an on-scene manager or their authorized representative.

4.4. Liquidated Damages

If the COMPANY has not completed the removal and clearance of the vehicles, non-hazardous cargo, debris and vehicle fluids within three (3) hours from the Notice to Proceed (NTP) and/or all travel lanes are not open to traffic as a result, a flat rate of **\$600** can be assessed against the COMPANY at the discretion of the VDOT TRIP Project Manager, except where the COMPANY has been ordered to stop roadway clearance activity by the VDOT incident commander or an appropriate law enforcement official in charge of the incident.

The following exemptions are allowed as part of the Liquidated Damages Provisions:

1. Incidents involving trucks hauling a Hazardous Material cargo that require special precautions by direction of the incident commanders.
2. Incidents involving damage to the roadway infrastructure that prohibit reopening the travel lanes.
3. Upon direction of the VDOT TRIP program manager.

5. Criteria for Activating Program

A. Truck Tractor Semi-Trailer Combinations (DOT Class 8)

- Rollover blocking any of the travel lanes
- Multiple truck crash
- Jack-knifed and not drivable
- Lost Load on or affecting the travel lanes
- Load Shifted on or affecting a travel lane
- Lost tandems or axle or buckled trailer on or affecting a travel lane
- Truck fire with tires burned off or cargo spilled
- Major impact with guard rail, bridge support or structure on top of a barrier wall

B. Trucks over 26,000 lbs. and 'Bobtail' Tractors (DOT Class 7 or 8)

- Rollover blocking any of the travel lanes
- Lost load on or affecting the travel lanes
- Load shifted on or affecting travel lanes
- Lost tandems or front axle
- Truck fire with tires burned off or cargo spilled
- Major impact with a guard rail, bridge support or structure on top of a wall

C. Large Motor Homes (40ft plus) and Motor Coaches (DOT Class 5 and 6)

- Rollover on the travel lanes
- Fire with tires burned off
- Major impact with a guard rail, bridge support or structure on top of a barrier wall

D. Busses (16 passenger or more, DOT Class 6, 7 & 8)

- Rollover on or off travel lanes
- Crash with multiple injuries Fire with tires burned off or burned luggage on the roadway
- Major impact with a guard rail, bridge support or structure on top of a barrier wall

E. Trucks towing loaded equipment trailers or cargo trailers

- Rollover blocking any of the travel lanes
- Lost load/ equipment
- Major impacts with safety appurtenance

F. Aircraft

- Any incident involving an aircraft on the Interstate System

6. Equipment and Vehicle Requirements

This section details the equipment requirements for wrecker and recovery trucks; additional trucks and heavy equipment; contracted services and equipment; tools, materials, rigging and supplies on wrecker; and, materials, equipment, and supplies on support vehicle.

6.1. Recovery Wrecker Specifications

50 TON WRECKER
Hydraulic, extendable, fixed boom, ultra heavy duty Recovery Truck
A boom structural rating (TEMA or SAE) of 100,00 lbs.
A minimum of two planetary or worm drive winches with a minimum of 200f t. of ¾" wire rope each
The boom shall extend a minimum of 150" beyond the tailgate (level)
The boom shall elevate to a working height of 21 ft. (@ 30 degrees) minimum
The truck chassis shall be a minimum of 62,000 lbs. GVW
The unit shall be equipped with a hydraulic, extendable under reach tow unit with a capacity of 35,000 lbs. (retracted)

OR

40 TON ROTATOR
A boom structural rating (TEMA or SAE) of 80,000 lbs.
A minimum of two planetary or worm drive winches with a minimum of 200f t. of ¾" wire rope each
The boom shall extend a minimum of 240" beyond the tailgate (level)
The boom shall elevate to a working height of 30 ft. (@ 50 degrees) minimum
The truck chassis shall be a minimum of 62,000 lbs. GVW
The unit shall be equipped with a hydraulic, extendable under reach tow unit with a capacity of 45,000 lbs. (retracted)

AND

30 TON WRECKER
30 Ton hydraulic, extendable boom, heavy duty wrecker
A boom structural rating (TEMA or SAE) of 60,000 lbs.
A minimum of two winches each with 200 ft. of ¾" or 5/8" wire rope
The boom shall extend beyond the tailgate a minimum of 120" (level)
The boom shall elevate to a working height of 18 ft. (@ 30 degrees) minimum
The truck chassis shall be a tandem axle and minimum of 52,000 lbs. GVW
The unit shall have an under reach tow unit rated at 35,000 lbs. (retracted)

NOTE: In the event that the COMPANY cannot meet the 30-ton wrecker minimum requirement, provisional approval will be given to qualify for the TRIP program with a 25-ton wrecker with the stipulation that the COMPNAY shall obtain a qualifying 30-ton wrecker within the first year of the program. Failure to obtain a 30-ton wrecker within the first year will result in removal from the program.

6.2. Additional Trucks and Heavy Equipment

The following equipment is required to be owned and stored at the yard:

Quantity	Equipment
1	Tilt bed, hydraulic, lowboy semi-trailer (Landoll or equivalent) with a 35 ton capacity, 40-48 ft. bed and a winch with 75 ft. of 5/8" cable.
1	Tandem axle road tractor with a sliding fifth wheel.
1	Rollback flatbed wrecker.
1	Self contained, V-hopper, pick-up or trailer mounted Sand Spreader. The unit shall have a minimum capacity of 1½ cu. yd. with a conveyor or auger feed and adjustable rate spinner. Sand must be kept dry!
1	Heavy-duty skid steer or rubber tracked loader with bucket, broom, and fork attachments.
1	Support vehicle with an enclosed, utility body and the additional tools, equipment and material listed for the TRIP support vehicle <p style="text-align: center;">OR</p> A tandem axle, enclosed utility trailer pulled by a tow vehicle with and the additional tools, equipment and material listed for the TRIP support vehicle.

6.3. Contracted Services and Heavy Equipment

The COMPANIES participating in TRIP must show proof of an existing account or agreement in good standing with a local vendor, contractor or equipment supplier to provide the services or equipment outlined below. These services must have a means and capability to respond to an incident scene where TRIP has been activated within the required response time 24/7.

Contract Equipment
A Maintenance of Traffic (MOT) Contractor that can provide and set up full and VDOT Work Area Protection Manual approved work zone traffic controls in the event that the COMPANY must return to the crash scene at a later time, as directed by the Incident Commander, to complete the recovery efforts.
A Disposal Company that can deliver to the scene of an incident, dumpsters or hoppers for crash debris, fire debris and or spilled non-hazardous cargo.
A Vacuum or Suction Service for off-loading or recovering and transporting large quantities of spilled

grain, powders, plastic pellets or non-hazardous liquids and sludge, etc.

A Trucking or Transport company that can provide van, dump, refrigerator or flat bed trucks and/or semi- trailers.

A Construction Crane Rental Company with 50 ton and larger mobile cranes.

A contactor or equipment rental company that can deliver a heavy duty, rubber tired, articulated, construction, end-loader

6.4. Recovery Wrecker Tools and Supplies

Each TRIP heavy duty wrecker shall carry the items outlined below:

Quantity	Equipment
8	Alloy (grade #8 or higher) chains: <ul style="list-style-type: none">▪ 3/8" x 10' (2 each)▪ 5/8" x 10' (2 each)▪ 1/2" x 10' (4 each)
4 (2 Pairs)	Wide profile, recovery straps matching wrecker capacity
4	Heavy duty snatch blocks (working load matched to the winches)
Various	Hooks, clevis' and chokers (matched to the wrecker capacity)
1 (24" x 24")	High Pressure air cushion with control module and hose
4 (4" x 6")	4-foot hardwood timbers
8 (4"x4")	2-foot, hard wood cribbing
1 (12 ft)	Folding or extension ladder
1	36" bolt cutters
2	BC Fire extinguishers (10 lbs)
1	Long handle axe
2	D-handle shovels (flat blade)
1	Long handle shovel (round pointed blade)
2	Street brooms
4	Wheel chocks
1 (5 ft)	Pike bar
1	Crow bars (36")
1	Sledge hammer (8-10 or 12 lbs)
2	Large capacity trash cans or equivalent (examples: Bagsters, Kwic-Kan)
1	Hydraulic jack (20 ton)
1	Fuel tank plug/spill/leak kit, fully stocked
Various	Angle iron or aluminum, wide flange at various lengths
1	Complete brake release kit: (hand tools, air hoses, glad hands, numerous brass fittings and brake caging bolts)

Quantity	Equipment
2	Heavy duty, Industrial flashlights
10	36 inch, reflectorized orange traffic cones (clean)
4 Dozen Or 2 Dozen Or 10	30-minute highway flares (wire stand) or orange chemical flares 1-hour orange chemical flares Or Light Emitting Diodes (LED) flares with in-vehicle chargers or replacement batteries
120 lbs or 30 gallon	oil dry or approved high performance absorbent, or equivalent performing product
50 ft	Rope (1/2")
4	Load binders, transport chains and cheater pipe
1	Tarpaulin (20 ft x 20 ft.)
2	Rolls of duct tape
2	Sewer, drain or inlet covers (mud flaps acceptable)
1	Complete mechanics hand tool set
1	Complete first-aid kit
Note: The above listed items are required as a minimum. It is expected that a professional towing and recovery wrecker operation will supplement this list with any and all items needed to operate in a completely safe and efficient manner.	

6.5. Support Vehicle Tools and Supplies

The support truck or trailer shall carry the following:

Quantity	Equipment
10	36 inch reflectorized orange traffic cones (clean) VDOT approved
2	Fabric, 48" MUTCD approved, VDOT WAPM authorized, Incident Management warning signs
2	Portable sign stands for 48" warning signs (see item above)
1	Gas powered cut-off saw
4	Auxiliary flood lights w/stands, w/ generator
1	Portable air compressor
1	Air impact wrench with sockets
1	Air powered metal chisel
1	Acetylene/Oxygen cutting torch w/tanks
1	Bolt cutters (36")
4	D-handle shovels (flat blade)
2	Long handle shovels (round pointed blade)
2	Aluminum or plastic, non-sparking coal or grain shovels
4	Street brooms

Quantity	Equipment
1	Adjustable drum moving dolly
1	Hand truck
1	Pallet puller
1	Dock plate with clamps (c-clamps or other style)
2	Large Tarpaulins (20 ft. x 20 ft.)
6 Dozen Or 2 Dozen Or 18	30-minute Highway flares (wire stand) or orange chemical flares Or 1-hour orange chemical flares Or Light Emitting Diodes (LED) flares with in-vehicle chargers or replacement batteries
200 lbs or 50 gallons	Oil dry or approved/ equivalent high performance absorbent
4 Bags	Asphalt cold patch
1	Roll of rubber floor runner (36" wide)
10 lbs	16D nails
Numerous	Softwood 2x4 studs
2	Rolls of heavy duty (80 gauge) stretch wrap with dispenser
4	Rolls of duct tape
Sufficient	Load binders and securement chain for a 30 ton load
1	Case of heavy duty, 55 gallon, contractor trash bags
1	Roll of heavy gauge visqueen plastic sheeting
1	Complete , industrial first-aid kit
<p>Note: These tools, supplies and material are required as a minimum. It is expected that a professional recovery wrecker operation will supplement this list with all items needed to operate in a safe and efficient manner.</p>	

7. Program Maintenance

7.1. Periodic Inspections

Program managers will inspect and photograph the tow yard and all required trucks and heavy equipment during the approval process. Official TRIP decals will be applied by TRIP managers **to all** the COMPANY'S trucks that are qualified to respond to a call-out, identifying them as approved TRIP vehicles. Any new equipment must be inspected and approved prior to being used to respond to a TRIP callout. TRIP vehicle decals must be on all on-scene vehicles and shall be removed from vehicles taken out of service.

The tow yard will be inspected to assure it has reserve capacity available to securely store several large commercial vehicles removed from crash scenes.

During the initial inspection, there will also be a review of all the operator and supervisor training, certification documentation and safety and driving records. Periodic subsequent inspections will be scheduled at least every 12 months or sooner at the discretion of the TRIP managers.

All trucks and equipment will be kept clean and in excellent mechanical condition. The TRIP operators and supervisor shall maintain a professional personal appearance and demeanor at all times. The adherence to on-scene safety practices by the entire crew shall be a top priority.

Special attention should be given to maintaining the wreckers, especially items used for heavy lifting and winching. This special attention includes, but is not limited to, winches, wire rope, snatch block maintenance, hook attachment devices, and monitoring for or chain wear/ link stretching or recovery strap abrasion.

Inspections may be made periodically at specified times. In addition, unannounced inspections may take place at any time. Complaints from TRIP managers or other response agencies indicating breaches of safe operating practices or any of the above could prompt an unannounced inspection.

7.2. On-going Training

TRIP operators and supervisors will need to maintain VDOT required certifications and endorsements. In addition, COMPANY towing and recovery professionals are required to attend at least eight (8) hours of training or continuing education every 12 months. This training could include Traffic Incident Management workshops, MUTCD traffic control flagger training, or advanced towing and recovery practices. Other training programs will be acceptable, but must receive prior approval by the VDOT TRIP Program Managers.

COMPANIES participating in TRIP are urged to attend multi-agency training exercises or practice drills with local fire departments and other Richmond Regional response agencies. Active involvement in a formal training exercise involving heavy rescue, mass casualty, tank truck emergencies or hazardous material incident response can satisfy 50 percent or four (4) of the required eight (8) hours of continuing education and training requirement for each year.

Documentation of attendance and participation must be provided and be placed in the company maintained employee training files.

Appendix A: Recovery Wrecker Services Application

TRIP Application Instructions

The Virginia Department of Transportation (VDOT) is seeking Towing and Recovery Service Providers interested in performing recovery services for Richmond Virginia Interstate/Highway System. The Towing and Recovery Incentive Program (TRIP) is a financial incentive program for expedited towing and recovery services for large commercial vehicle incidents on the designated Interstate system. The incentive Program will help meet the region's goal of clearing major incidents in less than 90 minutes.

Towing and Recovery Service Providers interested in participating in a Towing and Recovery Incentive Program (TRIP) and providing commercial vehicle recovery services for VDOT must complete the official Towing and Recovery Operations Application

Membership in this Program means an approved wrecker company is assigned a designated route of the interstate to respond to qualifying large-scale incidents. TRIP requires Recovery Service Providers to have a predetermined amount and type of equipment and have the ability to provide vehicle recovery services as outlined in the program. When called to a TRIP activated incident, approved COMPANIES will receive a monetary bonus for response and clearance within the designated time frames.

To become a member of TRIP the COMPANY/COMPANIES must:

- Must have been in the heavy duty towing and recovery business for a minimum of three years prior to applying
- Fill out the attached TRIP application completely
- Own and maintain all required equipment
- Have the ability to meet response and clearance time requirements
- Meet all Training and Certification requirements
- Attend eight (8) hours of training annually
- Agree to the terms and conditions included in the TRIP Specifications

The application process for membership in TRIP includes the following steps:

- Interested COMPANIES should send completed application to:
- **Parsons, Attn: Scott Kapton 1100 Boulders Parkway, Suite 700 Richmond VA 23225**
- TRIP managers will review applications for completeness.
- Applications will be qualified based on TRIP Specifications.
- TRIP managers will conduct on-site inspections of equipment, facility, and staff.
- TRIP managers will work with COMPANIES to assign appropriate Response Zones.

- Applicants will be evaluated on an annual basis to ensure Program adherence. Participation in this Program is voluntary and at the discretion of VDOT. However, only approved TRIP COMPANIES will be called for TRIP Incidents or be eligible to receive financial incentives.

For complete information on TRIP terms, compensation, requirements and maintenance, please refer to the TRIP Specifications.

APPLICATION QUESTIONS

All questions regarding completion and submission of the applications are to be addressed to **Scott Kapton, Senior Field Project Manager, Parsons, 804-840-7414, scott.kapton@parsons.com**

No other means of submitting questions will be accepted.

All written questions must be submitted by July 30, 2017. Questions received after July 30, 2017 will be rejected.

APPLICATION SUBMISSION INSTRUCTIONS

Applications are due by close of business on Friday August 11, 2017. All applications must be completed in their entirety. Incomplete, illegible, or fraudulent applications will be considered non-responsive and rejected. Rejected applications cannot be resubmitted. Parsons personnel may contact an applicant for clarification or correction of application details. If contacted for application clarification, applicant must respond within 24 hours or the next business day.

COMPANIES shall be given a grace period to October 15, 2017 to complete the full acquisition of the required tools and equipment outlined in the specifications of this program. COMPANIES should add an addendum to their application listing in detail any items that are not secured by the August 11, 2017 application deadline. Failure to secure the listed items by October 15, 2017 will result in a rejection of the application.

Submission of a signed application is an acknowledgement that the applying service provider agrees to and is subject to the terms of the application and selection process and the terms and conditions of the TRIP Service Agreement.

APPLICATION SUBMISSION DATE TIME AND LOCATION

Late June 2017	Application process will be begin
August 11, 2017	Application due date
October 15, 2017	Due date for acquiring ALL required Equipment and tools
October 15-Nov 30	Recovery Zone Assignments and Site Inspections
December 15	Program start date

Applications are to be delivered or mailed to:

**Parsons
Attn: Scott Kapton
1100 Boulders Parkway, Suite 700
Richmond VA, 23225**

Application package must be sealed and clearly marked as follows:
"Towing & Recovery Incentive Program (TRIP) Service Application"
Any application received after August 11, 2017 will be considered non-responsive and rejected.

Virginia Department of Transportation
Towing and Recovery Incentive Program

APPLICATION for TRIP

Please print or type and include additional sheets if required.

Date of application: _____

Company Information

NAME OF COMPANY:

Please circle: Sole proprietorship, Partnership, Corporation, Joint Venture or LLC

BUSINESS ADDRESS:

DATE COMPANY BEGAN OPERATING UNDER THIS NAME:

IN WHAT CITY?

CONTACT INFORMATION:
DAYTIME OFFICE NUMBER:
FAX:
24 HOUR NUMBER:
EMAIL:

FEDERAL EMPLOYER ID #:

NAMES OF ULTIMATE EQUITABLE OWNER/OWNERS OR CORPORATE OFFICERS

NAME:	YEARS IN HEAVY DUTY TOWING & RECOVERY:
NAME:	YEARS IN HEAVY DUTY TOWING & RECOVERY:
NAME:	YEARS IN HEAVY DUTY TOWING & RECOVERY:
NAME:	YEARS IN HEAVY DUTY TOWING & RECOVERY:
BUSINESS ADDRESS/ LOCATION WHERE EQUIPMENT IS STATIONED:	
1.	
2.	

DOES THE APPLICANT OWN OR LEASE THE BUSINESS BUILDINGS AND/OR ADJOINING LAND AT EACH OF THESE SITES? PLEASE EXPLAIN:

--

IF LEASED, GIVE THE OWNERS NAME AND ADDRESS AND TERM OF THE LEASE OR LEASES:

NAME	ADDRESS	LENGTH OF LEASE	EXP. DATE	RENEWAL OPTION?

HOW LONG HAS THE BUSINESS BEEN OPERATING AT THIS LOCATION?

IS THE GARAGE USED AS A COMMERCIAL VEHICLE REPAIR FACILITY?
IF YES, WHAT IS THE NAME OF THE REPAIR BUSINESS?

LIST HOURS AND DAYS OF OPERATION FOR GARAGE AND TOW YARD OFFICE:

GARAGE:
TOW YARD OFFICE:

SIZE OF SECURE STORAGE YARD:	IS IT FENCED?
------------------------------	---------------

DESCRIBE SECURITY MEASURES:

--

INDICATE THE CLOSEST ACCESS POINT AND/OR ENTRANCE RAMP TO THE INTERSTATE AND THE ROUTE TO GET THERE FROM YOUR FACILITY: (CAN ATTACH A MAP FOR

ILLUSTRATION PURPOSES)
ACCESS POINT:
DISTANCE FROM YARD/ GARAGE TO THIS ACCESS POINT (MILES AND TENTHS):
ESTIMATED TRAVEL TIME BETWEEN 5:30 AM & 7:00PM M-F:
ESTIMATED TRAVEL TIME ALL OTHER TIMES:
ADDITIONAL NOTES:
COMPANY may use internet sourced mapping to determine the above information. Please attach any mapping documentation with the application.
HAS THE COMPANY PARTICIPATED IN, OR HOSTED ANY MULTI-AGENCY TRAINING SESSIONS OR DRILLS WITH LOCAL FIRE-RESCUE, EMS, HAZ-MAT, PUBLIC SAFETY OR DOT AGENCIES?

IF YES, LIST THE TYPE OF EXERCISE, DATES AND LOCATIONS
1.
2.
3.

HAS THE COMPANY PARTICIPATED IN ANY TRAFFIC INCIDENT MANAGEMENT TASKFORCE OR COMMITTEE MEETING OR ACTIVITIES?

IF YES, PLEASE DESCRIBE:

List all of the Recovery Trucks that will be used to qualify for TRIP. Fill out all information for each vehicle.

Truck Chassis				
	Unit #1	Unit #2	Unit #3	Unit #4
Make, model, and year				
V I N #				
GVW, Wheel base, Number of axles, Frame				

Engine make, horsepower and torque output				
Details of driveline (transmission, transfer case, drive shafts ,etc)				
Push Bumper (Yes or No)				

Recovery Wrecker Equipment				
	Unit #1	Unit #2	Unit #3	Unit #4
Wrecker and body manufacturer and model				
Winch capacity w/wire rope size				
Boom capacity (TEMA) and reach				
Under-lift capacity and reach				

Additional Trucks and Equipment Information

List with a detailed description all additional COMPANY-owned equipment that is required for the Virginia DOT TRIP program.

Equipment	Make, model, and year	Capacity	Serial Number of VIN Number
Tilt bed, hydraulic, lowboy semi-trailer (Landoll or equivalent) with a 35-ton capacity, 40-48 ft. bed and a winch with 75 ft. of 5/8" cable.			
Tandem axle road tractor with a			

sliding fifth wheel.			
Rollback flatbed wrecker.			
Self-contained, V-hopper, pick-up or trailer mounted Sand Spreader. The unit shall have a minimum capacity of 1½ cu. yd. with a conveyor or auger feed and adjustable rate spinner. Sand must be kept dry!			
Heavy-duty skid steer or rubber tracked loader with bucket, broom, and fork attachments.			
Support vehicle with an enclosed, utility body and a roof mounted VDOT approved MUTCD Type B arrow board. The truck shall be stocked with MUTCD traffic control devices (signs, sign stands and cones etc.) and the additional tools, equipment and material listed for the TRIP support vehicle,			
OR			
A tandem axle, enclosed utility trailer pulled by a tow vehicle with a roof mounted VDOT approved MUTCD Type B arrow board.			

Contract Equipment and Service Provider Information

List your sub-let service providers with which agreements exist to respond to the Interstate on a 24-hour basis as required by the TRIP Specifications.

Contract Equipment	Contract company name address, and phone number	Contract location (where the equipment will be deployed from)
A Maintenance of Traffic (MOT) Contractor that can provide and set up full VDOT Work Area protection approved work zone traffic controls.		
A Disposal Company that can deliver to the scene of an incident, dumpsters or hoppers for crash debris, fire debris and or spilled non-hazardous cargo.		
A Vacuum or Suction Service for off-loading or recovering and transporting large quantities of spilled grain, powders, plastic pellets or non-hazardous liquids and sludge, etc.		
A Trucking or Transport company that can provide van, dump, refrigerator or flat bed trucks and/or semi- trailers.		
A Construction Crane Rental Company with 50 ton and larger mobile cranes.		
A contactor or equipment rental company that can deliver a heavy duty, rubber tired, articulated, construction, end-loader		

Staff Information including Qualifications and Experience

NOTE: List all supervisors and operators including Owners.

NOTE: This information will be used to qualify the COMPANY for the Program and for any needed background and security checks

EMPLOYEE NAME:
SUPERVISOR OR OPERATOR?
CDL TYPE WITH ENDORSEMENTS & DRIVERS LICENSE NUMBER:
DATE OF BIRTH:
DATE OF HIRE:
IMPORTANT: DETAILED DESCRIPTION OF TOWING EXPERIENCE, FORMAL TRAINING ATTENDED AND CERTIFICATION LEVEL ATTAINED ALONG WITH ALL DATES OF COMPLETION

EMPLOYEE NAME:
SUPERVISOR OR OPERATOR?
CDL TYPE WITH ENDORSEMENTS & DRIVERS LICENSE NUMBER:
DATE OF BIRTH:
DATE OF HIRE:
IMPORTANT: DETAILED DESCRIPTION OF TOWING EXPERIENCE, FORMAL TRAINING ATTENDED AND CERTIFICATION LEVEL ATTAINED ALONG WITH ALL DATES OF COMPLETION

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IMPORTANT: DETAILED DESCRIPTION OF TOWING EXPERIENCE, FORMAL TRAINING ATTENDED AND CERTIFICATION LEVEL ATTAINED ALONG WITH ALL DATES OF COMPLETION

EMPLOYEE NAME:
SUPERVISOR OR OPERATOR?
CDL TYPE WITH ENDORSEMENTS & DRIVERS LICENSE NUMBER:
DATE OF BIRTH:
DATE OF HIRE:
IMPORTANT: DETAILED DESCRIPTION OF TOWING EXPERIENCE, FORMAL TRAINING ATTENDED AND CERTIFICATION LEVEL ATTAINED ALONG WITH ALL DATES OF COMPLETION

COPY AND PASTE THE ABOVE TABLE TO ADD ADDITIONAL EMPLOYEES